



Version

8.5

PENTAGON 2000 SOFTWARE

Open EDI Module

Pentagon 2000 Software
15 West 34th Street 5th Floor
New York, NY 10001
Phone 212.629.7521 • Fax 212.629.7513

TITLE:	Open EDI Module		
PART:	General System		
MODULE:	Open EDI Module	BUILD	8.5.54.113.18
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	REVISION:	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	08/30/2013

Purpose

The Pentagon 2000 Open EDI Module enables the electronic data interchange.

- Enables import of selected purchasing and sales documents from flat file.
- Enables export of selected purchasing and sales documents to flat file.
- Allows default document import and export format to be saved by customer/vendor.

Overview

This procedure outlines the steps for import and export of selected purchasing and sales documents using the Open EDI module.

Required Modules/Features

- Pentagon 2000 Core
- Open EDI Module

Table of Contents

1.	IMPORT DOCUMENTS SETUP	4
2.	EXPORT DOCUMENTS SETUP	8
3.	IMPORT/EXPORT FILE TYPE SETUP	12
4.	DOCUMENT IMPORT	16
5.	DOCUMENT EXPORT	24

Procedure

1. Import Documents Setup

It is possible that the data to be imported to Pentagon 2000 will originate from various sources (customers/vendors). The Pentagon 2000 system allows the flat file columns required for import of flat files to be identified by document and customer/vendor.

The default document import format setup identifies the particular columns and order of those columns in the flat file received by customer/vendor.

Import setup applies to the following documents:

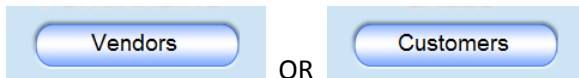
Vendors:

- RFQ
- Purchase Order
- Purchase Invoice

Customers:

- Quote
- Sales Order
- Sales Invoice

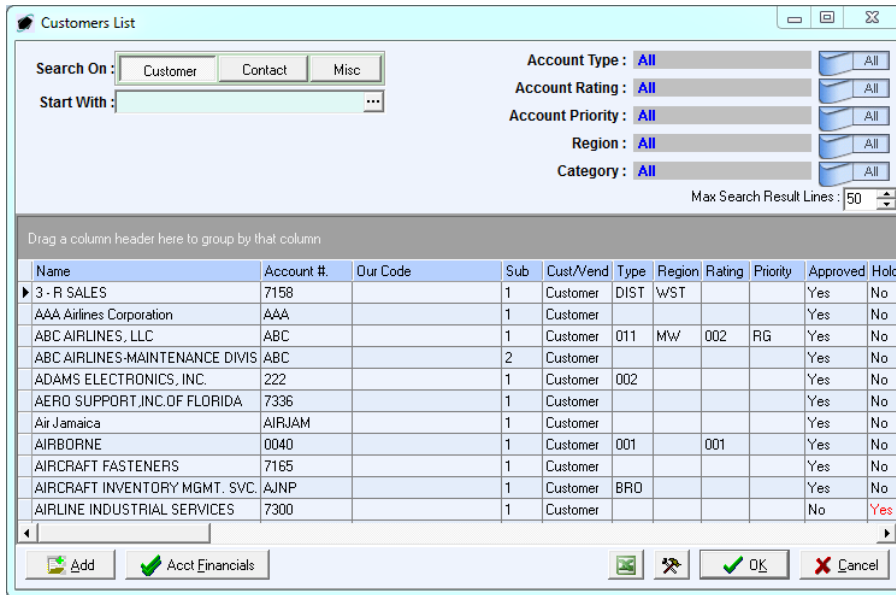
- a. From the **Main Menu** screen, left-click the **Vendors** or **Customers** button (depending on the default document import format setup required to be set up).



This procedure will identify instructions for setup of the default Sales Order Import Format.

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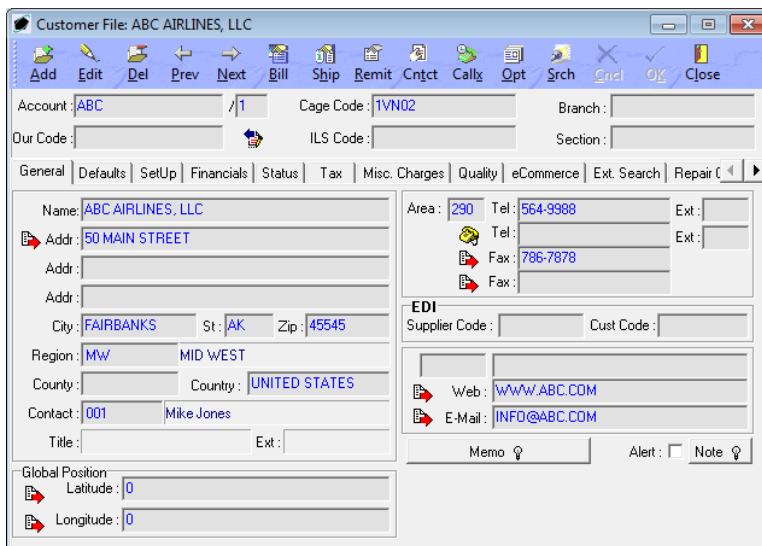
b. The **Customers List** search window will appear.



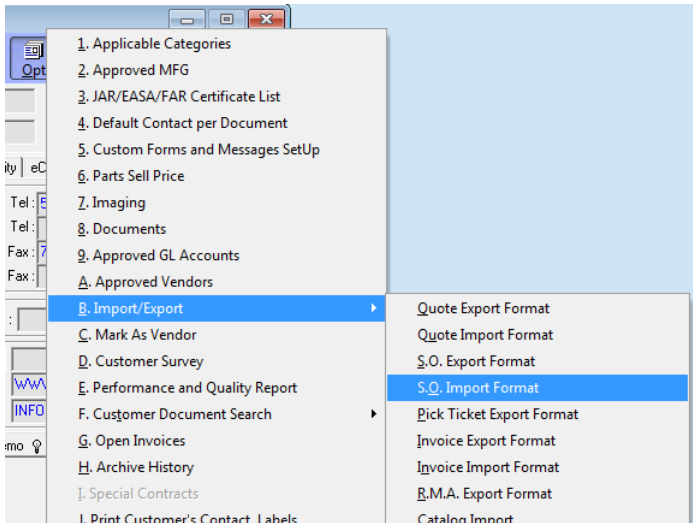
Name	Account #	Our Code	Sub	Cust/Vend	Type	Region	Rating	Priority	Approved	Hold
3 - R SALES	7158		1	Customer	DIST	WST			Yes	No
AAA Airlines Corporation	AAA		1	Customer					Yes	No
ABC AIRLINES, LLC	ABC		1	Customer	011	M/W	002	RG	Yes	No
ABC AIRLINES-MAINTENANCE DIVIS	ABC		2	Customer					Yes	No
ADAMS ELECTRONICS, INC.	222		1	Customer	002				Yes	No
AERO SUPPORT, INC. OF FLORIDA	7336		1	Customer					Yes	No
Air Jamaica	AIRJAM		1	Customer					Yes	No
AIRBORNE	0040		1	Customer	001		001		Yes	No
AIRCRAFT FASTENERS	7165		1	Customer					Yes	No
AIRCRAFT INVENTORY MGMT. SVC.	AJNP		1	Customer	BRO				Yes	No
AIRLINE INDUSTRIAL SERVICES	7300		1	Customer					No	Yes

c. Select the appropriate customer (left-click the line within the search window and left-click OK; or double-click the line within the search window).

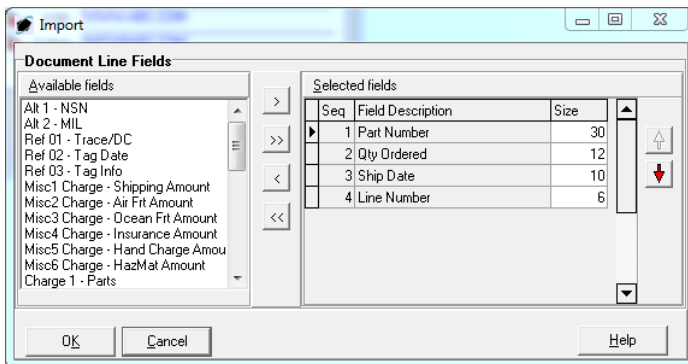
d. The **Customer File** window will appear.



