Orchid
Training Guide:

Inter-Entity Trade

Work Smarter with Orchid

Inter-Entity Trade - Overview

Inter Entity Trade facilitates doing business between entities within a Sage 300 Company or across Sage 300 Companies. Entities can include branches, divisions, departments, funds, projects, trusts and/or multiple companies.

You can set up Inter-Entity Trade between

- Accounts Receivable and Accounts Payable
- Order Entry and Purchase Orders - The mapping can be Account to Account or Ship Via to Account.

Using a combination of Inter-Entity G/L Triggers and Inter-Entity Trade, an entry against certain G/L Account can trigger an A/P Reallocation , which can result in a corresponding entry A/R entry in the target company.

> **Note:** IET Visual Process Flows can guide you through the setup process. Refer to Assigning Visual Process Flows on page 27

Once Inter-Entity Trade is setup, users in Sage 300 enter transactions in the various Sage 300 modules and use Inter-Entity Trade mainly for audit and troubleshooting. Inter-Entity Trade will create transactions as per the options and trade partnerships setup in various companies. Inter-Entity Inquiries and Processing Reports can be used for troubleshooting.

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Installing Inter-Entity

INSTALLATION STEPS

Inter-Entity is installed by executing the EXE program downloaded for installation. InstallShield will execute and guide you through the installation steps, including whether to install documentation.

Before you Start

- Download the program installer for the version of Sage 300 you are running (only available in the Partner area of the Orchid website).
- Before installing Inter-Entity, ensure that all users have logged out of Sage 300.

Installing the files

- Log on to the server where Sage 300 is installed as a user with full administrator rights.
- Run the previously downloaded InstallShield for the module.
- If prompted to re-boot, then do so.

> **Tip:**
>
> Programs are installed in the Sage 300 program folder, in the IYXXA subfolder, where IY is the 2-letter code for the Orchid module and XX depends on the Sage 300 version you are running:
>
> Example: IY68A for Inter-Entity version 2021, IY69A for Version 2022, IY71A for Version 2024.

> **Note:** REGACC is run automatically as part of the installation process. If some files are locked during the installation, the re-boot is required to unlock all files and complete the installation.

> **Important!** If you install Sage 300 on each workstation, as well as the server, then you must do the same with Inter-Entity. In this case, repeat the above steps for each workstation.

> **Note:** Inter-Entity supports the latest security changes in Sage 300 version 2023 PU3 and above.

ACTIVATE INTER-ENTITY

Activate Inter-Entity in Sage 300 Administrative Services > Data Activation.

For information on activating modules, refer to the Sage 300 System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

LICENSE DETAILS

To start using Inter-Entity, you need a valid serial number and license file.

If you don't have a valid license for Inter-Entity, you only see the License screen.

Refer to Inter-Entity License Screen on the facing page for details on entering Activation Code.

Enter License Details

The installation doesn't require a serial number anymore. You enter the serial number and activation code in the License screen.

> **Note:** This applies to Sage 300 versions 2019 and above. You need a serial number to install an older version.

After you install the software, you need to activate Inter-Entity in one company using Sage 300 Administrative Services > Data Activation.

There are two options to enter the license details:

USE A 30 DAY TRIAL LICENSE FILE

To generate a 30-day trial license file, enter the serial number provided for your module and Save the details.

AFTER PURCHASING A SUBSCRIPTION OR A PERPETUAL LICENSE

If you have purchased the module, enter the serial number and activation code provided by your Sage 300 business partner.

> **Note:** The license applies to all the Sage 300 databases for the same installation. You only need to enter the license details in one company.

> **Tip:** If installing with a 30 day grace period, additional re-installations will not extend the grace period.

UPGRADING FROM A PRIOR VERSION.

1. Download the new version install program from the Orchid website (Business Partner access only)
2. Obtain the serial number and activation code for the new version
3. Backup your existing database and programs as per Sage Upgrade guidelines
4. Execute the EXE program downloaded (as above for a new install).
5. In Sage 300 / Administrative Services / Data Activation, Activate Inter-Entity
6. Enter serial number and activation code in the Inter-Entity License screen. (as above)

MINIMUM REQUIREMENTS

You need to use the same version for the core Sage 300 modules and Inter-Entity. For example, Inter-Entity version 2024 requires Sage 300 System Manager version 2024.

Additional specific Sage 300 modules may be required to enable all functionality. Refer to Orchid Systems's website for details (https://www.orchid.systems).

INTER-ENTITY AND WEB SCREENS

Inter-Entity Transactions and Trade are triggered for transactions entered on the web screens. There are currently no web screens available for Inter-Entity. You need to use the Sage 300 desktop for Inter-Entity setup and inquiry screens.

EULA

Inter-Entity License Screen

To start using Inter-Entity, you need a valid serial number and license file.

If you don't have a valid license for Inter-Entity, you only see the License screen.

LICENSE SCREEN

You use the Inter-Entity license screen to enter serial number and activation code.

When to use:

- After a new installation or an upgrade to a newer version of Sage 300.
- After a subscription renewal, enter the activation code with the new expiry date.
- View the components of the Orchid module you are licensed for.

How to use:

- Enter the license details, click the **Add** button to create the license file.
- Restart the Sage desktop to enable the new license.

30-day Trial License

If you don't have an activation code for Inter-Entity, you can create a 30-day trial license.

In the License screen, enter a serial number for the module, Sage 300 version and edition you are running.

Click the Add button. This create a 30-day trial license.

> **Tip:** If you install a 30-day trial, enter a valid activation code before the trial expiry date to continue using the application.

Subscription Licenses Expiry Date

You can check the subscription expiry date and enter a new activation code after a subscription renewal is processed.

Subscription licenses have an expiry date. To continue using Inter-Entity, you will need to renew the subscription and enter a new Activation code in the module License screen before the expiry date.

Contact your Sage 300 Business Partner for details.

> **Note:** In the four weeks before the expiry date, users receive a warning message when logging into Sage 300 (weekly for the first three weeks and daily in the last week). If you don't renew before the expiry date, the software will become read-only.

TROUBLESHOOTING ACTIVATION CODE

When saving the license information, the following problems may be encountered:

Activation code Invalid – verify the registered company name (displayed during installation) and serial number entered match the details supplied to Orchid Systems when an activation code was requested.

Invalid serial number – the entered serial number is not valid for this product, Sage 300 version and edition.

> **Important!** If the Sage 300 Version or Edition change, a new Serial Number and activation code must be requested from Orchid Systems.
>
> If the company name registered with Sage changes, a new Activation Code must be requested from Orchid Systems.

Refer to detailed troubleshooting tips in Troubleshooting Activation Code,

ACTIVATION CODE AND AVAILABLE FUNCTIONALITY

Depending on the components you are licensed to use, some features described here may not be available for you to use. Some functionality of Inter-Entity is only active if you have purchased the required module component.

The license screen displays what components of the Inter-Entity module are included in the activation code.

Inter-Entity Trade Tutorials

Review the tutorials below to setup Inter-Entity Trade for various configurations.

TUTORIAL - A/R TO A/P TRADE

If one company in a group of companies purchases services from another company in the group, then you can configure a Customer in the first company, and map this to a vendor in the second company When any AR Documents are posted in the first company, these documents can automatically create the corresponding AP Documents in a second company..

Initially, the applicable options in IET Trade Options must be configured to include the documents required, and on the AP-AR integration tab, the fields from the AR documents can be mapped to the AP documents and vice- versa. Then Customer/Vendor mappings must be defined in AP/AR Trade Setup.

Tip: You can refer to the IET Trade AR/AP Setup Visual Process Flow.
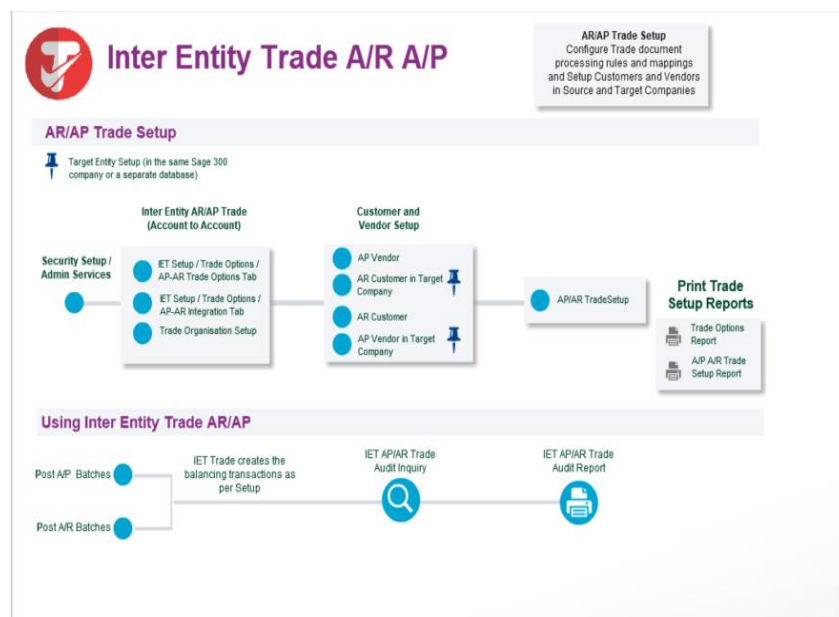
When you have a scenario where one company is trading with a second company in the group, and for every AR Invoice created in Company SAMLTD, you want the corresponding AP Invoice to be created in SAMINC, you can configure Inter-Entity Trade as follows :

IET SETUP / TRADE OPTIONS: A/P – A/R TRADE OPTIONS

Select the options for each of the documents in SAMLTD which are to create corresponding documents in SAMINC.

In the example below, Use AP Trade and Use AR Trade are both ticked, so AP documents will create AR documents and AR documents will create AP documents for Vendors and Customers partners setup in the AP/AR Trade setup.

AP/AR Rate Option is set to "Use Default Currency Rate" - the System Manager Common Services defaults in the target company based on the document date should take effect.

> **Note:** In Most cases, "use Account Mapping" is selected as most chart of accounts don't use the same account numbers for Income and Expense accounts.

> **Note:** if you only want the AR Invoices in SAMLTD to create a AP Invoices in SAMINC (implying debit notes/credit notes are to be keyed manually), tick Use AR Trade and A/R Invoice to A/P Invoice only

IY TRADE SETUP : A/P – A/R INTEGRATION TAB

Define the document/field mappings for A/R to A/P and A/P to A/R transactions type.

> **Example:** when an AR Invoice is posted in the source company, Inter-Entity Trade will create an AP Invoice. You can pass the Organisation ID and AR Batch number to the target AP Batch description. The Original AR Invoice number can be passed to the AP document description or PO Number.
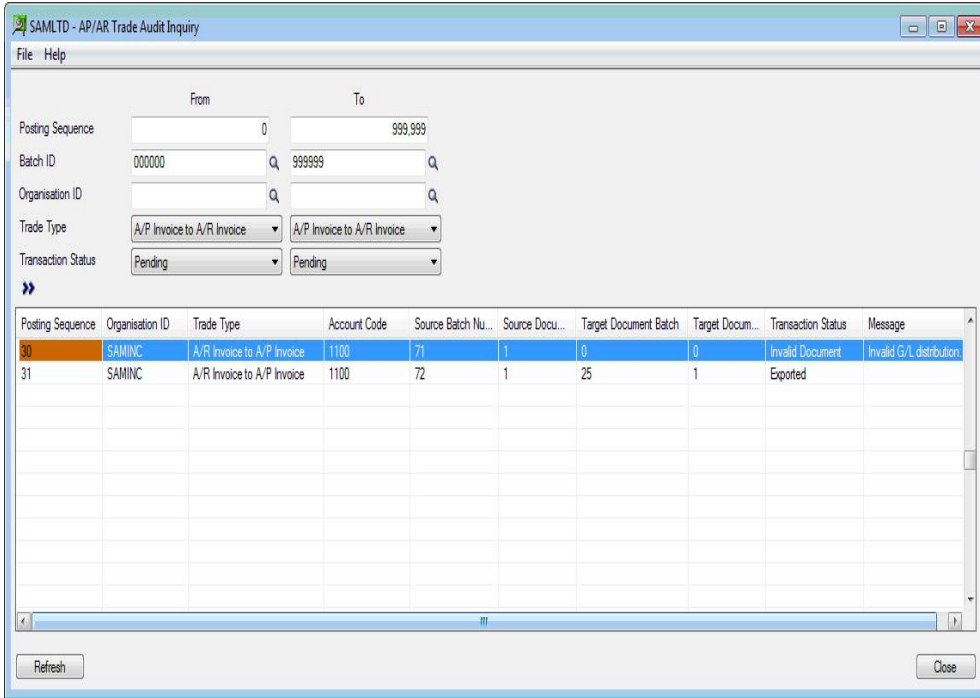
TRADE ORGANISATION SETUP

