

EDI Serials Invoicing – Systems office notes on configuration and workflow
University of Iowa Libraries
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Configuration:

- 1) Tab35 – This table is also used for EDI orders. The two most relevant columns are 1 & 2. These must be properly filled in with sublibrary (or “#####” for all sublibraries) and your ALEPH vendor code (from z70-vendor-code)
- 2) EDI message counter – You may want to reset this counter located through UTIL_G_2_20.
- 3) Z603 tablespace – Check to insure tablespace has been assigned for z603 in xxx50/file_list.
- 4) EDI subdirectories – Check to insure that “incoming,” “malformed,” and “processed” subdirectories exist under the xxx50/edi directory.
- 5) Vendor record – The vendor record contains fields for the vendor’s EDI code and the vendor’s EDI code type (stored in the z70 table). These fields are used for EDI ordering but are not necessary for serials invoicing.
- 6) Vendor name – The vendor name or number listed in your invoice’s UNB service segment must match the vendor code listed in column 2 of tab35.
- 7) Invoice lines – Be sure that any EDI invoice you are preparing to load does not have more than 200 line items. This is a system limit. Future releases will have this limit increased. You may need to request this invoice limit from your serials vendor.
- 8) Multiple encumbrances – You will run into a problem where budget transactions are not created for orders that have multiple budgets assigned, including old, inactive budgets still tied to the order. We have run a local script to remove these old, inactive budgets. Future releases should be able to correct this problem with old, inactive budgets for sites that wish to retain this historical data.
- 9) Load invoice – FTP invoice from vendor should be loaded into xxx50/edi/incoming directory before running EDI batch jobs.

Worklow:

- Systems librarian will:
 - o Preview invoice reports for;
 - ✓ ALEPH vendor code – This must match tab35, column 2.
 - ✓ Invoice number – To insure number matches the one the vendor sent notification on.
 - ✓ One line item – This is just a general overview of the data.
 - ✓ Exclusion of vendor reference numbers – Matching problems can occur if vendor reference number is present in the line items.

EDI Serials Invoicing – Systems office notes on configuration and workflow, continued

- Load invoice file(s) to test server – This is done to ensure that the structure of the EDIFACT invoices has not been altered from one invoice to the next from a vendor and to avoid backing up Oracle tables prior to loading (z75, z77, z68, z601). Backing up these tables is recommended by Ex Libris. This is not done locally since a separate test server exists (which is updated on a regular basis with our production data).
- Run two batch jobs to convert data in EDI file and create general invoices and line items – These two jobs are p_edi_02 and p_edi_03. The former of the two jobs takes the EDIFACT file structure and converts it to data that is stored in an Oracle table, the z603. The latter job actually loads the data to create the general invoices and line items. Both of these jobs can be scheduled in the job list and run at convenient times.
- Check log files for run time errors – These are the log files that are output to the alephe scratch directory. The errors that are written to the log file can often be cryptic, but can quickly give you an idea if the invoice loaded successfully or not.
- Discard temporary data – The z603 table is dropped and recreated. This is not mandatory. A decision was made to do this after encountering problems where an attempt was made to reload a particular invoice. In addition, since the original EDIFACT file sent from the vendor is kept, there wasn't a need to retain this data, which will just continue to take up more and more storage space on the server.
- If process appears satisfactory, load invoice file(s) to production server
- Run two batch jobs to convert data in EDI file and create general invoices and line items
- Check log files for run time errors
- Discard temporary data
- Check that invoices can be retrieved through client
- Notify serials acquisitions staff that invoices are loaded

These workflows have been changing as our EDI work has progressed and we are currently in the process of trying to streamline our present workflow.