- e. Left-click the **Opt** button on the **Customer File** window toolbar, go to **B. Import/Export**, left-click **S.O. Import Format**.



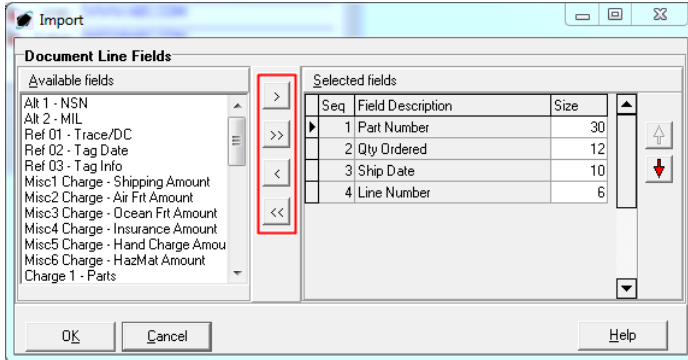
- f. The **Import** window will appear.



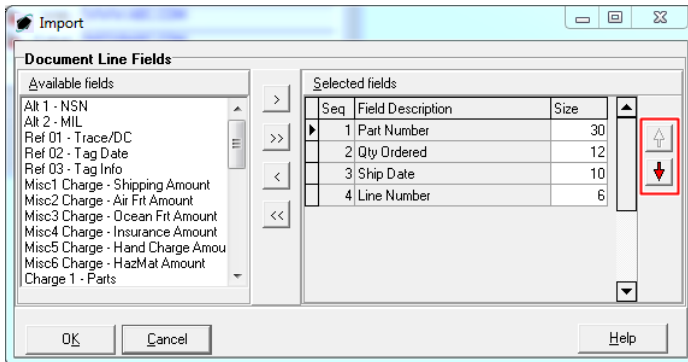
NOTE: Import format setup requires the identification and order of line fields only.

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- g. Identify the columns from the **Available fields** grid that are present on the flat file used to import sales order documents from this customer by moving them to the **Selected fields** grid using the arrow buttons between the two grids.



- h. Identify the order of the columns present on the flat file used to import sales order documents from this customer by using the arrow buttons to the right of the **Selected fields** grid.



- i. Left-click the **OK** button to close the **Import** window.

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2. Export Documents Setup

It is possible that the data exported from the system will be required in various formats for interface to customer or vendor systems. The Pentagon 2000 system allows the flat file columns required for export of flat files to be identified by document and customer/vendor.

The default document export format setup identifies the particular columns and order of those columns in the flat file being passed to customer/vendor.

Export setup applies to the following documents:

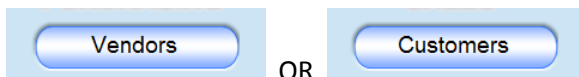
Vendors:

- RFQ
- Purchase Order
- Purchase Shipper
- Vendor Claim

Customers:

- Quote
- Sales Order
- Pick Ticket
- Sales Invoice
- RMA

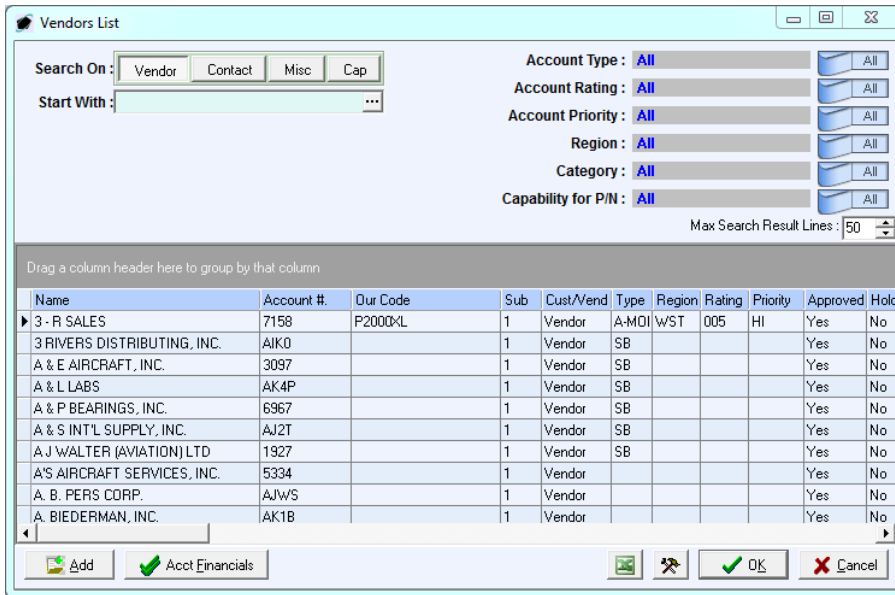
- a. From the **Main Menu** screen, left-click the **Vendors** or **Customers** button (depending on the default document export format setup required to be set up).



This procedure will identify instructions for setup of the default Purchase Order Export Format.

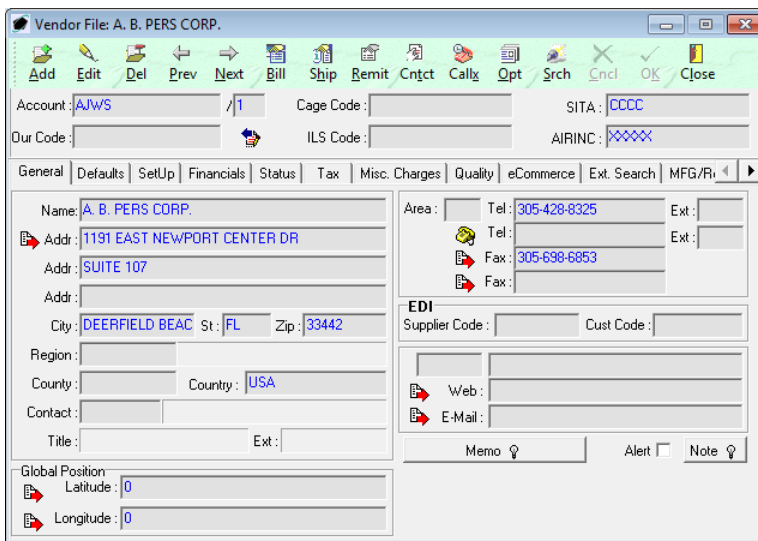
CONTINUE TO NEXT PAGE

b. The **Vendors List** search window will appear.



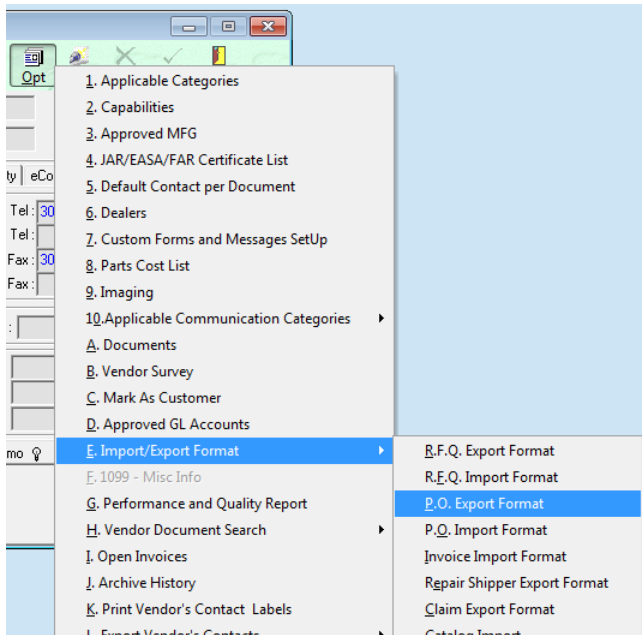
c. Select the appropriate vendor (left-click the line within the search window and left-click OK; or double-click the line within the search window).

d. The **Vendor File** window will appear.