Define the Accpac user id and password to be used to create the AP or AR documents in the target database. This Accpac user id must have the relevant permissions for the task being carried out.
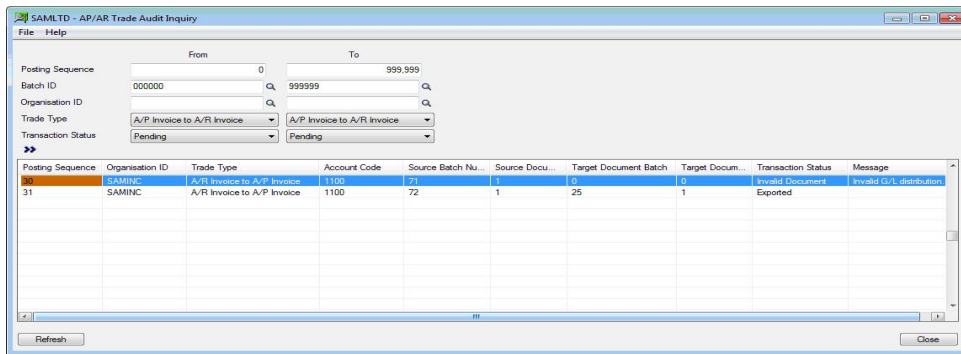
A/P-A/R TRADE SETUP

Using this icon you can configure the AP Vendor/AR Customer mapping between the current company and the target company. You must define the mappings between all accounts if " Use Account Mapping" is ticked in the AP/AR Trade Option above.

If an invoice is raised against a revenue account which is not mapped to a corresponding expense account for the target partner, and error will be recorded in the Audit log.

VIEWING AP/AR TRADE AUDIT INQUIRY

Using the normal AR screens, enter and post Transactions in AR. When posted, the AR invoices will result in an AP Batch/Invoice in SAMINC according to the rules setup in Trade Options and AP/AR Trade Setup. The AP/AR Trade Audit Inquiry will show the result of the posted transaction, together with any setup errors that may occur.

You can also view AP/AR Trade Audit Report in IET Processing Reports and the AP/AR Trade Setup reports in IET Setup Reports.

TUTORIAL – OE/PO TRADE USING ACCOUNT TO ACCOUNT

If one company in a group of companies purchases goods from another company in the group, then you can configure an Vendor in the first company, and map this to a customer in the second company. When any purchase orders, purchase receipts and purchase invoices are entered in the first company, these documents can automate the sales order, sales shipment and sales invoice in the second company.

When you have a scenario where one company is trading with a second company in the group, and for every Purchase Order created in Company SAMLTD, you want the corresponding Sales Order to be created in SAMINC, you can configure IY Trade as follows :

Tip: You can refer to the IET Trade OE/PO Setup Visual Process Flow.

IET SETUP / TRADE OPTIONS - O/E - P/O TRADE OPTIONS TAB

Initially select the options for each of the documents in SAMLTD which are to create corresponding documents in SAMINC.

For example if you only want the PO in SAMLTD to create a Sale Order in SAMINC (OE) (implying receipt/shipments and invoices are to be keyed manually), and/or if you want the PO Receipt in SAMLTD to result in an automatic OE Shipment in SAMINC and likewise the PO Invoice to create an OE Invoice. You can also configure if the source currency rate is to be pushed into the destination company/document – or if the current System Manager Common Services defaults based on the document date should take effect.

> **Example:** In the example below, SAMLTD and SAMINC automate PO Order-OE Orders, PO Receipt to OE-Shipments, but the invoices are recorded manually. The source document dictates he exchange rate, and no item map is in place.

IY TRADE SETUP – OE/PO INTEGRATION. DEFINE THE DOCUMENT/FIELD MAPPINGS AS REQUIRED:
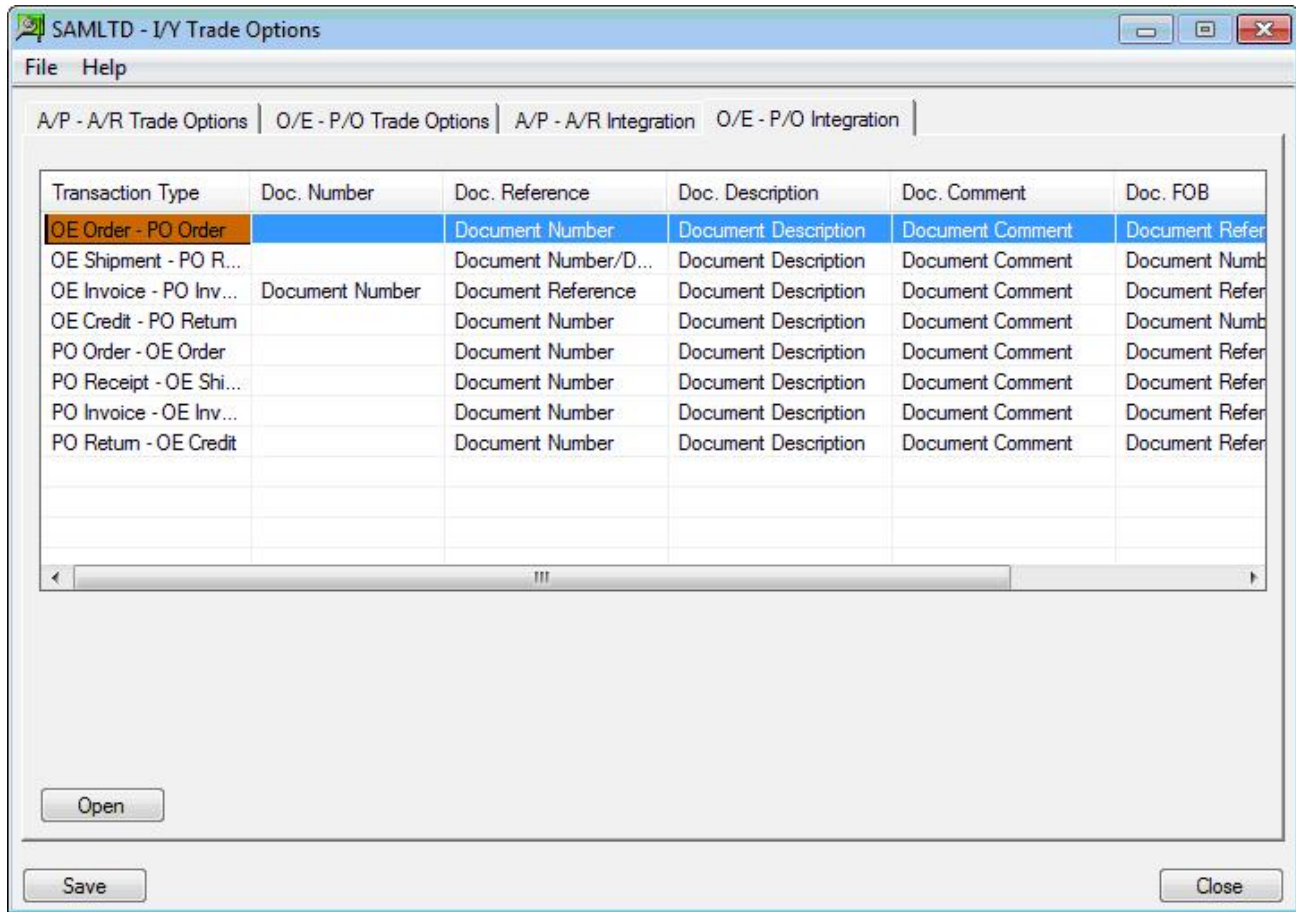
TRADE ORGANISATION SETUP.

Define the Sage 300 user id and password to be used to create the OE or PO documents in the target database. This Sage 300 user id must have the relevant permissions for the task being carried out in the target company.
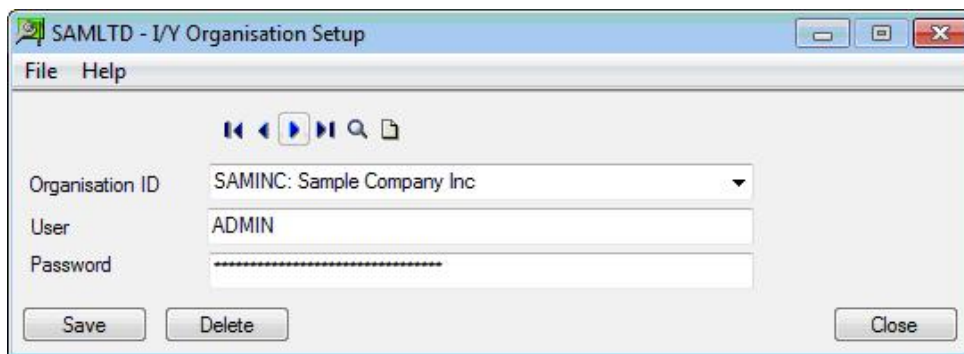
OE/PO TRADE SETUP USING CUSTOMER / VENDOR MAPPING.

Using this icon you can configure the AP Vendor/AR Customer mapping between the current company and the target company. Per PO-OE trading pair, you must define the PO Vendor and to which Organisation/OE Customer that this vendor maps to.

You can also choose to override the OE Category in order to record the sale of goods to inter-company revenue accounts. Similarly you can choose to override the target location, or allow the source and target locations to be the same.

> **Example:** below both the Category override (Category SS) and location override (location 4) are in place.

If you have selected "use item mapping" in OE-PO Trade options, then all items must be mapped. If "use item mapping" is not selected, it is assumed that all the items which are being bought/sold have the same item number and the grid to map items will not be displayed.

TROUBLESHOOTING OE/PO TRADE SETUP

Using the normal PO screens, enter and post a PO. The PO will result in an OE Order in SAMINC.

The OE/PO Trade Audit Inquiry will show the result of the posted transaction, together with any setup errors that may occur :

Go to IY Inquiries / OE/PO Trade Audit Inquiry or Print the IET Processing Report / OE/PO Trade Audit Report.
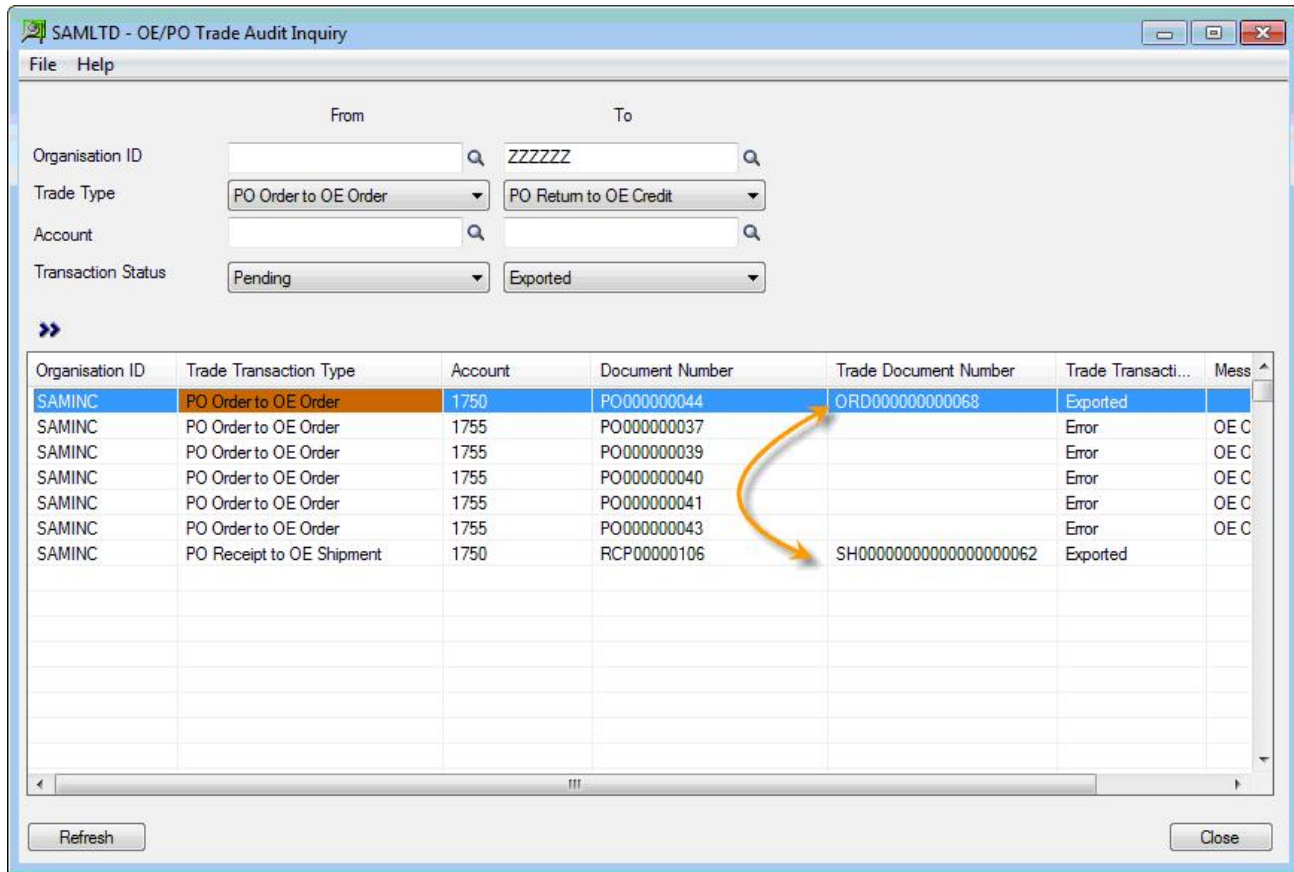
TUTORIAL OE/PO TRADE SETUP USING SHIP VIA

