



Creating and Receiving EDI Orders

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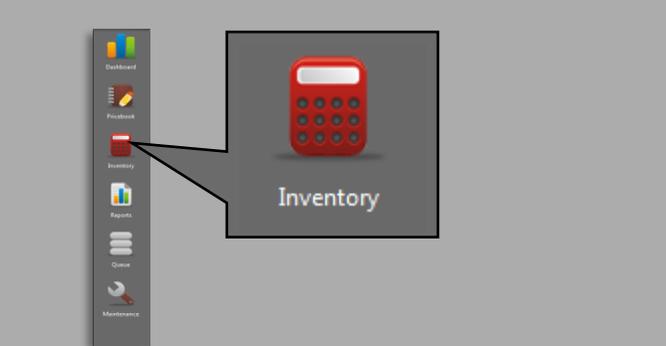
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Creating an EDI Purchase Order

EDI orders are those filled by electronically creating and sending POs, locally, to an applicable vendor, and/or electronically receiving an invoice(s) from a vendor.

Setup for **Vendors** utilizing EDI should be accomplished with assistance from **FasTrax Support**. Certain file formats are required for this utility to operate properly. Please contact **FasTrax Support** for any further assistance/questions.

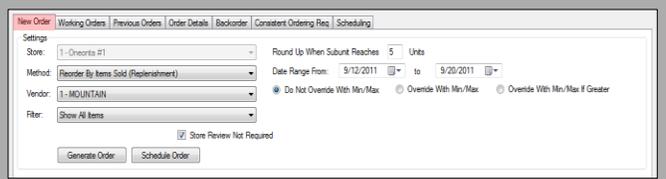
- 1) After logging into the **Fastrax Director**, choose the **“Inventory”** module.
- 2) Choose the **“Reorder”** utility from the options listed along the top utility tab.
- 3) If not already by default, choose the **“New Order”** tab within the **Reorder** utility.
- 4) Change the **“Method”** to the applicable **“Reorder By Items Sold (Replenishment)”**. This is chosen from the available dropdown.
- 5) Choose the applicable vendor from the **“Vendor”** dropdown.



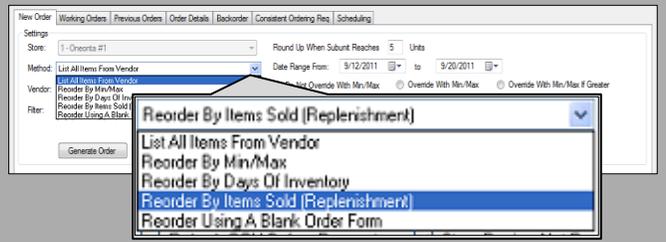
The screenshot shows the Fastrax Director interface. On the left is a vertical navigation menu with icons for Dashboard, Feedback, Inventory, Reports, Orders, and Maintenance. A callout box points to the 'Inventory' icon, which is highlighted and labeled 'Inventory'.



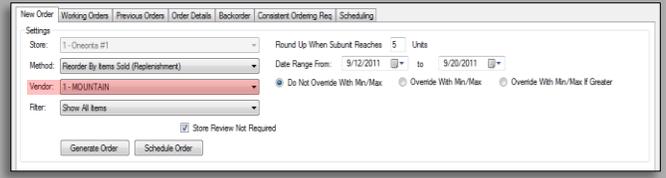
The screenshot shows the 'Inventory' module's top utility tabs: Transfers, Suggested Transfers, Adjustments, Receiving, Reorder, Inventory, Links, Lottery Reconciliation, and Utilities. The 'Reorder' tab is highlighted.



The screenshot shows the 'New Order' tab within the Reorder utility. The 'Settings' section includes: Store: 1-Oreonta #1, Round Up When Subunit Reaches: 5 Units, Method: Reorder By Items Sold (Replenishment), Date Range From: 9/12/2011 to 9/20/2011, Vendor: 1-MOUNTAIN, and Filter: Show All Items. There are buttons for 'Generate Order' and 'Schedule Order'.



The screenshot shows the 'Method' dropdown menu open, listing the following options: List All Items From Vendor, Reorder By Min/Max, Reorder By Days Of Inventory, Reorder By Items Sold (Replenishment), and Reorder Using A Blank Order Form. The 'Reorder By Items Sold (Replenishment)' option is selected.