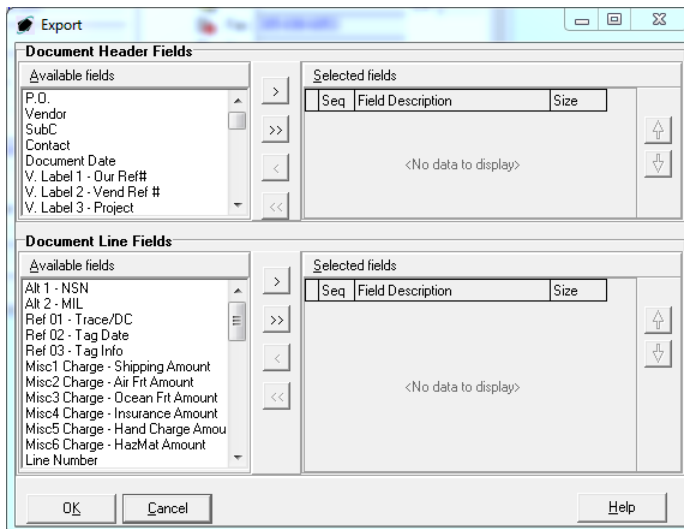


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- e. Left-click the **Opt** button on the **Customer File** window toolbar, go to **E. Import/Export Format**, left-click **P.O. Export Format**.

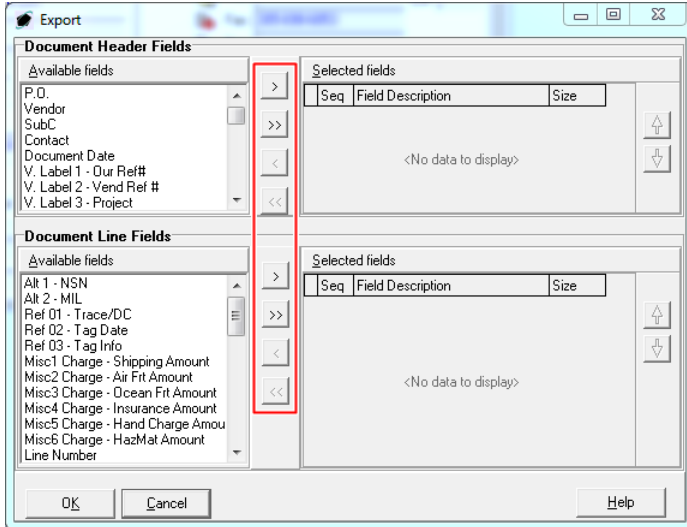


- f. The **Export** window will appear.

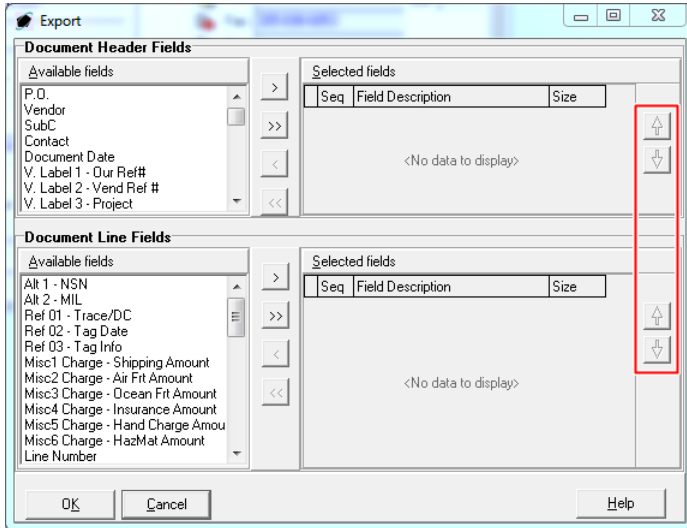


NOTE: Export format setup requires the identification and order of both header and line fields.

- g. Identify the columns from the **Available fields** grid that should be present on the flat file purchase order documents to this vendor by moving them to the **Selected fields** grid using the arrow buttons between the two grids.



- h. Identify the order of the columns that should be present on the flat file purchase order documents to this vendor by using the arrow buttons to the right of the **Selected fields** grids.



- i. Left-click the **OK** button to close the **Export** window.

END OF SECTION

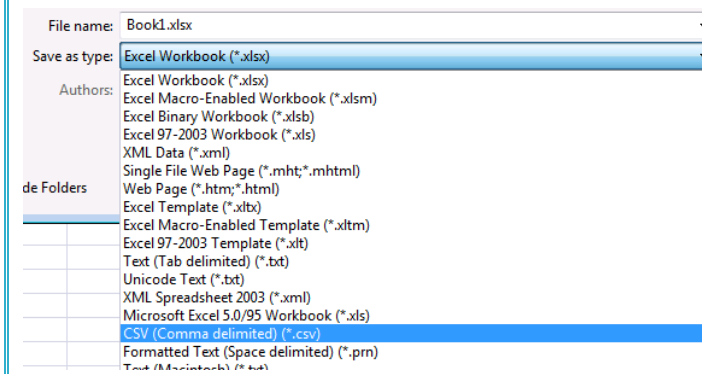
3. Import/Export File Type Setup

You may identify whether the files imported and exported for a particular customer or vendor are formatted as comma delimited text or fixed length text files.

a. Definitions

- i. Comma Delimited Text – separation between fields are identified by a comma. Any comma appearing in the file will be considered as identifying the end of one field and the beginning of another; therefore, data values should not contain any commas.

NOTE: Comma delimited text is the most popular and is considered the industry standard. Excel files can (and must) be saved as .csv file in order to import using Open EDI; this is the recommended file type.

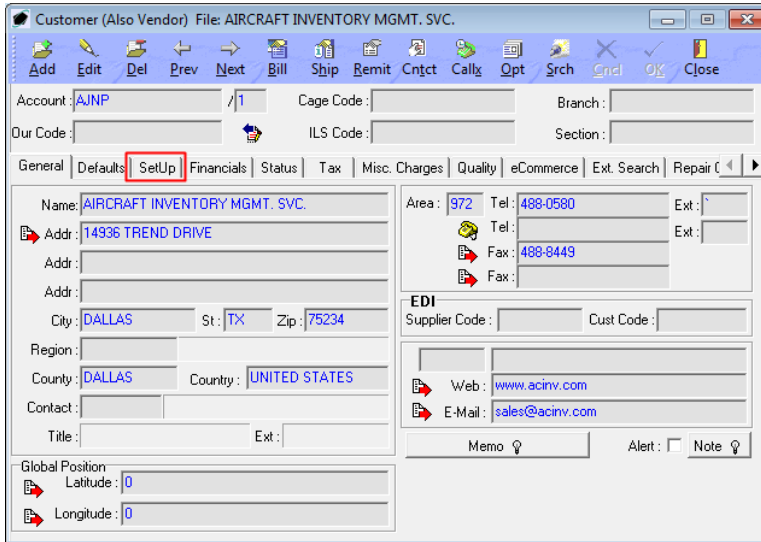


- ii. Fixed Length Text – each field is allocated a set number of characters identified by the import or export module. Open EDI allocates the length identified in the selected fields grid in the import/export window. Commas appearing in the file will be considered a part of the data value; therefore, commas (and any other delimiters) should not appear between fields and commas are acceptable characters in fields such as descriptions.

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b. Customer

- i. From the **Customer File** window, go to the **Setup** tab.



Customer (Also Vendor) File: AIRCRAFT INVENTORY MGMT. SVC.