OE Sales Order in SAMINC automatically creates Purchase Orders in SAMLTD- Setup using Ship Via

If companies in a group place a Purchase Order with a central Distribution company for sales orders in SAMINC.
When you have a scenario where one company is trading with a second company in the group, and for every Sales Order created in Company SAMINC, you want the corresponding Purchase Order to be created in SAMLTD, but you don't want to map every customers in SAMINC to a Vendor in SAMLTD, you can configure Inter-Entity Trade using Ship Via codes, as follows :

Tip: You can refer to the IET Trade OE/PO Setup Visual Process Flow.

The Trade Options setup are similar whether you are using Account to Account or Ship Via

to Account Mappings.

IET SETUP / TRADE OPTIONS - O/E - P/O TRADE OPTIONS TAB

Initially select the options for each of the documents in SAMLTD which are to create corresponding documents in SAMINC.

For example if you only want the PO in SAMLTD to create a Sale Order in SAMINC (OE) (implying receipt/shipments and invoices are to be keyed manually), and/or if you want the PO Receipt in SAMLTD to result in an automatic OE Shipment in SAMINC and likewise the PO Invoice to create an OE Invoice. You can also configure if the source currency rate is to be pushed into the destination company/document – or if the current System Manager Common Services defaults based on the document date should take effect.

Example: In the example below, Add relevant screenshot

IY TRADE SETUP – OE/PO INTEGRATION. DEFINE THE DOCUMENT/FIELD MAPPINGS AS REQUIRED:

TRADE ORGANISATION SETUP.

Define the Sage 300 user id and password to be used to create the OE or PO documents in the target database. This Sage 300 user id must have the relevant permissions for the task being carried out in the target company.

OE/PO TRADE SETUP USING CUSTOMER / VENDOR MAPPING.

Using this icon you can configure the AP Vendor/AR Customer mapping between the current company and the target company.

You can also choose to override the OE Category in order to record the sale of goods to inter-company revenue accounts. Similarly you can choose to override the target location, or allow the source and target locations to be the same. In the example below both the Category override (Category SS) and location override (location 4) are in place.

Per PO-OE trading pair, you must define the PO Vendor and to which Organisation/OE Customer that this vendor maps to.

> **Note:** If you have selected "Use item mapping" in IET Setup /Trade OE-PO Trade options, then all items must be mapped. If "use item mapping" is not selected, it is assumed that all the items which are being bought/sold have the same item number and the grid to map items will not be displayed.

TROUBLESHOOTING OE/PO TRADE SETUP

Using the normal PO screens, enter and post a PO. The PO will result in an OE Order in SAMINC. The OE/PO Trade Audit log will show the result of the posted transaction, together with any setup errors that may occur :

Go to IY Inquiries / OE/PO Trade Audit Inquiry or Print the IET Processing Report / OE/PO Trade Audit Report.
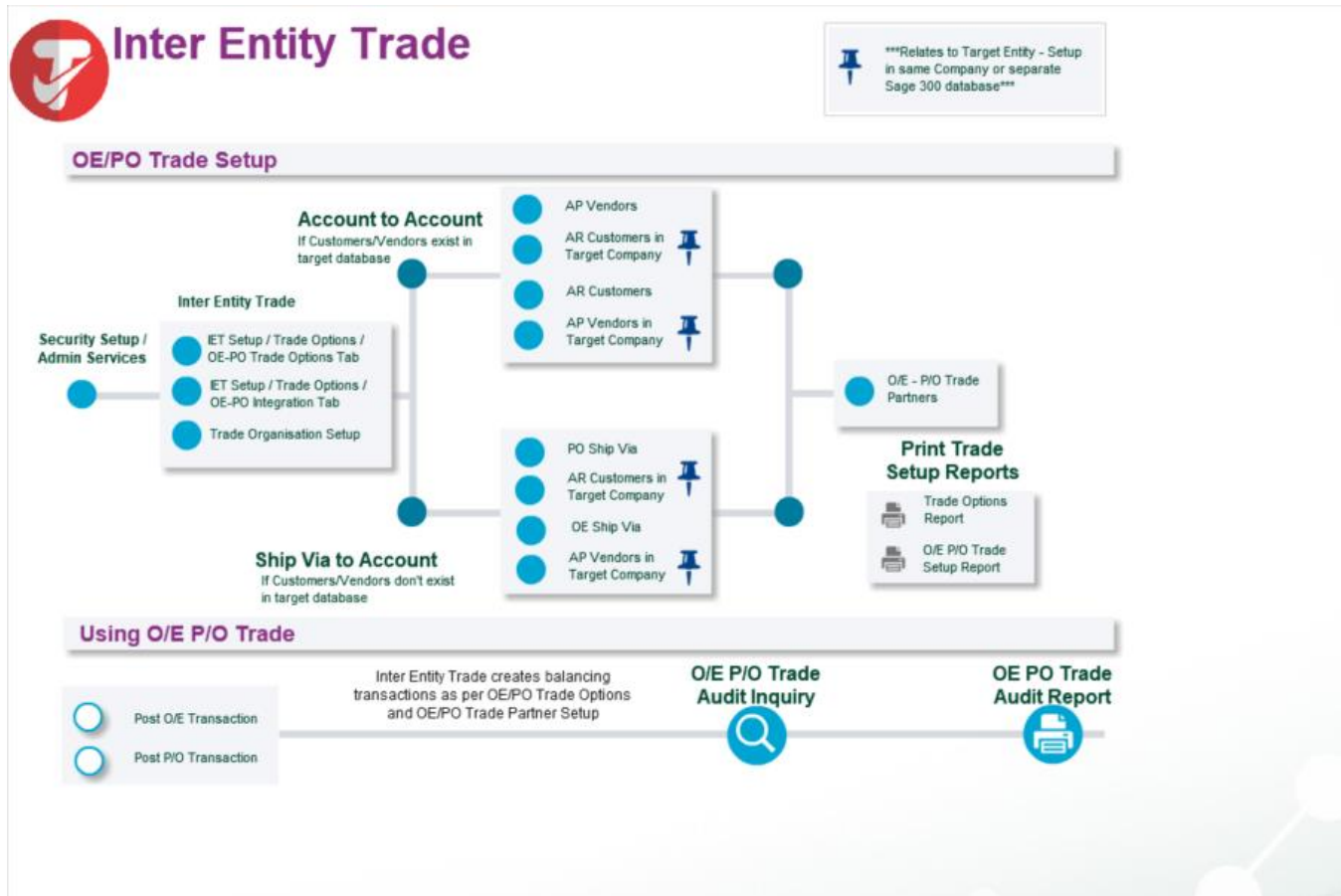
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Steps for Setting Up Inter-Entity Trade

Inter-Entity Trade Automates transaction flows between Sage 300 Companies when related entities trade with each other.

To setup the Inter-Entity Trade module, you initially need to decide which features of Inter-Entity Trade are to be used (using the Trade Options icon) and which Customers and Vendors are linked for either the Accounts Receivable/Accounts Payable trade and/or the Order Entry/Purchase Order trade. These trading partnerships need to be defined in the AP-AR Trade setup and/or the OE-PO Trade setup.

Step 1: Gathering Inter-Entity Trade Data

Step 2: Activate Inter-Entity in Source Company /companies below

Step 3: Assigning Visual Process Flows on page 27

Step 4: Trade Setup - Overview on page 27

Step 5: Trade Options - Screen Guide

Step 6: Trade Organisation Setup on page 53

Step 7: AP/AR Trade Setup - Partner Mapping on page 36

Step 8: OE/PO Trade Setup on page 53

Step 9: Adding Security on the next page

ACTIVATE INTER-ENTITY IN SOURCE COMPANY /COMPANIES

If using Inter-Entity in a single database, activate the Inter-Entity Module in the database that is used to enter transactions to be processed by Inter-Entity.

If using Inter-Entity Transactions or Inter-Entity Trade across multiple Sage 300 databases, activate Inter-Entity only in the Database or databases that are used to enter source transactions to be processed by Inter-Entity.

> **Note:** There is no need to activate the module in Target Databases that are only receiving Inter-Entity or Inter-Entity Trade Transactions.

For information on activating modules, refer to the System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

ADDING SECURITY

If your Sage 300 system requires user passwords and security profiles, you need to assign user security to Inter-Entity Transactions forms.

For information on activating security and setting up security groups, refer to the System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

Changing Print Destination

If you want users to be able to change the print destination, permission to Change Print Destination must be assigned from the Administrative Services permissions list in the Security Groups form.

Assigning Inter-Entity Transactions and Trade security

Using the Security Groups form in the Administrative Services folder, you can assign the following security tasks to Inter-Entity Transactions forms.

Inter-Entity Setup – Modify Inter-Entity Transactions Options, import linked accounts and transaction routes, create AP/AR and OE/PO Trade partners.

Inter-Entity Reports – Print Inter-Entity reports

Generate Inter-Entity Transactions Journals - Inter-Entity Transactions only

Perform Period End Processing - If selected, users can perform the Inter-Entity Periodic Processing (for Inter-Entity Transactions and Trade).

Audit Inquiry - Inter-Entity Transactions and Inter-Entity Trade

Create Receipt Batch - Inter-Entity Transactions only

Reprocess Exported Transactions

Reprocess Exported Transactions - If selected, users can view and select the "Exported Transactions", check boxes on the Periodic Processing (for G/L Transactions, Cash Management, AP/AR Trade, and OE/PO Trade). This option is also required for the "Clear Audit Entries" on the Periodic Processing for /G/L Transactions and G/L Triggers and "Rebuild Audit Entries" for G/L Transactions.

Note that users need to have "Perform Period End Processing" selected for this security option to be taken into account.

Clear/Rebuild Periodic Audit – Applies to Inter-Entity Transactions Only.

Select this option for users to use the IET Periodic Processing options to Rebuild Audit Entries and to Clear Exported Audit Entries. Users need to have "Perform Period End Processing" option selected.

ASSIGNING VISUAL PROCESS FLOWS

Inter-Entity Trade include Visual Process Flows to guide through the setup and some key transaction processes.

> **Tip:** Use the Assign Visual Process Flows screen in the Administrative Services folder to
>
> assign process flows to users (including the ADMIN user).
>
> Only the ADMIN user and users who have the required security authorization can assign
>
> process flows.

> **Tip:** For more information about security authorization, see **Administrative Services**
>
> **Security** in the Sage 300 System Manager help.

