

Training

SIERRA ACQUISITIONS

EDIFACT Invoicing FAQ

If your library has acquired the EDIFACT Invoicing product, you can process EDIFACT invoices received from vendors as an alternative to the traditional methods of manual invoicing. Here are answers to the standard questions regarding this product.

We have EDIFACT Ordering. Is EDIFACT Invoicing included?

No. EDIFACT Invoicing is a separate product. Often these are sold together but not always.

How can we ensure a vendor can work with EDIFACT Invoicing?

- Talk to your vendor and ask if they have any Innovative Sierra Customers.
- Contact Innovative Support

What if they don't support it but are interested?

Advise your vendor to contact Product Management at vendorsupport@iii.com to discuss the technical specifications required.

If they support Sierra EDIFACT invoicing, what will my vendor need to do?

Besides enabling EDIFACT invoicing they will need to provide the following information:

- The address of the vendor's FTP server.
- The login and password for the vendor's FTP server
- Any special instructions for navigating on the vendor's FTP server?
- Will the invoices be in a special folder?
- Are there any special requirements for the FTP mode the vendor uses? Usually expressed as 'active' or 'passive'.
- Does the vendor recommend ASCII mode or Binary mode when transferring files?

I have this information what are my next steps?

Have your vendor send you a sample EDIFACT invoice. This will need to be a file of actual Sierra orders as the match point is the. o record number. Follow the steps outlined in the [Sierra User Manual to load the invoice and process it.](#)

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When paying an invoice, how can I see if I'm paying for an order that has already been fully paid (status 'a')?

Use the Extended View to quickly check the (order) Status column.

#	order record	bib record	TITLE	HOLD	INT NOTE	Copies	Order Note	Recv Action	Recv Date	Status
1	o10004415	b12007687	Sentences children usa. 0		claim1 was not sent 02...	1	-	-	-	a
2	o10007891	b1209755x	Forest gate : a novel / P...		claim1 was not sent 03...	1	-	-	-	a
3	o10018074	b12175043	Database systems : th...		claim1 was not sent 03...	1	-	-	-	a
4	o10018086	b12175055	Foundation game desig...			1	-	-	02-26-2011	a

When paying an invoice, is there a way to see how many copies are invoiced and change that number if I didn't receive the number of copies I'm being invoiced for?

No. You can't edit the EDIFACT invoice like you could edit a manual invoice to reflect the actual number of copies. Or for example if the incorrect version was shipped and invoiced. You ordered the hardcover, but the vendor shipped the paperback without changing the invoice. Libraries typically do one of the following:

- Process the invoice as is and work with your vendor to supply the correct copy or to ship the missing copies in this example. Or they offer you a credit.
- Use the Reject option under the Action column to not process the line item and contact the vendor.

Index	Record Number	Title	Prorated Price	Price	Fund	Location	Ord. Type	Note	Action
1	o10004415	Sentences children usa.	\$86.25	\$50.00	ju2f	ju2	f	4 copies	Accept
2	o10007891	Forest gate : a novel / Peter A	\$61.25	\$25.00	ju2v	ju1	f	4 copies	Reject
3	o10018074	Database systems : the complete	\$66.25	\$30.00	ju2f	ju2	f	4 copies	Accept
4	o10018086	Foundation game design with file	\$136.25	\$100.00	ju2v	juweb	f	4 copies	Accept

The Prorated Price doesn't look correct. Why doesn't it match the item price?

Sierra compares the sum of each line item to a grand total segment in the EDIFACT invoice. Often those totals will be the same. However, if the vendor may include a service fee or a credit that is reflected in the grand total segment. In which case Sierra takes the difference, either a positive or a negative and applies it equally to each line item. The result would be a different prorated price.

Information on Innovative support for EDIFACT Invoices can be found on vendordocs.iii.com

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Here we see an example in which each line segment is higher than the price due to a service charge being included in the grand total.

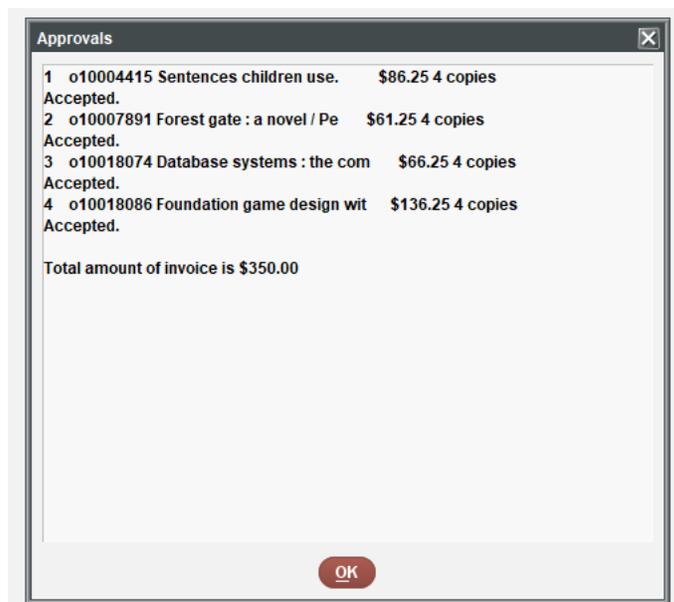
Invoice #BT-14-1225 4 Items

Process

Invoice Date: 03-10-2009 Apply usetax: None Local Currency Process Edit Group Show Details Display previous payments

Index	Record Number	Title	Prorated Price	Price	Fund	Location	Ord. Type	Note	Action
1	o10004415	Sentences children use.	\$86.25	\$50.00	ju2f	ju2	f	4 copies	Accept
2	o10007891	Forest gate : a novel / Peter A	\$61.25	\$25.00	isdv	ju1	f	4 copies	Accept
3	o10018074	Database systems : the complete	\$66.25	\$30.00	ju2f	ju2	f	4 copies	Accept
4	o10018086	Foundation game design with Fla	\$136.25	\$100.00	isdv	juweb	f	4 copies	Accept

When we process the invoice, we see the grand total is higher reflecting the service fee which has been applied to each line segment.



How can we apply a service fee such as preprocessing to a dedicated fund?

EDIFACT invoicing does not support this option directly via the invoice. Ask your vendor to invoice these types of fees separately. Then follow these steps to add the processing fee.

1. Process the EDIFACT invoice. As part of the initial step note the payment session you assigned the invoice.
2. Go to Pay an Invoice and look for the invoice in that posting session. In this example it is in session 2.

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Choose a session		Number of Invoices	Line Items	Status
1	Session	0		Free
2		1	4	Ready to be posted
3		0	0	Free
4		0	0	Free

3. Select that session and then Edit the invoice.
4. Follow the steps to add a 'y' record which is used to enter on to an invoice a line item that is not prorated. Use this method to assign the charge to a dedicated fund. Typically, do not enter an Encumbrance to remove unless your library creates in advance an estimated amount for the fiscal year.

5 yproc \$0.00

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Search + Local

Creating X or Y Records

Fund train Staff Training Materials

luer IU Electronic Res

iumic IU Microform

iuper IU Periodicals

iuref IU Reference

iures IU Reserves

Subfund f FIRM ORDER

f FIRM ORDER

o STAND ORDER

i ITEM S.O.

a APPROVAL PLAN

s SUBSCRIPTION

Encumbrance to be removed \$0.00

Amount of payment \$25.00

Notes

OK Cancel

Finish the invoice and Post.

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