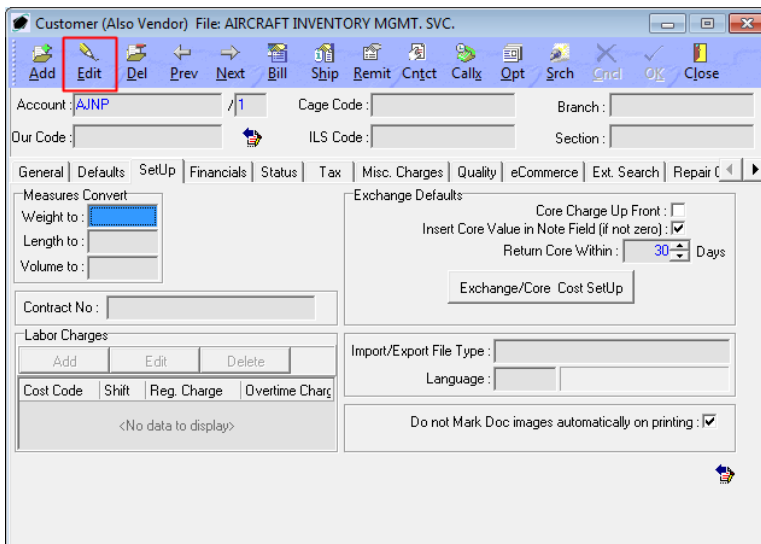
Account: AJNP / 1 Cage Code: Branch: Our Code: ILS Code: Section:

General Defaults **SetUp** Financials Status Tax Misc. Charges Quality eCommerce Ext. Search Repair

Name: AIRCRAFT INVENTORY MGMT. SVC. Area: 972 Tel: 488-0580 Ext: Addr: 14936 TREND DRIVE Tel: Fax: 488-8449 Ext: City: DALLAS St: TX Zip: 75234 EDI Supplier Code: Cust Code: Region: Country: DALLAS Country: UNITED STATES Web: www.acinv.com E-Mail: sales@acinv.com Title: Ext: Memo Alert: Note

Global Position Latitude: 0 Longitude: 0

- ii. Left-click the **Edit** button from the **Customer File** window toolbar.



Customer (Also Vendor) File: AIRCRAFT INVENTORY MGMT. SVC.

Account: AJNP / 1 Cage Code: Branch: Our Code: ILS Code: Section:

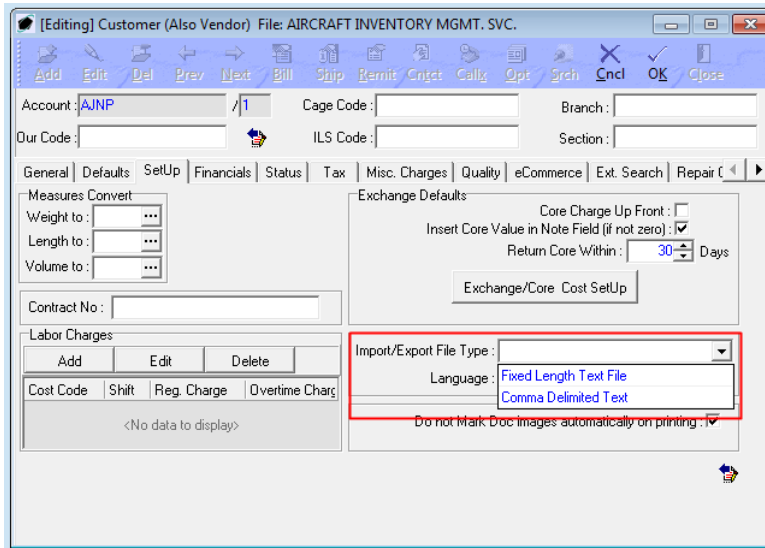
General Defaults SetUp Financials Status Tax Misc. Charges Quality eCommerce Ext. Search Repair

Measures Convert Weight to: Length to: Volume to: Exchange Defaults Core Charge Up Front: Insert Core Value in Note Field (if not zero): Return Core Within: 30 Days Exchange/Core Cost SetUp Labor Charges Add Edit Delete Cost Code Shift Reg. Charge Overtime Charge Import/Export File Type: Language: Do not Mark Doc images automatically on printing: <input checked="" type="checkbox"/>

<No data to display>

CONTINUE TO NEXT PAGE

iii. Select the appropriate value in the **Import/Export File Type** field.

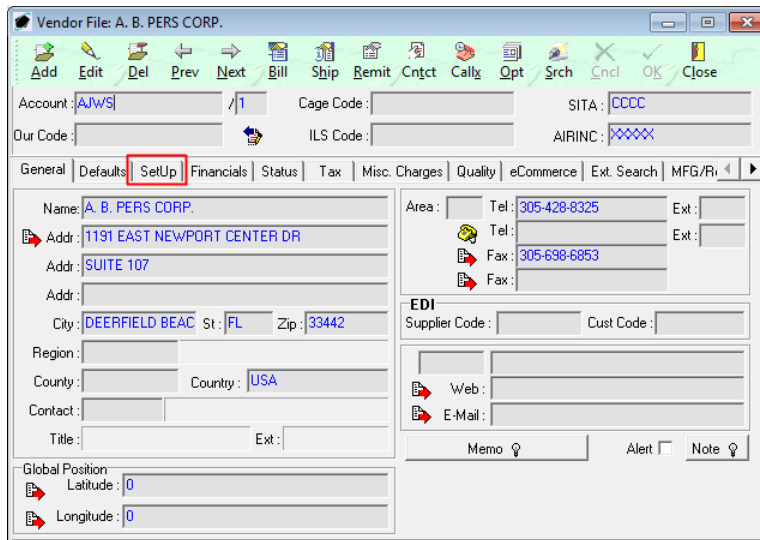


iv. Left-click the **OK** button from the **Customer File** window toolbar to save the record.

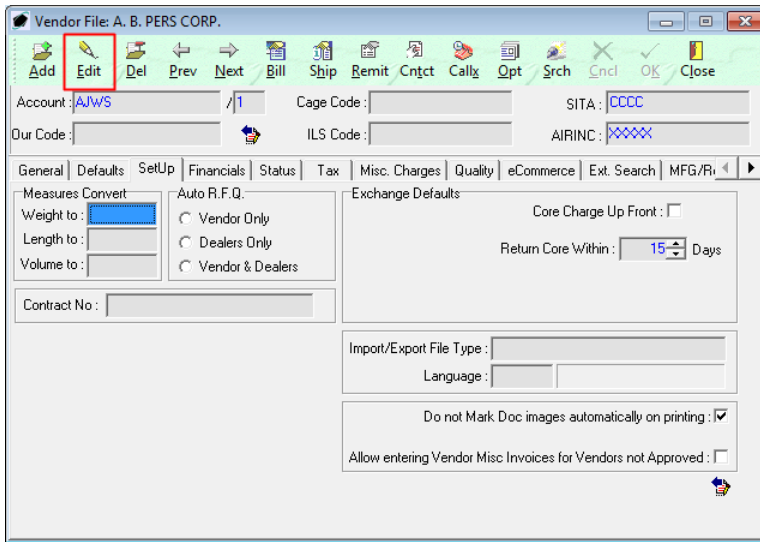
v. Left-click the **Close** button from the **Customer File** window toolbar to close the window.

c. Vendor

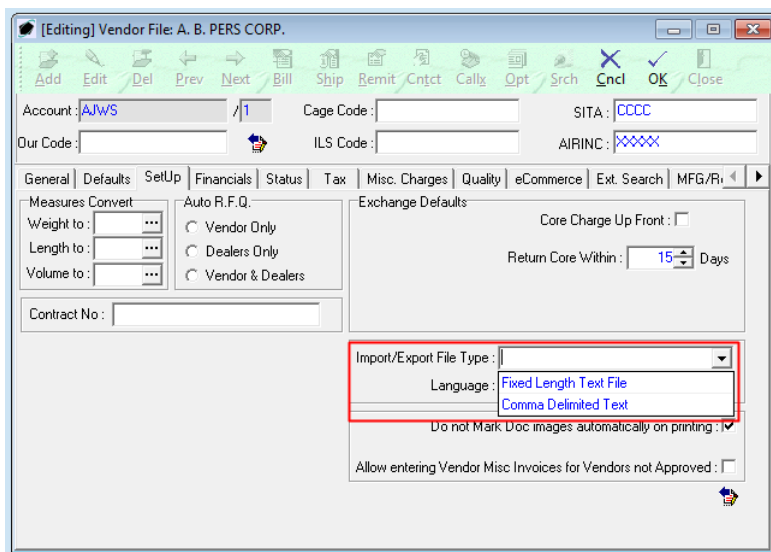
i. From the **Vendor File** window, go to the **Setup** tab.