The screenshot shows the 'Vendor' dropdown menu open, listing the following options: 1-MOUNTAIN, 2-AMERICAN, 3-AMERICAN, 4-AMERICAN, 5-AMERICAN, 6-AMERICAN, 7-AMERICAN, 8-AMERICAN, 9-AMERICAN, 10-AMERICAN, 11-AMERICAN, 12-AMERICAN, 13-AMERICAN, 14-AMERICAN, 15-AMERICAN, 16-AMERICAN, 17-AMERICAN, 18-AMERICAN, 19-AMERICAN, 20-AMERICAN, 21-AMERICAN, 22-AMERICAN, 23-AMERICAN, 24-AMERICAN, 25-AMERICAN, 26-AMERICAN, 27-AMERICAN, 28-AMERICAN, 29-AMERICAN, 30-AMERICAN, 31-AMERICAN, 32-AMERICAN, 33-AMERICAN, 34-AMERICAN, 35-AMERICAN, 36-AMERICAN, 37-AMERICAN, 38-AMERICAN, 39-AMERICAN, 40-AMERICAN, 41-AMERICAN, 42-AMERICAN, 43-AMERICAN, 44-AMERICAN, 45-AMERICAN, 46-AMERICAN, 47-AMERICAN, 48-AMERICAN, 49-AMERICAN, 50-AMERICAN, 51-AMERICAN, 52-AMERICAN, 53-AMERICAN, 54-AMERICAN, 55-AMERICAN, 56-AMERICAN, 57-AMERICAN, 58-AMERICAN, 59-AMERICAN, 60-AMERICAN, 61-AMERICAN, 62-AMERICAN, 63-AMERICAN, 64-AMERICAN, 65-AMERICAN, 66-AMERICAN, 67-AMERICAN, 68-AMERICAN, 69-AMERICAN, 70-AMERICAN, 71-AMERICAN, 72-AMERICAN, 73-AMERICAN, 74-AMERICAN, 75-AMERICAN, 76-AMERICAN, 77-AMERICAN, 78-AMERICAN, 79-AMERICAN, 80-AMERICAN, 81-AMERICAN, 82-AMERICAN, 83-AMERICAN, 84-AMERICAN, 85-AMERICAN, 86-AMERICAN, 87-AMERICAN, 88-AMERICAN, 89-AMERICAN, 90-AMERICAN, 91-AMERICAN, 92-AMERICAN, 93-AMERICAN, 94-AMERICAN, 95-AMERICAN, 96-AMERICAN, 97-AMERICAN, 98-AMERICAN, 99-AMERICAN, 100-AMERICAN. The '1-MOUNTAIN' option is selected.

- 6) If an order based on “Sales” is being created, an applicable **Date Range** will need to be identified to generate an accurate order.

Do Not Override With Min/Max - If **Min/Max** are set for item reorders, a manual input for reorder will override these **Min/Max** presets.

Override With Mix/Max - If **Min/Max** are set for item reorders, **Min/Max** presets will auto fill reorder amounts.

Override With Min/Max If Greater - If **Min/Max** are set for item reorders, reorder amounts will default to **Min/Max** presets if the suggested amount is lower than **Min/Max**.

Round Up When Subunit Reaches 5 Units

Date Range From: 9/12/2011 to 9/20/2011

Do Not Override With Min/Max Override With Min/Max Override With Min/Max If Greater

Choose the applicable beginning date to generate item reorder amounts.

Choose the applicable ending date to generate item reorder amounts.

Min/Max on hand amounts are set to items via **Item Details**.

Generate Order

- 7) After confirming invoice filtering criteria is correct, press the “**Generate Order**” button.

- 8) Generating the order will take you to the “**Order Details**” section of the **Reorder** utility.

The **Order Details** section is for editing any items or quantities generated on the order. Items can be removed and/or added to a **PO**. Cost of items can also be edited from this screen.

Transfers | Suggested Transfers | Adjustments | Receiving | **Reorder** | Inventory | Links | Lottery Reconciliation | Utilities

New Order | Working Orders | Previous Orders | **Order Details** | Backorder | Consistent Ordering Req | Scheduling

Store: 1 - Oneonta #1 PO #: 100015 Order Date: 9/20/2011 Vendor: Test Vendor Entry View Sales History View

Order Method: **Reorder By Items Sold**

Order Details

Order Qty	Vendor Part #	PLU	Description	Cost	Units	Desc	On Hand
5	456	055550000055	TEST PURCHASE UNIT	\$25.00	1		16 - 4

Total Qty: 5 Total Cost: \$25.00

Item Details

Vendor Part: 456 UPC #: 055550000055 [Find](#)

Description: TEST PURCHASE UNIT Qty On Hand: 16 Min Qty: 0 Max Qty: 0 Purch Unit: Units/Purch Unit: 1

Reorder Qty: 5 Cost Each: \$5.00 Total Cost: \$25.00

Hide QOH

The “Order Details” section is separated into two portions.