TRADE SETUP - OVERVIEW

You select Trade options when you initially setup your Inter-Entity Trade Module. Once you have set up your module, use this form when you need to change your selections.

> **Note:** You can deselect temporarily certain options if you need to enter transactions that do not require Inter-Entity processing for vendors or customers setup in the appropriate Trade Setup options or to enter correcting entries.

Setup Trade AR to AP and Trade AP to AR

Configure AP -AR Trade options when you want to create AR transactions in a target entity when AP transactions are posted or to create AP Transactions when AR Transactions are posted.

Trade Options - AR-AP and OE-PO Overview

A/R-A/P Integration Tab on page 33

Trade Organisation Setup

AP/AR Trade Setup - Partner Mapping
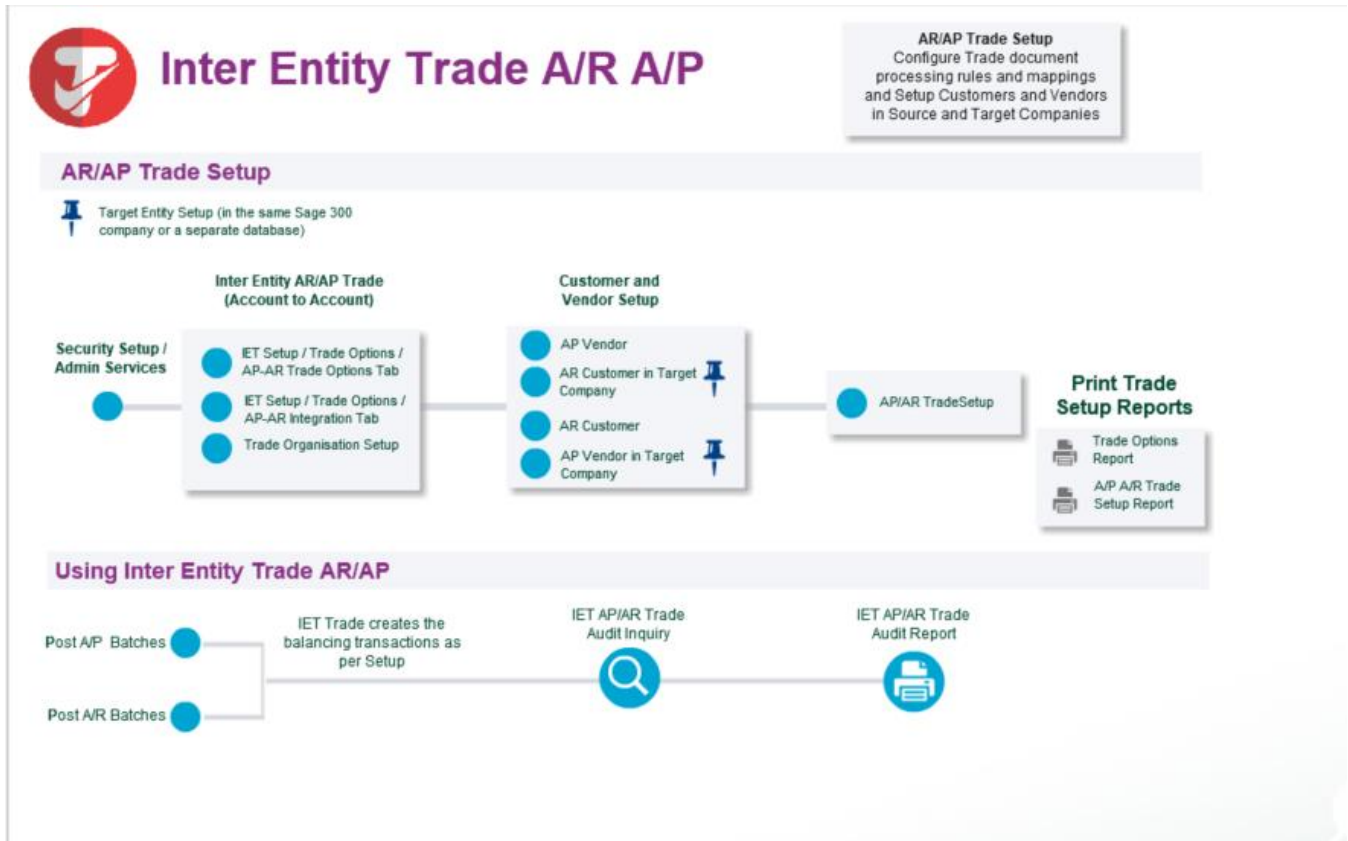
Setup Trade OE to PO and Trade PO to OE

Configure OE/PO Trade options when you want to create OE transactions in a target entity when PO transactions are posted or to create PO Transactions when OE Transactions are posted.

Key Steps

O/E - P/O Trade Options on page 42

O/E – P/O Integration Tab on page 46

Trade Organisation Setup

OE/PO Trade Setup
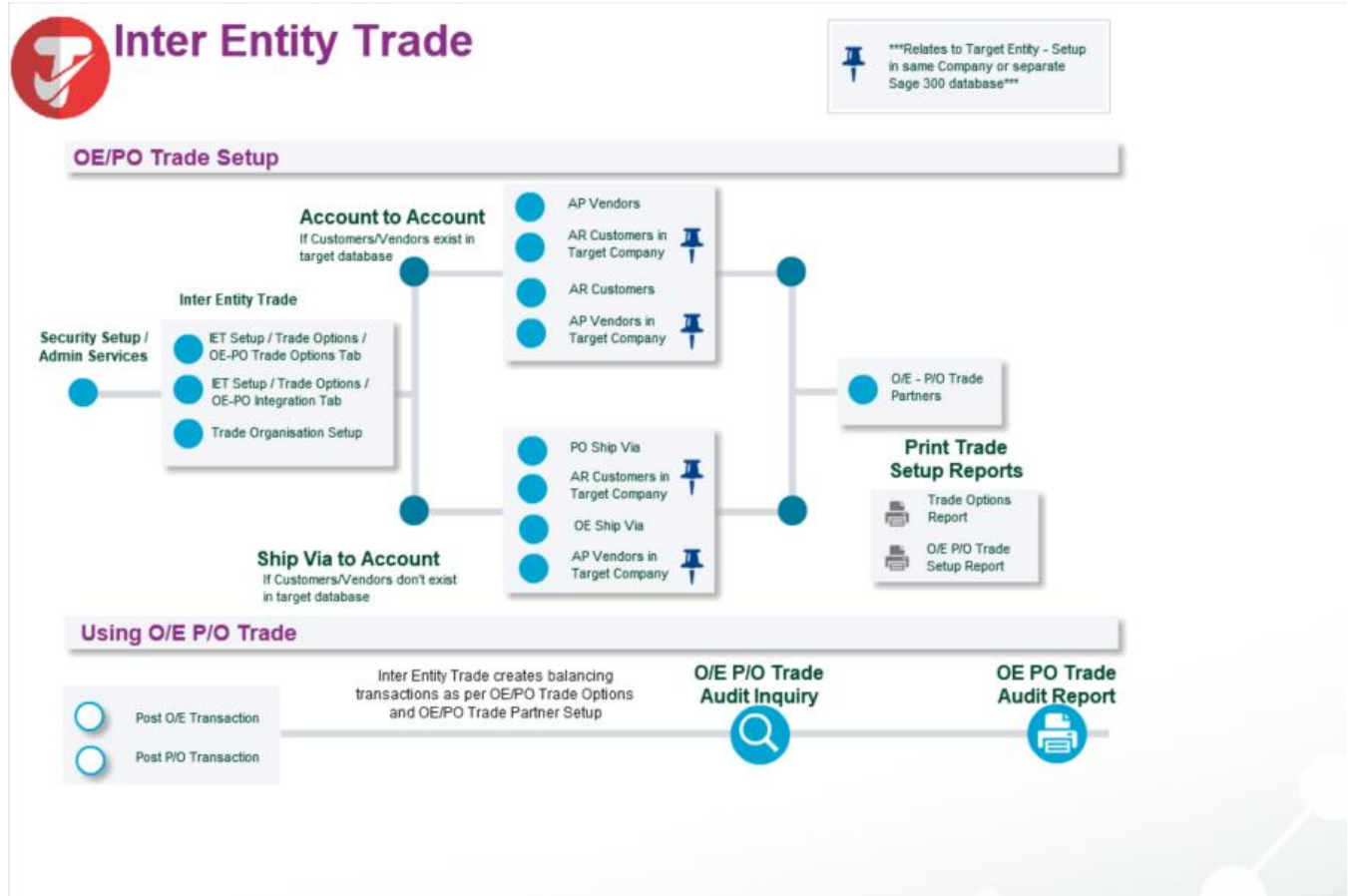
Setup AP AR Trade

Configure AP -AR Trade options when you want to create AR transactions in a target entity when AP transactions are posted or to create AP Transactions when AR Transactions are posted.

A/P - A/R TRADE OPTIONS SCREEN GUIDE

Use the IET Setup > Trade Options >A/P-A/R Trade Options screen to setup Processing Options between A/P and A/R.

> **Note:** Inter-Entity Trade does not support Debit Notes in A/R and O/E. Only transactions explicitly described create mirror transactions.

> **Note:** AP and AR Trade options apply for A/P transactions for vendors set up in A/P-A/R
>
> Trade Setup Options. For more details, AP/AR Trade Setup - Partner Mapping on page 36
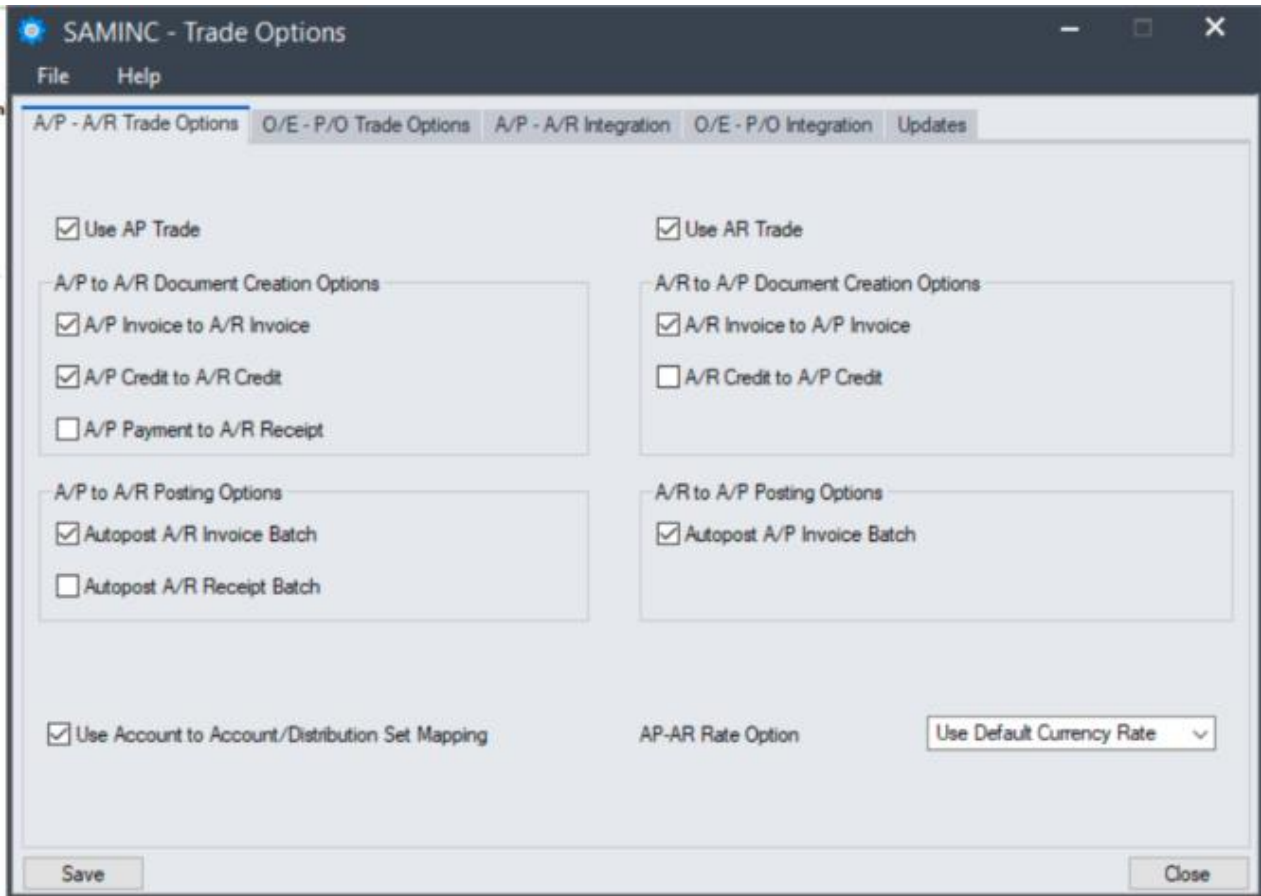
A/P - A/R Trade Options Tab - Fields and Controls

Use AP Trade

Tick if you want the A/P Posting Routine in this source company to create A/R transactions.