- ii. Left-click the **Edit** button from the **Vendor File** window toolbar.



- iii. Select the appropriate value in the **Import/Export File Type** field.



- iv. Left-click the **OK** button from the **Vendor File** window toolbar to save the record.
- v. Left-click the **Close** button from the **Vendor File** window toolbar to close the window.

END OF SECTION

4. Document Import

The procedure to import documents is identical (except for option numbering) for all available documents.

Import setup applies to the following documents:

Purchasing:

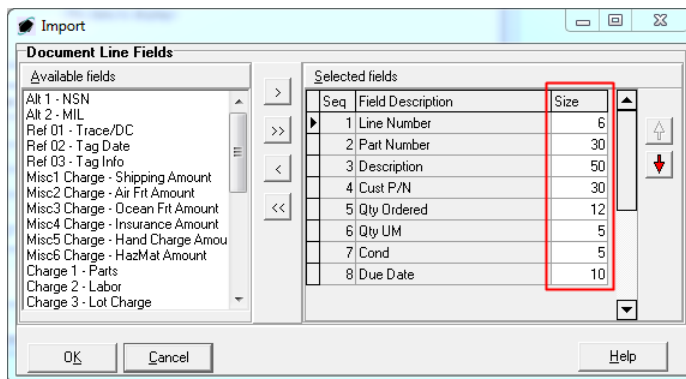
- RFQ
- Purchase Order
- Purchase Invoice

Sales:

- Quote
- Sales Order
- Sales Invoice

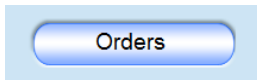
This procedure will identify instructions for import of a customer Sales Order.

- a. Prepare the flat file to be used for the import of data. Whether you receive flat files from customers, vendors, or internally, you will need to identify the columns present, the order of those columns, and the format of those columns.
 - i. Each column has a length limit (identified in the **Size** column of the **Selected fields** grid)



- ii. If the flat file being imported is a comma delimited text file, there should be no commas in any of the data. If commas within the data fields are required, you must use a fixed length text file.
- iii. Dates should be in MM/DD/YYYY format.
- iv. Prices and costs should have no dollar/currency signs.
- v. Files should be saved as either a .csv (comma-separated values) or .txt (Text) file.

- b. From the **Main Menu** screen, left-click the **Orders** button on the **Sales** side of the screen.



- c. The **Sales Order** search window will appear.

Sales Order

Search On:

Customer:

Line Category:

Start With:

Max Search Result Lines: 50

Drag a column header here to group by that column

S.O. No	Doc Type	Cust P.O.	Account Name	Entered	Ship On	Due by	Currency(Bas
001573	Sales Order	6464	AAA Airlines Corpora	Oct-26-2012	Nov-19-2012	Oct-26-2012	USD
001572	Sales Order	64333	AAA Airlines Corpora	Oct-26-2012	Nov-05-2012	Nov-05-2012	USD
001571	Sales Order	4342424	AAA Airlines Corpora	Oct-24-2012	Oct-31-2012	Oct-24-2012	USD
001570	Repair Order (S.O.)	R432745	PARTS SUPPLY SE	Sep-13-2012	Sep-13-2012	Sep-13-2012	USD
001569	Sales Order	7557R	AAA Airlines Corpora	Sep-12-2012	Oct-06-2012	Sep-12-2012	USD
001568	Sales Order	555	AAA Airlines Corpora	Sep-12-2012	Oct-06-2012	Sep-12-2012	USD
001567	Sales Order	64T533	PARTS SUPPLY SE	Sep-12-2012	Sep-18-2012	Sep-18-2012	USD
001566	Sales Order	649649	PARTS SUPPLY SE	Sep-10-2012	Oct-04-2012	Sep-10-2012	USD
001565	Repair Order (S.O.)	8897888	ABC AIRLINES, LLC	Aug-30-2012	Sep-19-2012	Aug-30-2012	USD
001564	Sales Order	K432854	ADAMS ELECTRON	Aug-08-2012	Aug-08-2012	Aug-08-2012	USD
001563	Sales Order	6444	PARTS SUPPLY SE	Aug-06-2012	Aug-09-2012	Aug-09-2012	USD
001562	Sales Order	P427-545	ADAMS ELECTRON	Aug-06-2012	Aug-11-2012	Aug-11-2012	USD
001561	Sales Order	H4584	AAA Airlines Corpora	Jul-11-2012	Jul-13-2012	Jul-11-2012	USD
001560	Repair Order (S.O.)	R4666-66	PARTS SUPPLY SE	Jul-06-2012	Jul-26-2012	Jul-06-2012	USD

- d. Left-click the **Add** button.

- e. The **Customers List** search window will appear.

Customers List

Search On:

Account Type:

Account Rating:

Account Priority:

Region:

Category:

Start With:

Max Search Result Lines: 50

Drag a column header here to group by that column

Name	Account #.	Our Code	Sub	Cust/Vend	Type	Region	Rating	Priority	Approved	Holc
3 - R SALES	7158		1	Customer	DIST	WST			Yes	No
AAA Airlines Corporation	AAA		1	Customer					Yes	No
ABC AIRLINES, LLC	ABC		1	Customer	011	MW	002	RG	Yes	No
ABC AIRLINES-MAINTENANCE DIVIS	ABC		2	Customer					Yes	No
ADAMS ELECTRONICS, INC.	222		1	Customer	002				Yes	No
AERO SUPPORT, INC. OF FLORIDA	7336		1	Customer					Yes	No
Air Jamaica	AIRJAM		1	Customer					Yes	No
AIRBORNE	0040		1	Customer	001		001		Yes	No
AIRCRAFT FASTENERS	7165		1	Customer					Yes	No
AIRCRAFT INVENTORY MGMT. SVC.	AJNP		1	Customer	BRD				Yes	No
AIRLINE INDUSTRIAL SERVICES	7300		1	Customer					No	Yes

- f. Select the appropriate customer (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- g. The **Sales Order** window will appear.

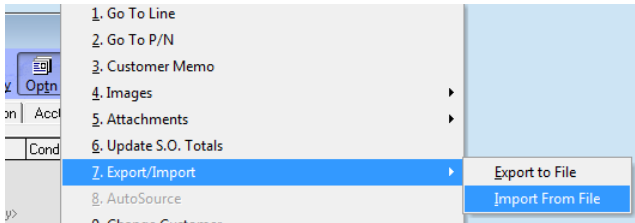
- i. **Header** tab – Complete all applicable header information.

NOTE: The Open EDI Import function does not import header information.

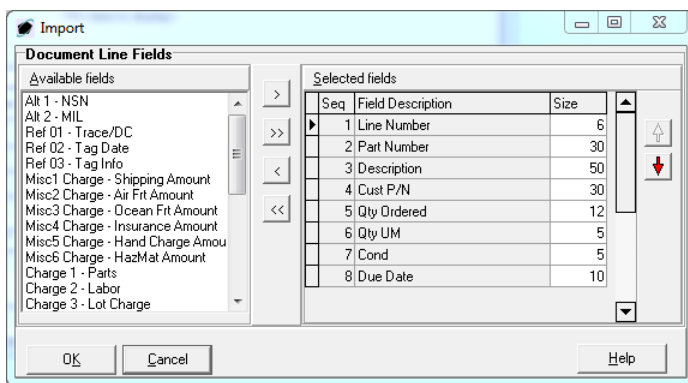
- ii. Left-click the **OK** button on the **Sales Order** window toolbar.
- iii. The **Lines** tab will appear and will be selected.

- iv. Left-click the **OK** button on the **Sales Order** window toolbar.

- v. Left-click the **Optn** button on the **Sales Order** window toolbar, select **7. Export/Import**, and left-click **Import From File**.