Order Details

This view displays the sales history for selected items. This information can aid in editing order quantities.

If different quantity is needed, edit here.

Store: 1 PO #: 100015 Order Date: 9/20/2011 Vendor: Test Vendor Entry View Sales History View

Order Method: Reorder By Items Sold

Order Qty	Vendor Part #	PLU	Description	Cost	Units	Desc	On Hand
5	456	055550000055	TEST PURCHASE UNIT	\$25.00	1		16 - 4

Total Qty: 5 Total Cost: \$25.00

Generated POs can be edited through this section. This section displays pertinent information for generated items; PO number, date and vendor.

Choosing “Sales History View” will display item information by a weekly sales history, thus assisting in manual quantity entry.

Quantities, if needed, can be edited by entering the desired amount(s) per item.

Items can be removed by highlighting and pressing

Item Details

This displays the currently highlighted item’s **Part** and **UPC Number**. If a desired item is not included on the current PO, enter the **Part Number** and/or **UPC** number.

Click the to include a new item on the current PO. Quantities will need to be entered for manually added items.

Pressing the [Find](#) tool will assist in adding items if complete **Vendor/UPC** numbers are not known.

Item Details

Vendor Part: 456 UPC #: 055550000055 [Find](#)

Description: TEST PURCHASE UNIT Qty On Hand: 16 Min Qty: 0 Max Qty: 0 Purch Unit: Units/Purch Unit: 1

Reorder Qty: 5 Cost Each: \$5.00 Total Cost: \$25.00

Press after adding and/or editing items to implement changes.

Reorder Qty - Quantities for generated and/or manually items can be entered here. Press **Add/Update** after editing items.

Cost Each - If applicable, enter item cost. Press **Add/Update** after editing items.

Reorder quantities and **Cost** are editable in this section. If the generated quantities are not satisfactory, edit and press .

If additional items are desired to be added to the PO, enter either the item’s **Vendor Part** or **UPC #** then press to add item(s).

- 9) If there are any items you do not wish to include on the generated **PO**, highlight from the **Order Details** list and press

Checking this hides "quantities on hand" in reports.

Choosing this removes any items with Zero Quantities from the PO.

Print Order - Prints current PO.

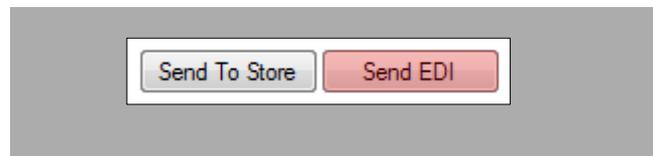
Print Guide - Prints current PO with sales history.

Reports can be sorted by **Description, UPC or Vendor Part.**

Send To Store - This will send the PO to an indicated store for approval/editing.

Send EDI - This sends the PO to the indicated vendor for order.

- 10) After confirming PO information is correct, press the "Send EDI" button.



If an order/PO is generated and not sent, it can be reviewed, edited, deleted and sent at a later time through the "Previous Orders" section.

- 1) Choose "Previous Orders" from the Reorder utility.

Transfers | Suggested Transfers | Adjustments | Receiving | Reorder | Inventory | Links | Lottery Reconciliation | Utilities

New Order | Working Orders | **Previous Orders** | Order Details | Backorder | Consistent Ordering Req | Scheduling

Filter
Vendor: 28 - Test Vendor | Date Range From: 6/23/2011 to 9/22/2011 | Show Closed Orders | Refresh

Store #	Vendor	PO #	PO Date	Est Cost	Status	EDI Status
1	Test Vendor	100015	9/20/2011	\$30.00	Closed	Not Sent
1	Test Vendor	100003	9/7/2011	\$0.00	Open	Not Sent
1	Test Vendor	100002	9/7/2011	\$0.00	Open	Not Sent

Delete Order | Close Order | Edit Order | Copy Order | Print Order | Print Guide | Hide QOH | Sort By Description | Convert To Invoice | Send Order (EDI)

- 2) Filter to the correct vendor and/or date, or highlight the applicable PO.
- 3) Choose the applicable option for the highlighted PO.