Deselect to enter correcting entries that do not require Inter-Entity trade processing, but are for vendors set up in A/P-A/R Trade Setup Options.

FIELDS AND CONTROLS

A/P to A/R Document Creation Options

Tick to select the A/P transactions that will trigger the creation of the corresponding entries in A/R for vendors setup in the A/P - A/R Trade Setup Options.

AP Invoice To AR Invoice	Tick if you want A/P Invoices to create A/R Invoices for those vendors set up in A/P-A/R Trade Setup Options.
AP Credit To AR Credit	Tick if you want A/P Credit Notes to create A/R Credit Notes for those vendors set up in A/P-A/R Trade Setup Options.
A/P Payment to A/R Receipt	To create an A/R receipt when A/P Payments are posted for vendors setup in A/P A/R Trade Setup, select the A/P Payment to A/R Receipt option and enter the A/R Receipt Bank Code to use for the partner relationships setup in the AP/AR Trade Setup. If the A/P Payment is applied to A/P Transactions (including A/P Prepayments), Inter-Entity Trade will apply the A/R Receipts to A/R Invoices, including Unapplied Cash for A/P Prepayments. See A/P Payment to A/R Receipt on page 41
Source App for target A/R Batches	Optionally enter a 2-digit Source Application (for example IR for Inter-Entity Receivables) to be used when creating the target A/R Batches and Documents. If left blank, the default Source Application will be used for the batch.

> **Note:** The document creation options only apply if Use AP Trade is ticked

A/P - A/R Posting Options

When these options are selected, batches created in the target company will be posted automatically.

> **Example:** If Autopost A/R Invoice Batch is selected, when the A/P Invoice batch is posted in the source company, Inter-Entity Trade will create the A/R Invoice batch as per the A/P to A/R Creation Options and post the A/R Invoice batch in the destination company.

Use AR Trade

Tick if you want the A/R Posting Routine to create A/P transactions – for A/R transactions for those customers set up in A/P-A/R Trade Setup Options. Deselect to enter correcting entries that do not require Inter-Entity trade processing, but are for customers set up in A/P-A/R Trade Setup Options.

FIELDS AND CONTROLS

A/R to A/P Document Creation Options

AR Invoice To AP Invoice	Tick if you want A/R Invoices to create A/P Invoices for those customers set up in A/P-A/R Trade Setup Options.
AR Credit to AP	Tick if you want A/R Invoices to create A/P Invoices for those

Credit	customers set up in A/P-A/R Trade Setup Options.
AR Receipt to AP Payment	Tick if you want A/R Receipts to create A/P Payments for those customers set up in A/P-A/R Trade Setup Options. **Note:** You need to select an A/P Payment Bank Code in the AP/AR Trade Partner Setup. If the A/R Receipt is applied to A/R Transactions, Inter-Entity Trade will apply the A/P Payment to A/P invoices that are related to the A/R Invoices the receipt was applied against. If you include a A/R Unapplied cash transaction in the A/R Receipt, Inter-Entity Trade will try and match an unapplied payment to the A/P Payment.
Source App/Ledger for target A/P Batches	Enter a 2-digit Source Application (e.g. IP for Inter-Entity Payables) to be used when creating the target A/P Documents. If left blank, the default Source Application (AP) will be used for the batches created by IY Trade. **Tip:** Select a new Source Application if you need to report on all transactions created by Inter-Entity Trade or if you are running other applications that use the default "AP" Source application for special processing (for example to enforce workflow for the transactions)

> **Note:** The document creation options only apply if Use AR Trade is ticked

A/R - A/P Posting Options

When these options are selected, batches in the Destination company will be posted automatically.

Autopost A/P Invoice Batch	Tick if you want the A/P Invoice batches to be posted automatically
Autopost A/P Payment Batch	Tick if you want the A/P Payment batches to be posted automatically.

> **Example:** If Autopost A/P Invoice Batch is selected, when the A/R Invoice batch is posted in the source company, Inter-Entity Trade will create the A/P Invoice batch as per the A/R to A/P Creation Options and post the A/P Invoice batch in the destination company.

> **Tip:**
>
> If you select a payment code that uses a CHECK payment type, the batch cannot be auto-posted, as A/P will prompt you to either print the checks or enter the check numbers before posting the batch.
>
> To autopost successfully, you need to either:
>
> - Select a Vendor's default payment code that doesn't use a CHECK payment type, or;
>
> - Leave the Vendor default payment code blank, and choose a default payment code in A/P Setup > Options that doesn't use a CHECK payment type.

Options that apply to both AP to AR and AR to AP Trade

AP-AR Rate Option

Select "Use Default currency rate" to allow the target module to set the currency rate as per the target entity currency setup.

Select "Use User Specified Rate" to force the exchange rate from the source document to the target document.

Use Account To Account Mapping

Select this option to define the G/L Account map of revenue to expense for AR-to-AP Trade, or expense to revenue map for AP-to-AR Trade. If not selected it is assumed that the same account used in the source document will be used in the target document.

> **Note:** Account Mapping can be entered in the A/P - A/R Trade Setup. For details, refer to **AP/AR Trade Setup - Partner Mapping**

A/R-A/P INTEGRATION TAB

Use the IET Setup > Trade Options >Integration tab to specify the type of information to use in the target transaction based on header and detailed fields in the source documents.

In addition to most fields from the Document Header and the Document Details, you can add the User ID and the Organisation ID.

You can assign one or more pieces of information (segments) to each field, provided that the combined length of the segments and separators does not exceed the length of the target field. Fields exceeding the length of the target field will be truncated when a transaction is created by Inter-Entity Trade.

Note: If the A/R or A/P Document number is not mapped, then Sage 300 will auto-generate the next appropriate A/R or A/P Document number.
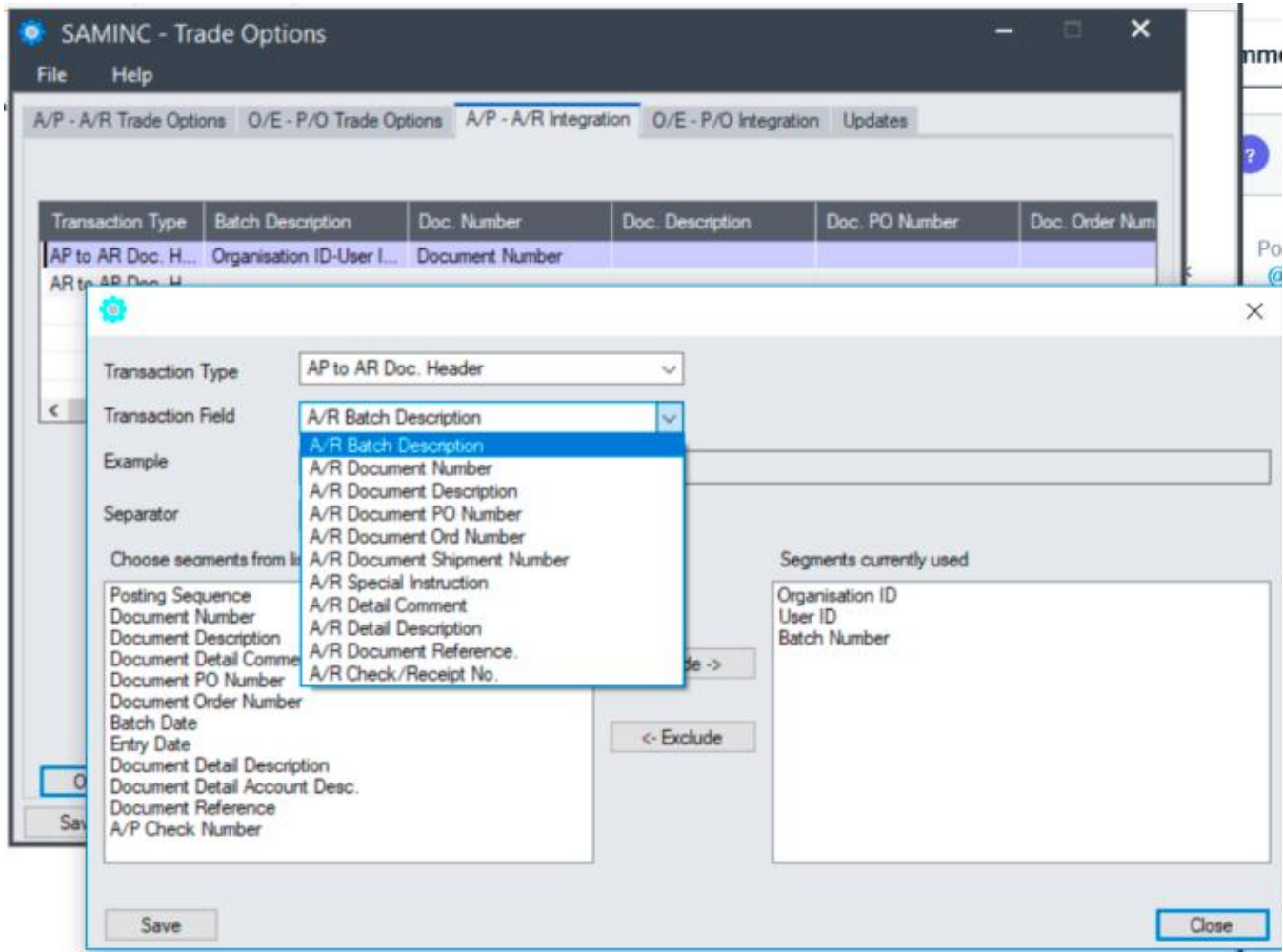
A/R - A/P INTEGRATION FIELDS AND CONTROLS

Clicking "OPEN" when a line is active lets you determine what data to include in the target document

Example: Clicking "OPEN" when the AP to AR Doc Header line is active lets you determine what data to include in the AR Document ,

Transaction Type - Select a transaction type (AP to AR Doc. Header or AR to AP Doc Header).

Transaction Field - Select a header or detail field - depends on the transaction type selected.

Separator - Select one to apply to the selected transaction type.

Choose segments from list

Click Include to add data to the "Segments currently used" column

Select a "Segment current used" and click Exclude to remove a segment.

> **Tip: Example** - Use this to check the result of the segments and separators selected.

If no data exists in the source field, the field will be blank in the target transaction.

> **Note:** Two fields used only as part of A/P Payments to A/R Receipts Processing:
>
> A/R Document Reference and A/R Check/Receipt No. destination fields.
>
> The A/R Document Reference destination field is used only when IET AP/AR Trade processes an A/P payment across to A/R as a receipt.
>
> It is not used when IET AP/AR Trade is creating invoice or credit note documents.

> **Important!** In AR to AP Doc Header mapping, A/P Document Number has to be mapped.
>
> If it is not mapped then an error will occur when processing transactions.

> **Tip:** Changing your choices
>
> You can change any of your choices on the IY A/P-A/R Integration form at any time. You should be aware that your new choices apply only to AR & AP transactions created after the change, and do not affect pre-existing AR & AP batches.

RELATED TASKS TO SETUP TRADE AR TO AP AND TRADE AP TO AR

> (in IET Setup > Trade Options)
>
> AP/AR Trade Setup - Partner Mapping
>
> (IET Setup > AP/AR Trade Setup)

TRADE ORGANISATION SETUP

Trade Organisation Setup details are used by the Inter-Entity Trade module to gain access to the Target Databases in order to create transactions or lookup details. Details on how to access these databases are set up here.

There must be a Trade Organisation Setup for each Target Company that has its own database.