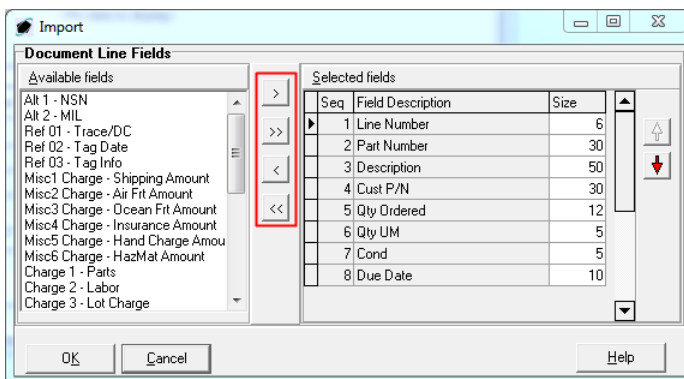


- h. The **Import** window will appear.

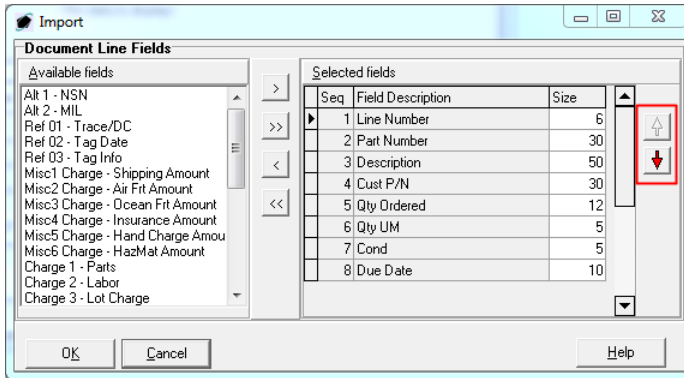


NOTE: If a document default import format has been set up for the customer (or vendor for applicable documents) identified on the document, that format will appear.

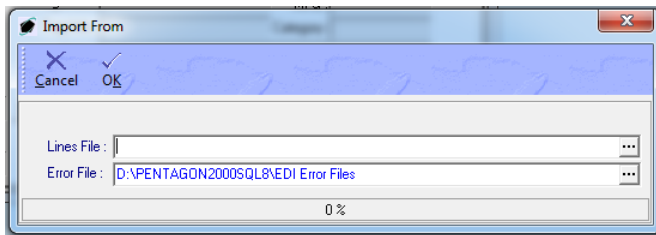
- i. Identify the columns from the **Available fields** section that are present on the flat file used to import sales order documents from this customer by moving them to the **Selected fields** section using the arrow buttons between the two sections.



- ii. Identify the order of the columns present on the flat file used to import sales order documents from this customer by using the arrow buttons to the right of the **Selected fields** section.



- iii. Left-click the **OK** button.
- iv. The **Import From** window will appear.

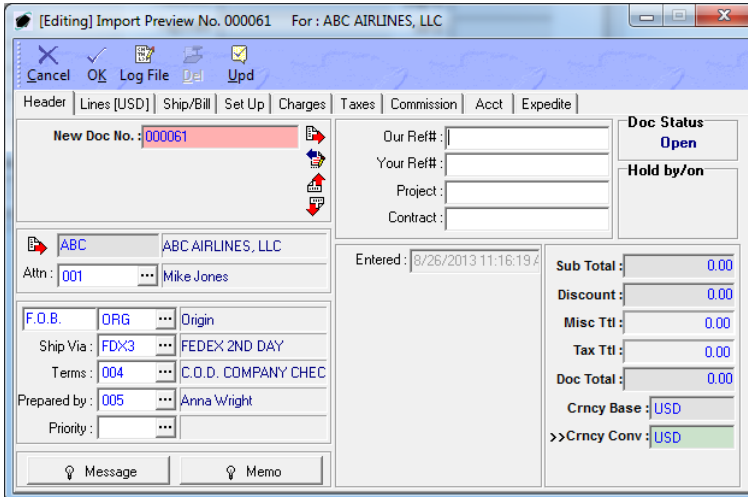


1. **Lines File** field - Select the flat file that contains the lines for this sales order.
 2. **Error File** field – Identify the directory that error files will be stored.
- v. Left-click the **OK** button on the **Import From** window toolbar.

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- i. The **Import Preview** window will appear.

Information from the flat file will be placed into the proper fields in the import preview.

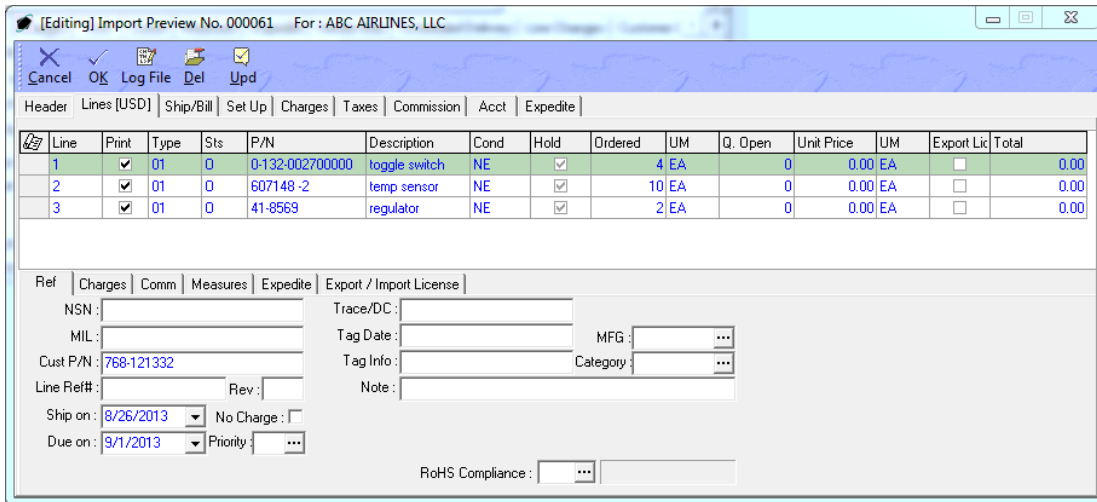


- i. Import Preview Window Toolbar

1. **Cancel** button – Left-click this button to cancel the import.
2. **OK** button – Left-click this button to process the import. This will transfer the data from the **Import Preview** to the document.
3. **Log File** button – Displays the error file for the import process, if one was created.
4. **Del** button – Activated when a line on the **Lines** tab is selected. Left-click this button to delete the selected line.
5. **Upd** button – Creates a new part master record for any line part numbers that do not currently exist in the parts master.

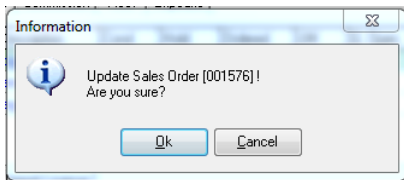
CONTINUE TO NEXT PAGE

ii. Left-click the **Lines** tab.



NOTE: Information may be changed or added in the Import Preview window; however, all calculations will be processed in the document after the import is processed.