Delete Order | Close Order | Edit Order | Copy Order | Print Order | Print Guide | Hide QOH | Sort By Description | Convert To Invoice | Send Order (EDI)

Delete Order - Choosing this will delete any highlighted PO, waiting or sent.

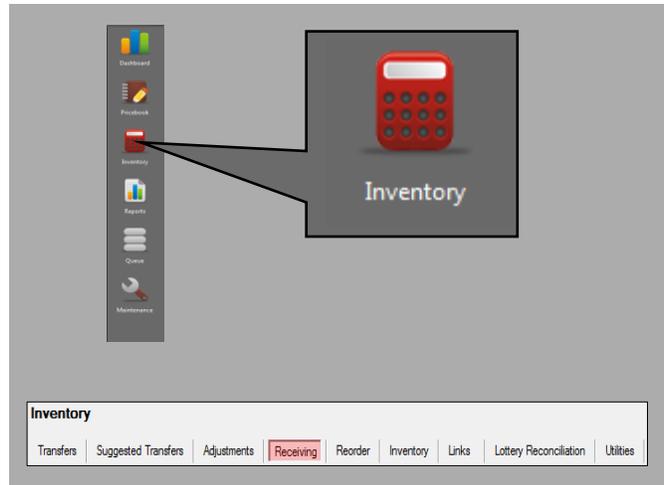
Close Order - Choosing this will close any highlighted PO, waiting or sent. Closed POs are not deleted, but are simply removed from the list. Closed POs are still editable.

Receiving EDI from a Purchase Order

After creating **Purchase Orders** sent via **EDI**, these **Purchase Orders** can then in turn be received as **Vendor Invoices** upon order arrival.

When receiving an **EDI Invoice** created from a **Purchase Order**, you will need the **Vendor Invoice Number**. Your applicable vendor will supply this number.

- 1) After logging into the **Fastrax Director**, choose the “**Inventory**” module.



- 2) Choose the “**Receiving**” utility.

The screenshot shows the 'Previous Invoices' window. At the top, there are tabs for 'Previous Invoices', 'EDI', and 'Configuration'. Below the tabs is a filter section with 'Store: All Stores', 'Vendor: All Vendors', and 'Date Range From: 9/15/2011 to 9/22/2011'. A 'Refresh' button is to the right. The main area is a table with the following data:

Store #	Vendor Name	Invoice #	Invoice Date	Total Cost	PO #	Applied	Applied Date
1	Test Vendor	100003	9/21/2011	\$0.00	100003	<input type="checkbox"/>	

At the bottom of the window, there are buttons: 'Create New Invoice', 'View Invoice', 'Print Invoice', 'Print Cost Changes', 'Sort By Description', and 'Delete Invoice'.

- 3) From this section, press the “**Create New Invoice**” button.

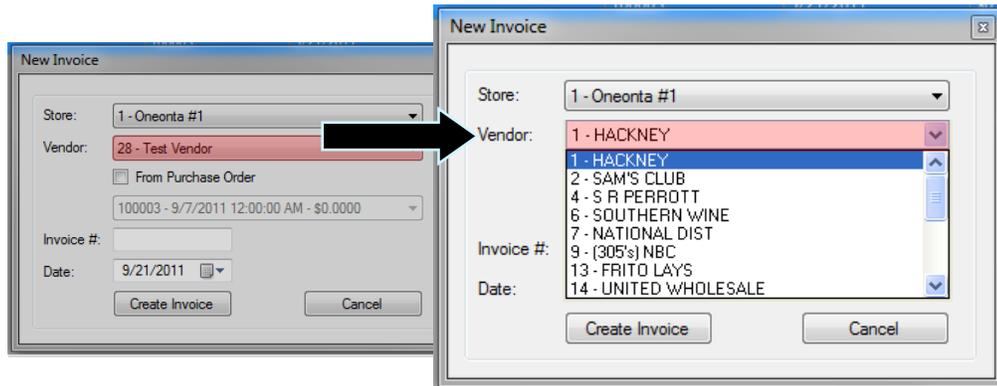
This will open the “**New Invoice**” window.