> **Tip:** It is recommended that a new Sage 300 user is created for Inter-Entity, and this user must have full rights to the target database (A/R, A/P, O/E, P/O and G/L, depending on the transaction types being created by Inter-Entity).

TO ENTER TRADE ORGANISATION DETAILS

1. In the Drop down, select the required Company.
2. Enter the Sage 300 User ID for the Company.
3. Enter the Sage 300 User Password for the Company.

> **Note:** If the Inter-Entity user changes the Sage 300 password, then the password also needs to be changed in the Trade Organisation setup .

Click the Save Button when complete.

Click the Delete Button to remove the Connection details for a Company.

AP/AR TRADE SETUP - PARTNER MAPPING

Define AP Vendor to AR Customer and AR Customer to AP Vendor Mappings.

If the Partner Type is defined as "A/R Invoice to A/P Invoice" then the generating partner account will be an A/R Customer. If the Partner Type is defined as "A/P Invoice to A/R Invoice" then the partner account will be an A/P Vendor. The Partner Account can be considered as the source side of the relationship as defined by the Partner Type.

> **Important!** There must be a Trade Organisation Setup for each Target company. Details in Trade Organisation Setup on page 53

To create a AP-AR Trade Mapping

- Choose Partner Type – (AP-AR or AR-AP)
- Select the partner and target partner accounts.
- Choose the Target Company ID.

> **Note:** The target company can be in the same company as the partner or in a separate Sage 300 database.

- If using Account to Account Mapping as defined in IET Setup > Trade Options > AP - AR Trade Options, enter the G/L Account mapping details
- Click Save when all changes are completed.
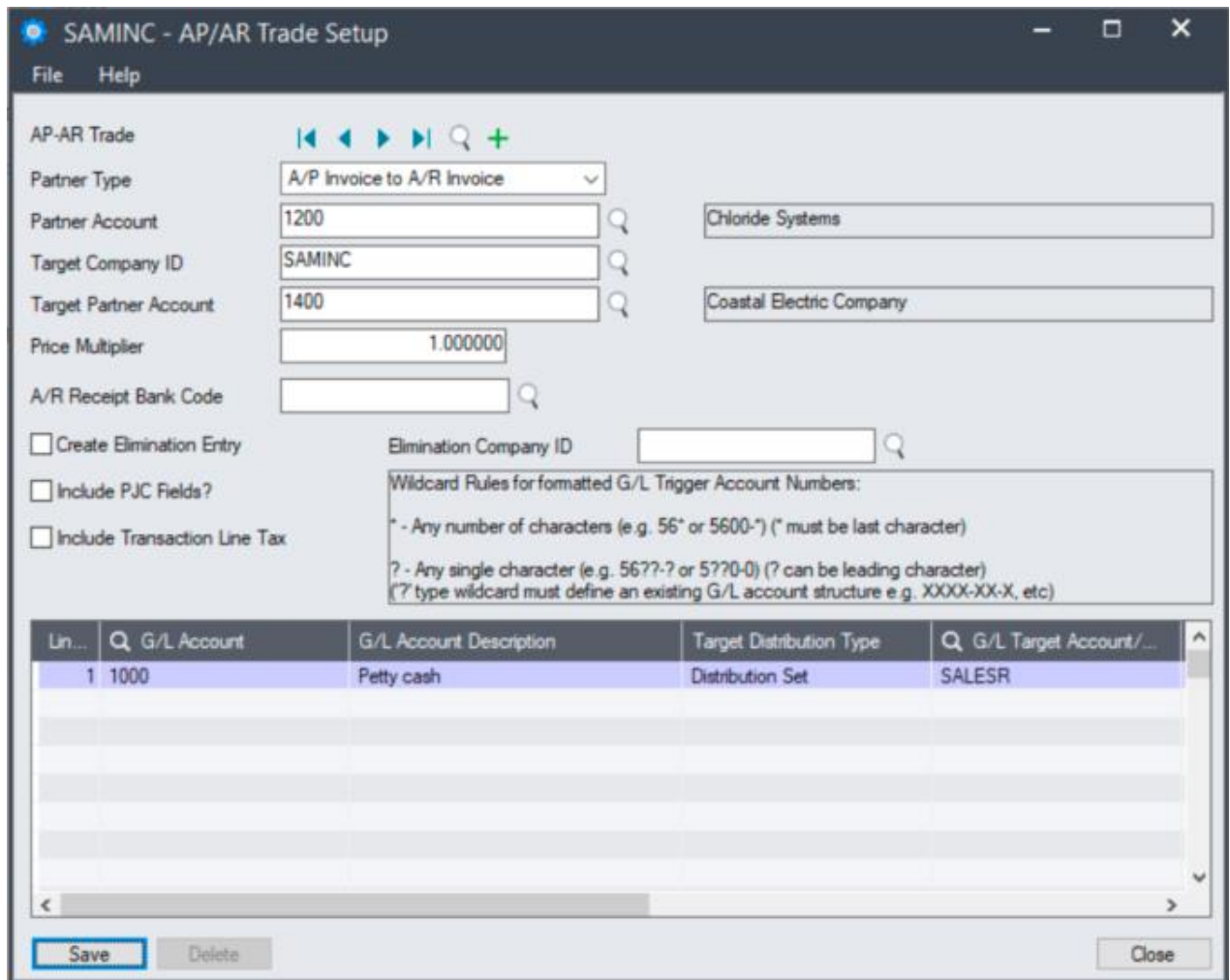
Fields and Controls

PARTNER TYPE

One of

A/P to A/R : where the source transaction is AP and the target transaction is AR

A/R to A/P: where the source transaction is AR and the target transaction is AP

PARTNER ACCOUNT

Depending on the Partner Type, select a Vendor or a Customer:

Partner type A/P to A/R : Source Vendor Code

Partner Type A/R to A/P: Source Customer Code

> **Tip:** Type the Vendor/Customer code or Click the Finder Button to search for the Vendor/Customer. The Vendor/Customer name will be displayed

TARGET COMPANY ID :

Organisation ID of the Target Company. It needs to be setup in Trade Organisations.

For details, refer to Trade Organisation Setup on page 53

> **Tip:** Even if the target partner is in the same company as the source company, select the existing Company ID.

TARGET PARTNER ACCOUNT: DEPENDING ON THE PARTNER TYPE, ONE OF

If Partner type A/P to A/R : select Target Customer Code

If Partner Type A/R to A/P: select Target Vendor Code

> **Note:** Type the Vendor/Customer code or Click the Finder Button to search for the Vendor/Customer. The Vendor/Customer name will be displayed

CREATE ELIMINATION ENTRY

Select the "Create Elimination Entry" option in Trade AP/AR Setup if you want a G/L entry to be created in the Elimination Company for each and every transaction created for this AP-AR Trade partnership.

> **Note:** If using Account to Account Mapping, you will need to enter the Source
>
> and Target Elimination G/L Accounts.

ELIMINATION COMPANY ID

Select the appropriate Elimination Company ID from those companies which have been configured in IET Trade Organisation Setup.

Only applies if Create Elimination Entry is selected.

PRICE MULTIPLIER

Enter a factor by which the Unit Price/Unit Cost on the source document must be multiplied to calculate the Unit Cost/Unit Price on the Target Document depending on the Partner Type AP to AR or AR to AP.

> **Tip:** If you want the Unit Price to be transferred to the Unit Cost (or Unit Cost to be transferred to the Unit Price), then enter 1 as the multiplier. Alternatively enter a number greater than 1 to apply a mark-up, or a number less than 1 to apply a mark down on he Price/Cost.

A/R RECEIPT BANK CODE.

This applies to A/P Document to A/R Document partner type if A/P Payments to A/R Receipt is selected in Trade Options > A/P A/R Trade Options.

When an A/P Payment batch is posted, IET AP/AR Trade will check if the vendor has been set up in AP/AR Trade Setup.

If the vendor/customer relationship exists, it will check if a Bank Code has been entered.

If a Bank Code exists, it will attempt to process the A/P payment as an A/R receipt in the destination company (that may be the same as the source company).

The AR Receipt will be applied to the inter-company invoices that were created by the AP Invoices in the Source Company. If no invoices are found in the source or target company, it will be an "unapplied cash" transaction.

> **Note:** If the AP Invoice is not in the source company, IY Trade will look for invoices to apply the receipt to in the audit trail of the target company – in case the AR invoice was first recorded in the target company, and the AP invoice was created from the AR Invoice.

> **Tip:** Validation: the bank code must exist in the Target Company.

A/P PAYMENT BANK CODE.

This applies to A/R Document to A/P Document Partner Type if A/R Receipt to A/P Payment is selected in Trade Options > A/P A/R Trade Options.

When an A/R Receipt batch is posted, IET AP/AR Trade will check if the customer has been set up in AP/AR Trade Setup.

If the vendor/customer relationship exists, it will check if a Bank Code has been entered.

If a Bank Code exists, it will attempt to create an A/R receipt in the destination company (that may be the same as the source company).

The AP Payment will be applied in the destination company to the A/P invoices that are related to the A/R Invoices applied to the A/R Receipt in the Source Company. If no invoices are found, the A/P Payment will be a prepayment.

> **Tip:** Validation: the bank code must exist in the Target Company.

INCLUDE PJC FIELDS?

Select this option if you require the source entry PJC contract, project, and category fields to be included on the target entry.

This requires the Sage 300 Project and Job Costing module to be activated in the source and the target companies.

INCLUDE TRANSACTION LINE TAX:

If you want to transfer source document Tax Authorities, Tax Classes and Tax Amount to the target document, select this option. If this option is not selected, then the target document is created with the default Tax Authorities, Tax Classes and Tax Amount from the target Company/Customer/Vendor

setup.

G/L Account Mapping

The G/L Account mapping section is only enabled if the "Use Account to Account /Dist Set mapping" is selected in IET Trade Options. If you don't see the G/L Account mapping grid, review and update the **Use Account to Account mapping on page 33**

1. You can map `G/L Accounts` in the source entity to G/L accounts in the target entity or
2. Use `Distribution Set` to map a G/L Revenue Account (used in A/R in the Source Entity) to an A/P Distribution Set to achieve a one-to-many distribution of expenses in the target company or to map a G/L Expense Account (used in A/P in the Source Entity) to an A/R Distribution Code for ease of reference.

> **Note:**
>
> As A/R only has distribution codes, the A/P to A/R Trade mapping is still only one-to-one. However, the setup of the A/P to A/R Trade Account maps will be clearer using Distribution Codes rather as opposed to G/L Accounts.

> **Example:**
>
> There is a detailed step-by-step example below:
>
> Using Distribution Sets in Inter-Entity Trade

To enter Revenue/Expense G/L Account Mapping details

FIELDS AND CONTROLS

In the Detail screen, click insert to create a new row

Choose the **source G/L Account** by typing the account id or using the Finder to select the G/L account. The G/L Account name will be displayed.

Target Distribution Type: `Distribution Account` to map the Source G/L Account to a G/L Account or `Distribution Set`

> **Tip:** Choose `Distribution Set` to map an AR Revenue Account to an AP
>
> Distribution Set to achieve a one-to-many distribution of expenses in the tar-
>
> get company or to map an AP Expense Account to an AR Distribution Code.

Choose the **target G/L Account / Distribution Set**

Type the account id or using the Finder to select the G/L account from the target database. The G/L Account name will be displayed.

> **Note:** Wild cards (* and ?) can be used for the source and target G/L Accounts to allow for a quicker data setup.

> **Example:** For example all Expense accounts in the range 5xxx-1 in Entity 1 can be
>
> mapped to the "same" Revenue accounts in the range 6xx-2 in Entity 2 by using the fol-
>
> lowing setup
>
> **G/L Account**: 5???-1
>
> **Target Distribution Type**: Distribution Account
>
> **G/L Target Account**: 6???-2

> **Important!** All G/L accounts to be used between the nominated Vendor & Customer must be mapped in this form. If a G/L Account is used, and not mapped in this form, an error will occur and the target document will not be created. In the AP/AR Audit Log, the missing G/L Account will be highlighted. The transaction can be re-processed through the AP/AR Periodic Processing. Refer to AP/AR Trade Periodic Processing on page 60

A/P Payment to A/R Receipt

To create an A/R receipt when A/P Payments are entered, select the A/P Payment to A/R Receipt option and enter the A/R Receipt Bank Code to use for the partner relationships setup in the AP/AR Trade Setup.