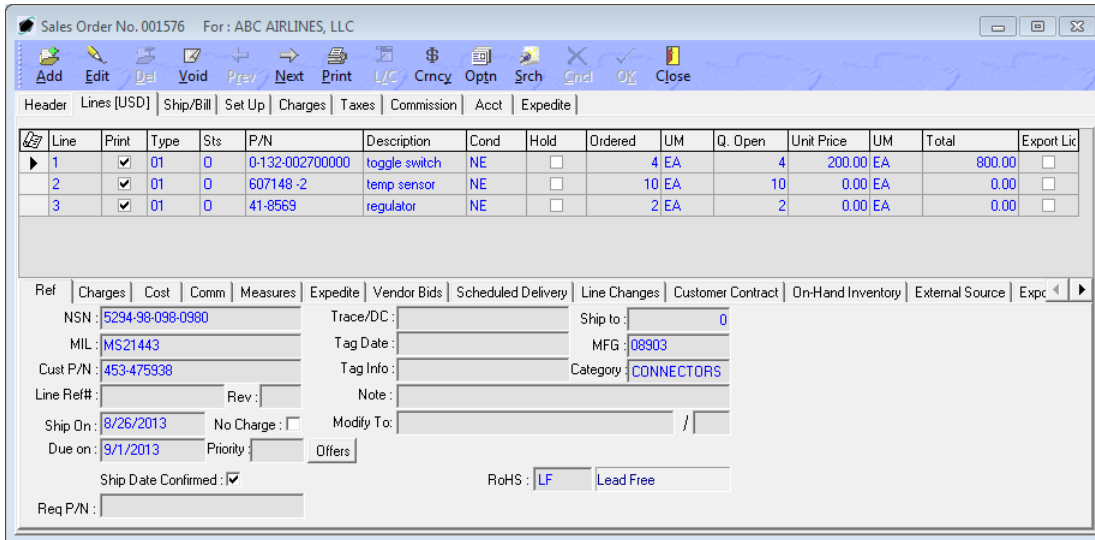
- iii. Ensure all data has been placed into the correct field.
- iv. Left-click the **OK** button on the **Import Preview** window toolbar.
- v. An **Information** dialog box will appear with the following message:



vi. Left-click the **OK** button.

CONTINUE TO NEXT PAGE

- vii. The line data will be imported into the document as well as data from the parts master file for the part numbers imported.



Line	Print	Type	Sts	P/N	Description	Cond	Hold	Ordered	UM	Q. Open	Unit Price	UM	Total	Export Lic
1	<input checked="" type="checkbox"/>	01	0	0-132-002700000	toggle switch	NE	<input type="checkbox"/>	4	EA	4	200.00	EA	800.00	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	01	0	607148 -2	temp sensor	NE	<input type="checkbox"/>	10	EA	10	0.00	EA	0.00	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	01	0	41-8569	regulator	NE	<input type="checkbox"/>	2	EA	2	0.00	EA	0.00	<input type="checkbox"/>

- j. At this point, the import is complete and the document can be modified just as if it were created manually.

END OF SECTION

5. Document Export

The procedure to export documents is identical (except for option numbering) for all available documents.

Import setup applies to the following documents:

Purchasing:

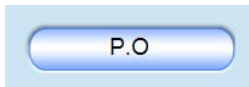
- RFQ
- Purchase Order
- Purchase Shipper
- Claim

Sales:

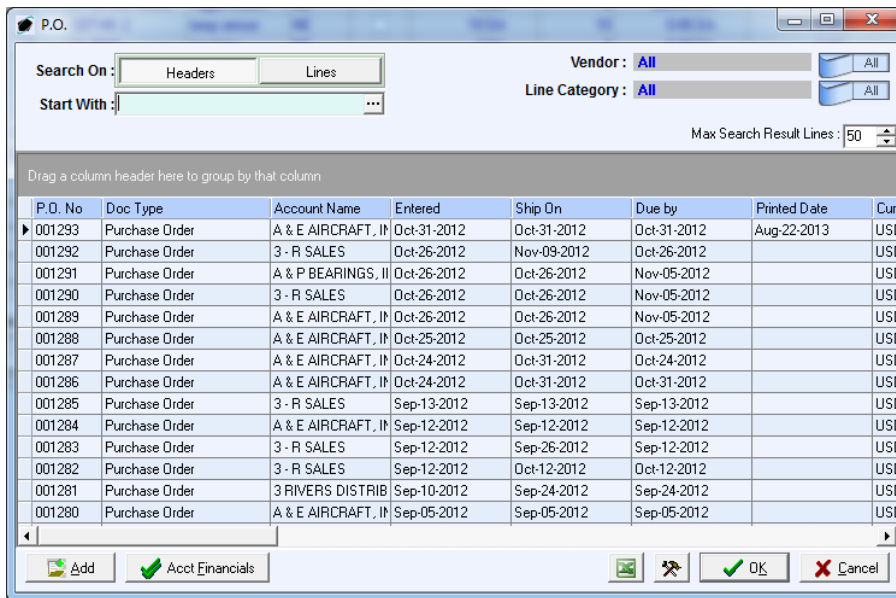
- Quote
- Sales Order
- Pick Ticket
- Sales Invoice
- RMA

This procedure will identify instructions for export of a vendor Purchase Order.

- From the **Main Menu** screen, left-click the **P.O.** button on the **Purchasing** side of the screen.

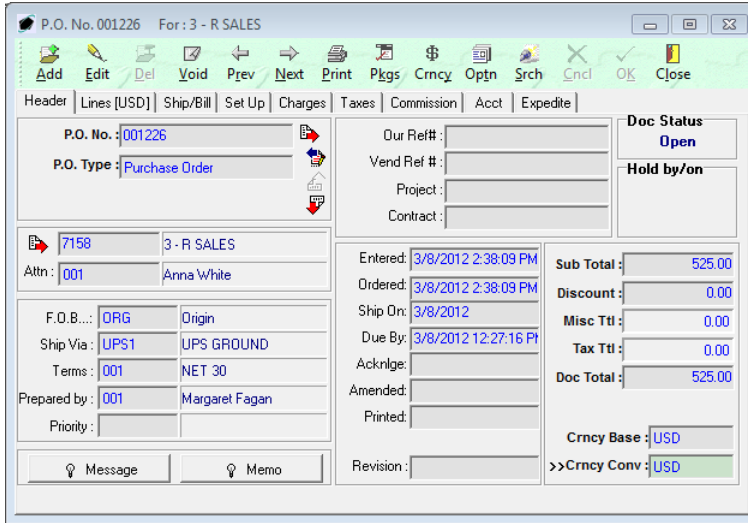


- The **P.O.** search window will appear.

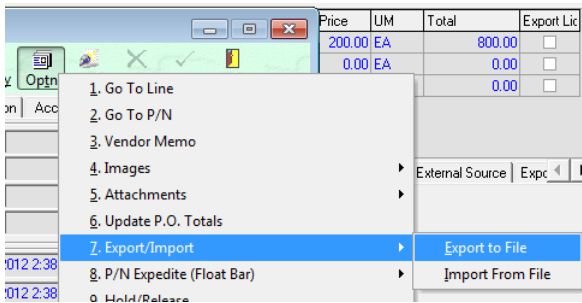


P.O. No	Doc Type	Account Name	Entered	Ship On	Due by	Printed Date	Cur
001293	Purchase Order	A & E AIRCRAFT, I	Oct-31-2012	Oct-31-2012	Oct-31-2012	Aug-22-2013	US\$
001292	Purchase Order	3 - R SALES	Oct-26-2012	Nov-09-2012	Oct-26-2012		US\$
001291	Purchase Order	A & P BEARINGS, II	Oct-26-2012	Oct-26-2012	Nov-05-2012		US\$
001290	Purchase Order	3 - R SALES	Oct-26-2012	Oct-26-2012	Nov-05-2012		US\$
001289	Purchase Order	A & E AIRCRAFT, I	Oct-26-2012	Oct-26-2012	Nov-05-2012		US\$
001288	Purchase Order	A & E AIRCRAFT, I	Oct-25-2012	Oct-25-2012	Oct-25-2012		US\$
001287	Purchase Order	A & E AIRCRAFT, I	Oct-24-2012	Oct-31-2012	Oct-24-2012		US\$
001286	Purchase Order	A & E AIRCRAFT, I	Oct-24-2012	Oct-31-2012	Oct-31-2012		US\$
001285	Purchase Order	3 - R SALES	Sep-13-2012	Sep-13-2012	Sep-13-2012		US\$
001284	Purchase Order	A & E AIRCRAFT, I	Sep-12-2012	Sep-12-2012	Sep-12-2012		US\$
001283	Purchase Order	3 - R SALES	Sep-12-2012	Sep-26-2012	Sep-12-2012		US\$
001282	Purchase Order	3 - R SALES	Sep-12-2012	Oct-12-2012	Oct-12-2012		US\$
001281	Purchase Order	3 RIVERS DISTRIB	Sep-10-2012	Sep-24-2012	Sep-24-2012		US\$
001280	Purchase Order	A & E AIRCRAFT, I	Sep-05-2012	Sep-05-2012	Sep-05-2012		US\$

- c. Select the appropriate purchase order (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- d. The P.O. window will appear.