The screenshot shows the 'New Invoice' window. It has a 'Create New Invoice' button at the top. The main area contains the following fields:

- Store: 1 - Oneonta #1
- Vendor: 28 - Test Vendor
- From Purchase Order
- 100003 - 9/7/2011 12:00:00 AM - \$0.0000
- Invoice #: [Empty field]
- Date: 9/21/2011

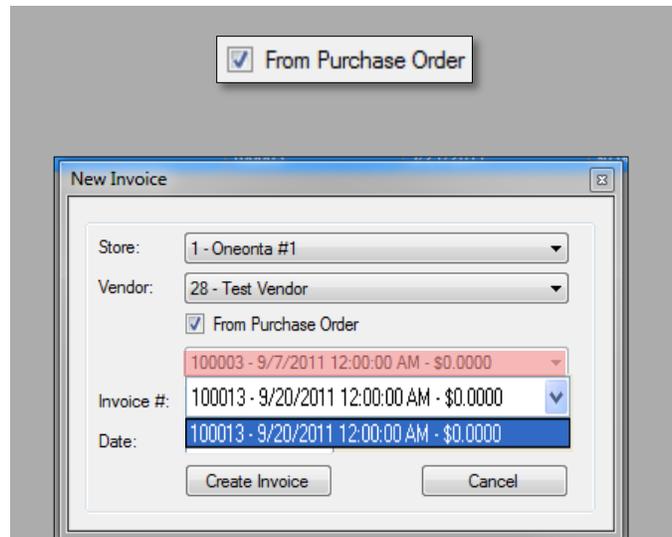
At the bottom, there are 'Create Invoice' and 'Cancel' buttons.

- 4) Choose the applicable vendor from the **Vendor** dropdown.

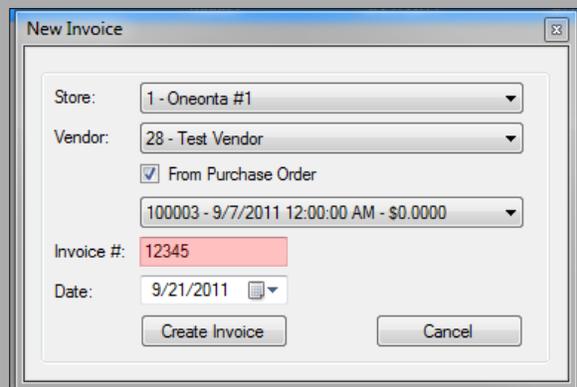


- 5) Check "From Purchase Order".

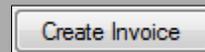
- 6) Select applicable **Purchase Order** from dropdown.



- 7) Enter the applicable **Vendor Invoice Number** for the previously generated PO.



- 8) Press the "Create Invoice" button.



9) Verify quantities and costs are correct for the items listed.

If an item requires a change in quantity or cost:

- 1) Highlight the applicable item and edit **Part Qty** or **Cost Each**.
- 2) Press the **"Add/Update"** button to save changes before highlighting another item.

If items not listed on an invoice need to be added and received:

- 1) Enter the **Vendor Part** or **UPC**.
- 2) Edit the quantity and cost.
- 3) Press the **"Add/Update"** button.

The screenshot shows an invoice management interface. At the top, there are fields for Vendor Part (05555000050), UPC (05555000050), Description (TEST ITEM), Part Qty (5), UPC Qty (5), Expected Qty (0), Cost Each (\$0.50), and Total Cost (\$2.50). Below this is a table titled 'Items On Invoice' with columns: Vendor Part, UPC, Description, Expected, Received, Cost, and Update Cost. The table contains two rows: one for 'TEST ITEM' (05555000050) with Expected 0 and Received 5, and another for 'TEST PURCHASE' (05555000055) with Expected 0 and Received 5. A 'Totals' row shows 10 items for \$27.50. Callouts point to the 'Add/Update' button and the 'Update Cost' checkbox in the table.

Press after editing item quantities, cost or adding a new item.

Check **"Update Cost"** if the new cost of the received item is intended to replace the existing cost.

Sometimes items are damaged before receiving. If items need to be completely removed from an invoice:

- 1) Highlight the applicable item and press the **"Delete Item"** button.

This will remove the item and change the invoice **"Totals"**.

10) Press the **"Apply Invoice"** button to receive the invoice.

The screenshot shows the bottom of the invoice management interface. It includes a 'Totals' section showing 5 items for \$25.00. Below this are 'Update Costs' links for 'Check All' and 'Uncheck All'. There are buttons for 'Sort By Description', 'Print Invoice', 'Print Cost Changes', 'Delete Item', and 'Apply Invoice'.

Update Costs:

[Check All](#) - Pressing this will check all items to **Update Cost** as received.

[Uncheck All](#) - Pressing this will uncheck all items flagged to **Update Cost** as received.

Prints a list of **Cost** changes from items received.