See AP/AR Trade Setup - Partner Mapping on page 36

> **Warning!** If the Bank Code has not been entered, then Inter-Entity Trade will not process any Payments to Receipts for this Vendor/Customer relationship.

How does it work?

IET AP/AR Trade Payment Receipting will handle the following types of documents:

A/P Payment types:

• Payment

• Prepayment

A/R Receipt types:

• Receipt

• Unapplied Cash.

Rules to apply documents

If all of the invoices in the A/P Payment can be found in either the AP/AR Trade or OE/PO Trade tables, Inter-Entity Trade creates an A/R Receipt applied to the A/R Invoices.

A/P Payment Type	Condition	A/R Receipt Type
Payment	If all of the invoices in the A/P Payment can be found in either the AP/AR Trade or OE/PO Trade tables	A/R Receipt Type is set to "**Receipt**" and Apply the payment amount as a receipt amount to the sales invoice. IET Trade will create applied Receipts whether the AR Invoice was created by IET Trade (AP->AR) or the AP Invoice was created by IET Trade (AR->AP)
Payment	If any invoice cannot be found as having been processed through AP/AR Trade or OE/PO Trade	Create the A/R Receipt type as **"Unapplied Cash"**
Prepayment		**Unapplied Cash**

In all cases, the A/P payment amount is the A/R Receipt amount.

If using multi-currency, the exchange rate will be setup as per the Trade options.

Setup O/E - P/O Trade

Configure OE - PO Trade options when you want to create OE transactions in a target entity when PO transactions are posted or to create PO Transactions when OE Transactions are posted.

O/E - P/O TRADE OPTIONS

Use the IET Setup > Trade Options >O/E - P/O Trade Options Tab to configure how to process transactions between O/E and P/O.

It is used in conjunction with the vendors / customers relationships setup in O/E P/O Trade Setup Options.

> **Note:** Inter-Entity Trade does not support Debit Notes in A/R and O/E. Only transactions explicitly described create mirror transactions.

> **Note:** You can turn the option off any of the Document Creation options temporarily if you need to enter some transactions without generating related transactions.

> **Note:** You can configure O/E - P/O Trade Options to allow related documents to be amended when users amend the source or the target documents. You need to select "Allow O/E Order to Amend/Delete P/O Order", "Allow O/E Shipment to Amend P/O Receipt" , "Allow P/O Order to amend O/E Order" and / or "Allow P/O Receipt to Amend O/E Shipment" as required.
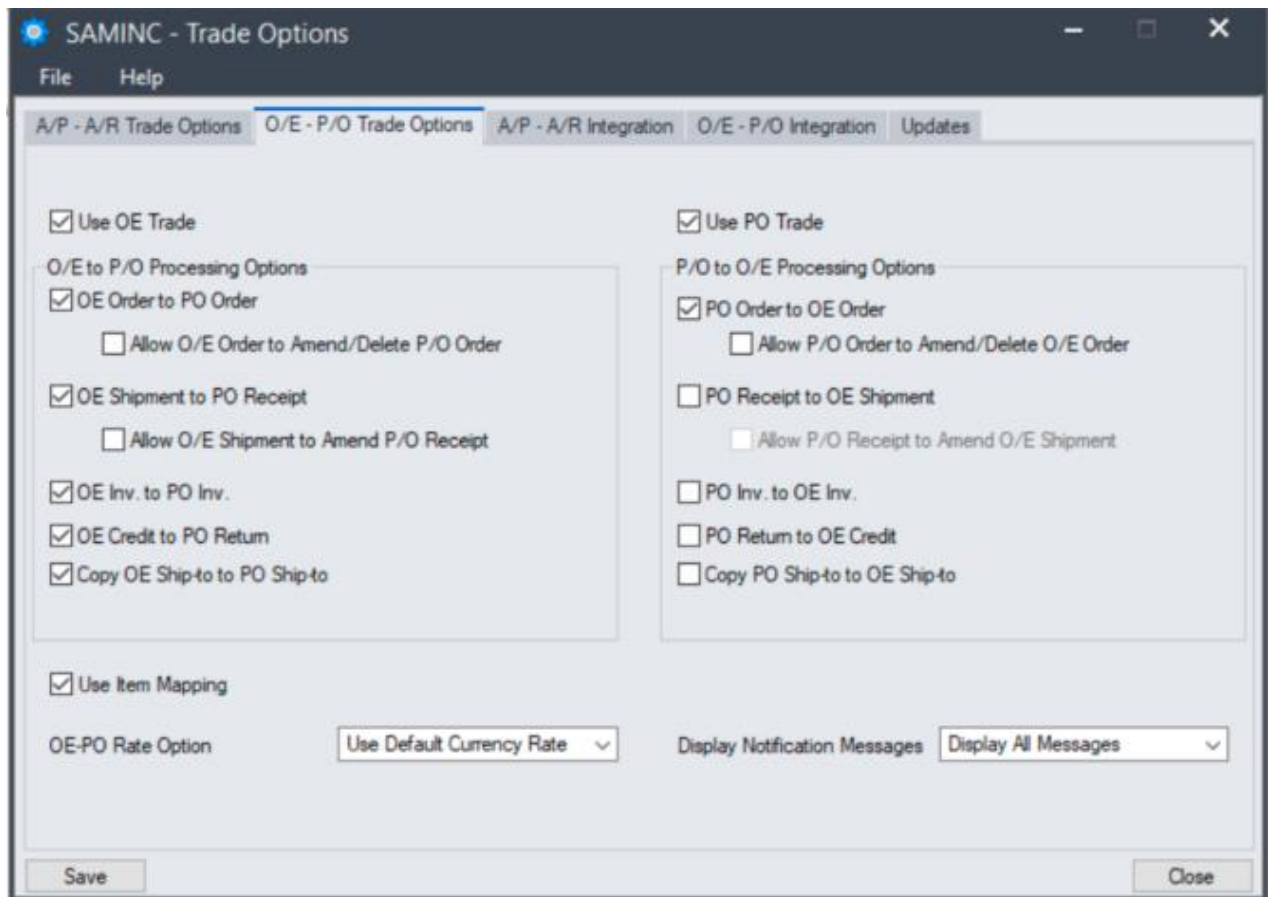
Use OE Trade

- Select if you want the O/E Posting Routine in this source company to create P/O transactions.
- Deselect temporarily to enter entries that do not require Inter-Entity trade processing.

Configure the O/E To P/O Processing Options to select the O/E transactions that will trigger the creation of the corresponding entries in P/O for customers setup in O/E - P/O Trade Setup (**OE/PO Trade Setup on page 53**).

> **Important!** The processing options only apply if Use OE Trade is ticked

O/E to P/O Processing Options

Tick to select the O/E transactions that will trigger the creation of the corresponding P/O Transactions for customers and Ship-Via setup in the O/E - P/O Trade Setup Options.

FIELDS AND CONTROLS

OE Order. To PO Order:	Tick if you want O/E Orders to create P/O Orders for Customers and Ship-via setup in O/E-P/O Trade Setup Options.
Allow OE Order Amend.	Tick if you want to amend the P/O which has been created by the OE Sales order to be amended when the OE Order is amended. **Note:** This option requires the OE Order to PO Order option to be selected
OE Shipment To PO Receipt	Tick if you want O/E Shipments to create P/O Receipts for those customers set up in O/E-P/O Trade Setup Options.
Allow OE Shipment Amend	Tick if you want to amend the P/O Receipt which has been created by the OE Shipment to be amended when the OE Shipment is amended. **Note:** This option requires the OE Shipment to PO Receipt to be selected
OE Inv. To PO Inv	Tick if you want O/E Invoices to create P/O Invoices for those customers set up in O/E-P/O Trade Setup Options.
OE Credit. To PO Credit	Tick if you want O/E Credit Notes to create P/O Returns for those customers set up in O/E-P/O Trade Setup Options. Inter-Entity Trade does not handle O/E Debit Notes.
Copy OE Ship-to to PO Ship-to	Tick if you want to copy OE Ship-to Code to P/O. The source Ship to code must exist for the target partner account.

> **Note:** The document creation options only apply if **Use OE Trade** is selected

Use PO Trade

- Select if you want the P/O Posting Routine in this source company to create O/E transactions.
- Deselect temporarily to enter entries that do not require Inter-Entity trade processing.

P/O to O/E Processing Options

Use the P/O to O/E Processing options to select the P/O transactions that will trigger the creation of the corresponding entries in O/E for vendors setup in the O/E to P/O Trade Setup (refer to OE/PO Trade Setup on page 53).

> **Important!** The processing options only apply if **Use PO Trade** is ticked

FIELDS AND CONTROLS

PO Order To OE Order. Tick if you want P/O Invoices to create O/E Invoices for those vendors set up in O/E-P/O Trade Setup Options.

Allow PO Order Amend. Tick if you want to amend the O/E Order which has been created for the PO Order to be amended when the PO Order is amended.

PO Receipt To OE Shipment. Tick if you want P/O Invoices to create O/E Invoices for those vendors set up in O/E-P/O Trade Setup Options.

Allow PO Receipt Amend. Tick if you want the O/E Shipment which has been created by the PO Receipt to be amended when the PO Receipt is amended.

> **Tip:** Allow Amend requires the corresponding transaction type creation to be selected.
>
> e.g. Allow PO Order Amend will only amend OE Orders that have been created by Inter-Entity Trade when PO Order to OE Order is selected.

PO Inv. To OE Inv. Tick if you want P/O Invoices to create O/E Invoices for vendors set up in O/E-P/O Trade Setup Options.

PO Return. To OE Credit. Tick if you want P/O Invoices to create O/E Invoices for vendors set up in O/E-P/O Trade Setup Options

Copy PO Ship-to to OE Ship-to. Tick if you want to copy PO Ship-to Code to the related Order Ship-to code.

The source Ship to code must exist for the target partner account.

> **Note:** PO Trade options apply for P/O transactions for vendors set up in O/E P/O Trade Partner Setup . See OE/PO Trade Setup on page 53

Additional Processing Options

Use Item Mapping

By default, the "Use Item Mapping" option is not selected. Inter-Entity Trade will use the source document item in the creation of the corresponding destination document. The item entered the source document must exist in the destination database and be active in Inventory Control.

Selecting the "**Use Item Mapping**" option will instruct Inter-Entity Trade to map items found in the source document to either the same or a different item when creating the destination document. If using this option, you must then map items for all OE / PO Trade partners in To enter Item Mapping details on page 58.

Example: If item A1-100/A is mapped to item A1-100/B, then finding the former item in a source document will result in the latter item being used in the corresponding destination document.

Note: When this option is enabled, all necessary items must be mapped in the OE/PO Trade Setup screen. If IY Trade encounters an item that is not mapped, it will consider this an error, and fail to create the corresponding trade document. Once the item has been mapped, the transactions can be reprocessed from the OE/PO Periodic Processing. Refer to OE/PO Periodic Processing on page 64

OE-PO Rate Option

Select "`Use Default currency rate`" to allow the target module to set the currency rate as per the target entity currency setup.

Select "`Use User Specified Rate`" to force the exchange rate from the source document to the target document.

Display Notification Message

Defaults to "`Display All Messages`". When posting an O/E or P/O Transaction, Inter-Entity will display a message if the transactions in the Target entities are created successfully and if there are any errors. You can view details in the OE/ PO Trade Inquiry Audit.

Select "`Display Errors Only`" if you don't need to be notified when a transaction is created in the Target entity.

Select "`Display No Message`" if you don't want to be notified when a transaction is created or an error occurs.

Use the "`Display no Message`" trade option if you create transactions through third-party applications outside of the Sage 300 screens. Such processes can't respond to the notification messages, and may appear to hang if the messages remain open. If using this notification method, make sure that you review the OE/PO Trade Inquiry Audit Logs even more regularly.

O/E – P/O INTEGRATION TAB

Use the IET Setup > Trade Options >O/E - P/O Integration tab to specify the type of information to use in the target transaction based on header and detailed fields in the source documents.

How it works

- In addition to most fields from the Document Header and the Document Details, you can add the User ID and the Organisation ID.
- You can assign one or more pieces of information (segments) to each field, provided that the combined length of the segments and separators does not exceed the length of the target field.
- Fields exceeding the length of the target field will be truncated when a transaction is created by Inter-Entity Trade.