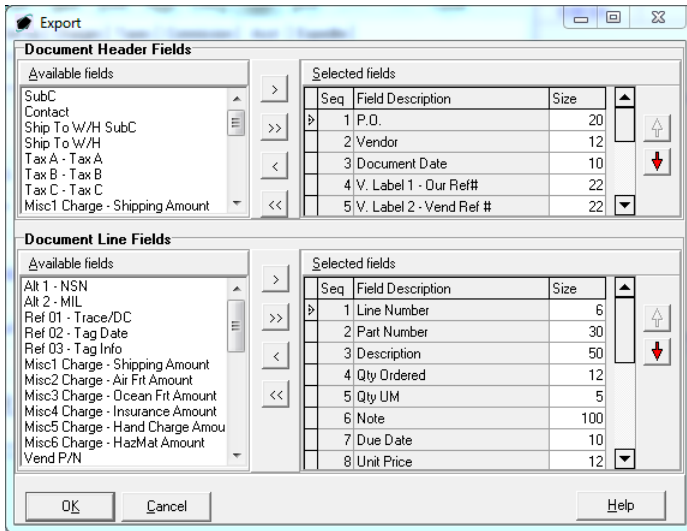


- e. Left-click the **Optn** button on the **P.O.** window toolbar, select **7. Export/Import**, and left-click **Export to File**.



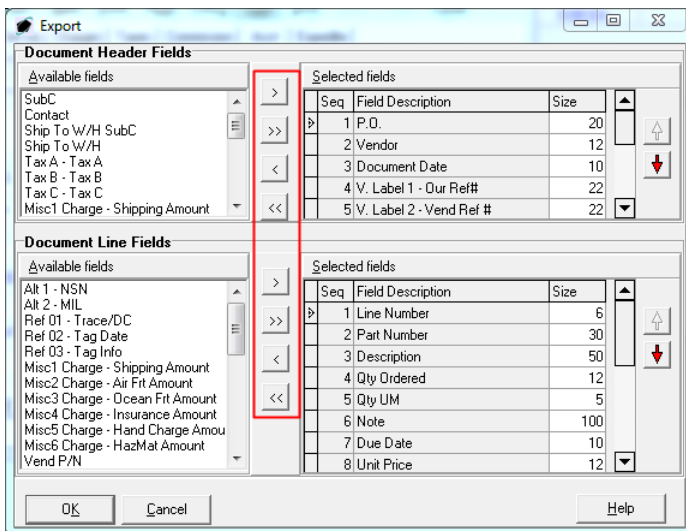
CONTINUE TO NEXT PAGE

f. The **Export** window will appear.

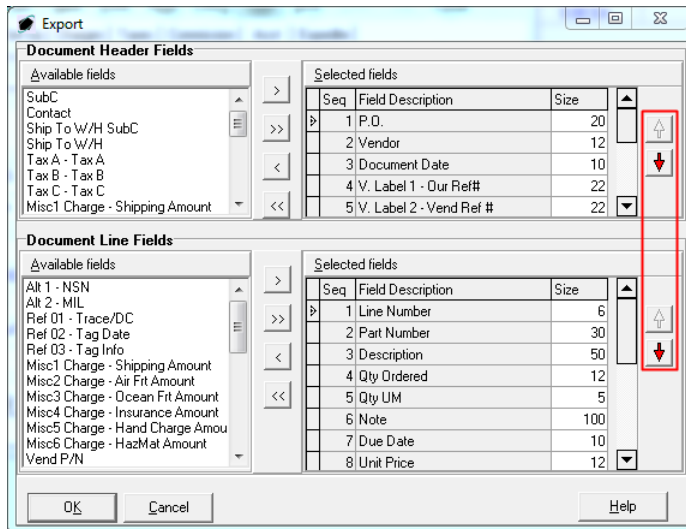


NOTE: If a document default export format has been set up for the vendor (or customer for applicable documents) identified on the document, that format will appear.

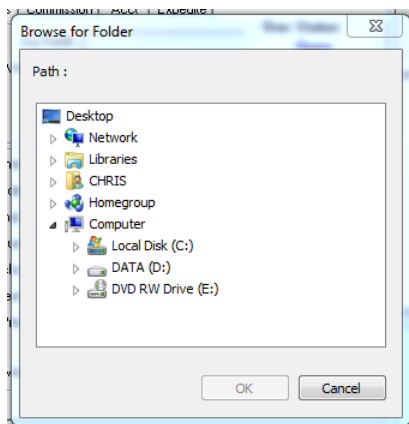
i. Identify the columns from the **Available fields** grid that should be present on the flat file purchase order documents to this vendor by moving them to the **Selected fields** grid using the arrow buttons between the two grids.



- ii. Identify the order of the columns that should be present on the flat file purchase order documents to this vendor by using the arrow buttons to the right of the **Selected fields** grids.

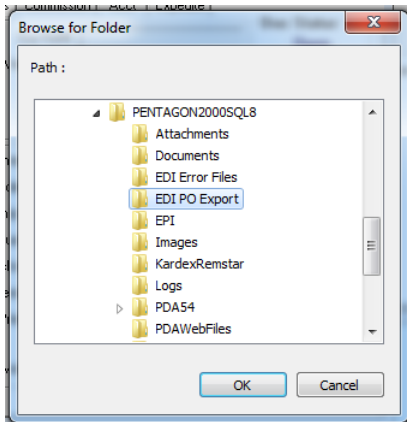


- iii. Left-click the **OK** button.
- iv. The **Browse for Folder** window will appear.



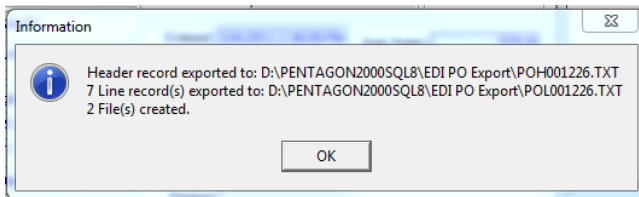
CONTINUE TO NEXT PAGE

- v. Identify the folder in which you would like the exported file to be stored.



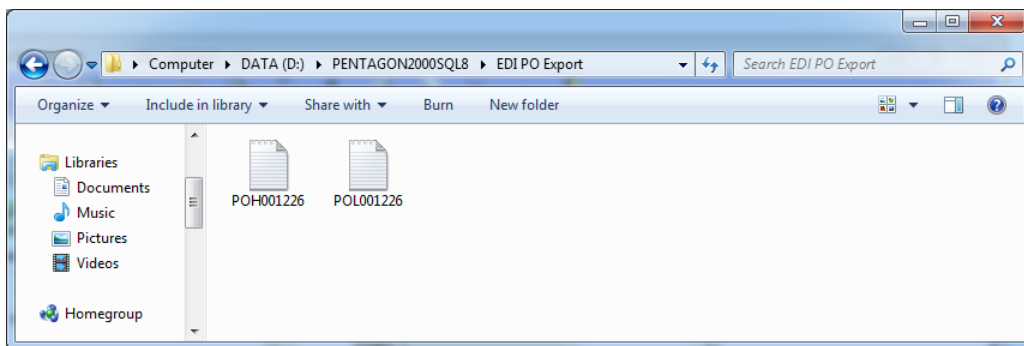
- vi. Left-click the **OK** button.

- vii. An **Information** dialog box will appear with the following message:



NOTE: When an export is processed, a header file is created containing header data and a second file is created containing line information for all lines. Header files are identified by the presence of an “H” in the file name while line files are identified by an “L” in the file name.

- viii. Left-click the **OK** button.
- g. The files will be located in the directory that you identified previously and may be delivered to the party requiring the exported data.



END OF SECTION