> **Tip:** If the P/O Document Number is not mapped, then Sage 300 will auto-generate the next appropriate P/O Document Number. If the O/E Document Number is not mapped, then Sage 300 will auto-generate the next appropriate O/E Document Number.
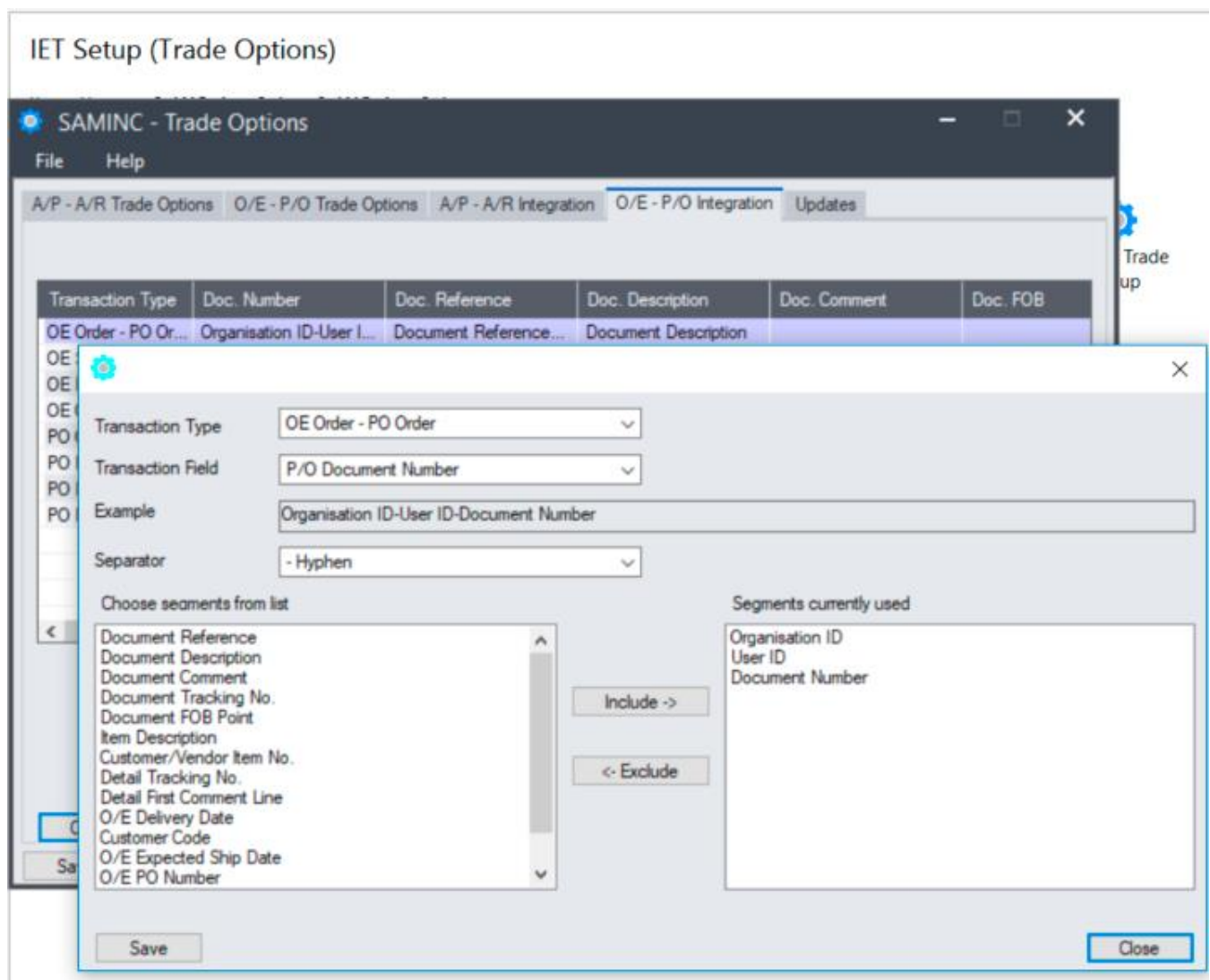
O/E - P/O Integration Fields and Controls

Clicking "OPEN" when a line is active lets you determine what data to include in the target document.

> **Example:** Clicking "OPEN" when the OE Order-to-PO Order line is active lets you determine what data to include in the P/O Order Document Number,

Transaction Type - Select a transaction type (OE Order to PO Order, OE Shipment to PO Receipt, OE Invoice to PO Invoice, OE Credit to PO Return, PO Order to OE Order, PO Receipt to OE Shipment, PO Invoice to OE Invoice or PO Return to OE Credit Note.

Transaction Field - Select a header or detail field - the list of available fields depends on the transaction type selected.

Example - Use this to check the result of the segments and separators selected.

Separator - Select one to apply to the selected transaction type.

Choose segments from list

Click Include to add data to the "Segments currently used" column

Select a "Segment current used" and click Exclude to remove a segment.

> **Note:** If no data exists in the source field, the field will be blank in the target transaction.

Available fields

The list of available segments depends on the target Transaction Field selected and the data type.

TARGET P/O FIELDS YOU CAN MAP TO:

P/O Header:

Document Number, Document Reference, Document Description, Document Comment, FOB Point, Expected Arrival Date, Ship-Via, Document On-Hold

P/O Detail:

Vendor Item No. Item Description, First Dtl Comment Line, Detail All Comments, Detail All Instructions, Detail Location, Detail Expected Arrival Date

Available O/E Fields in the source:

O/E Header:

O/E Document Number, Description, Reference, Comment, User ID, Organisation ID, Document Tracking No, FOB Point, O/E Delivery By Date, Customer Code, O/E Expected Ship Date, O/E PO Number, Doc Header Ship-Via

O/E Detail:

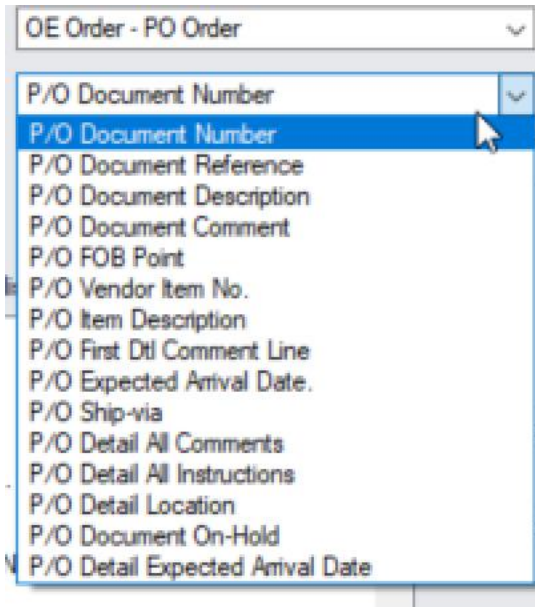Item Description, Customer/Vendor Item No. Detail Tracking No. Detail First Comment Line, Doc Detail Ship-Via
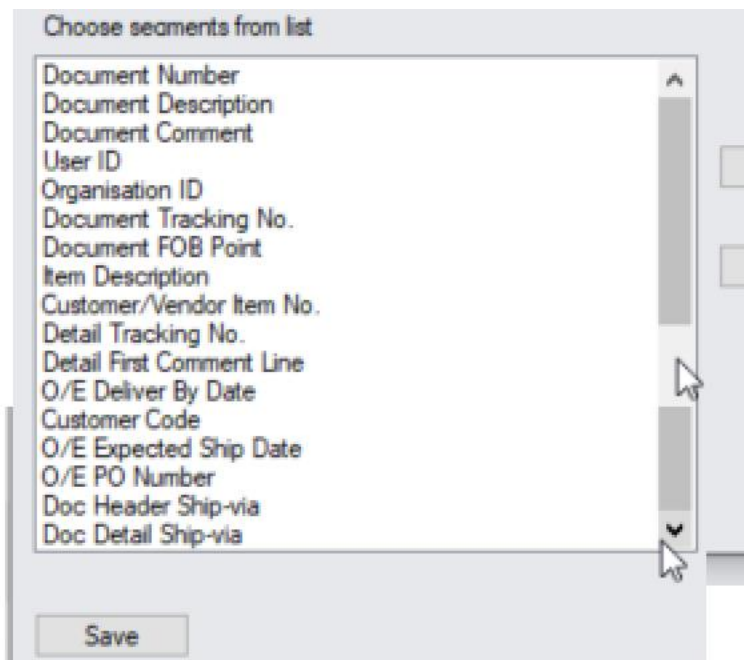
TARGET O/E FIELDS YOU CAN MAP TO:

Document Number, Document Reference, Document Description, Document Comment, FOB Point, PO Number, Document Tracking No, Detail Customer Item No. , Detail Tracking No, Item Description, First Detail Comment Line, Delivery Date, Expected Ship Date, Header Ship-Via, Detail Ship-Via, Detail All Comments, All Instructions, Detail Location, Document On-Hold, Header Ship-To Address, Detail Expected Ship Date, Detail Delivery By Date.
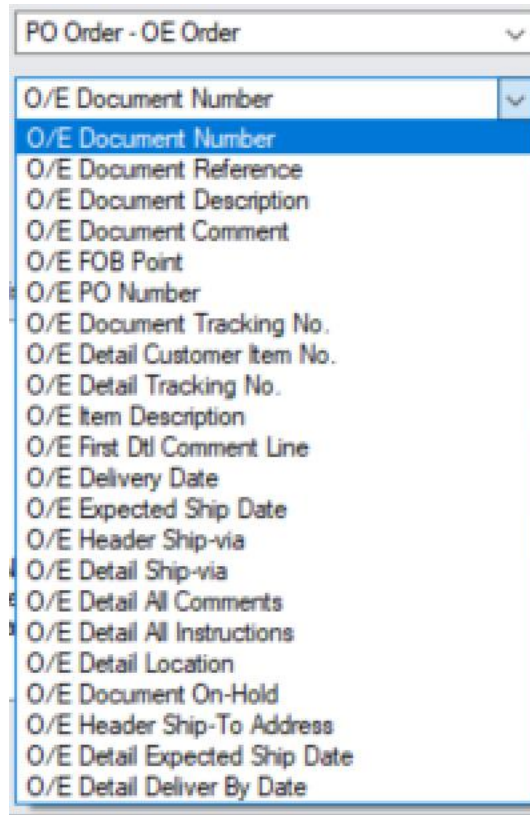
PO Fields available in the source:

Document Number, Document Reference, Document Description, Comment

User ID, Organisation ID, Document FOB Point, Item Description, Customer/Vendor Item No., Detail First Comment Line, P/O Expected Arrival Date, Vendor Code, Doc Header Ship-Via

Tip:

For example, you can only map a Date field to another Date field.
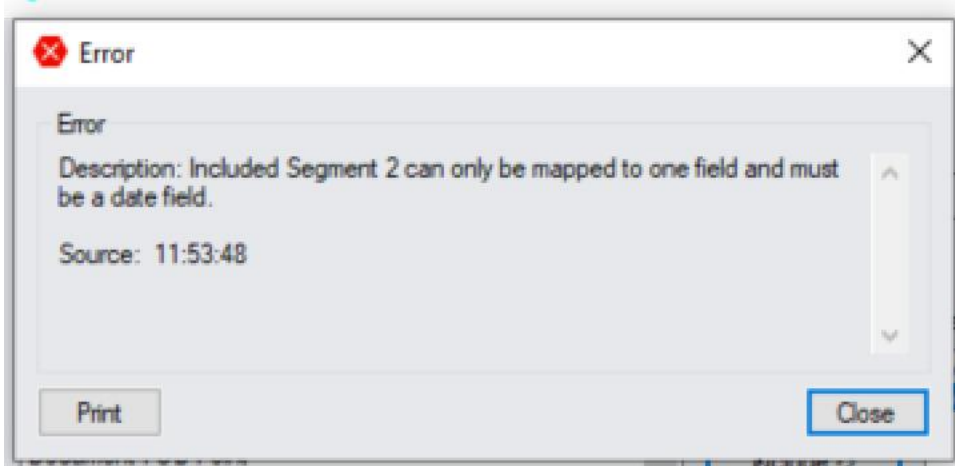
Optional field mappings

You don't need to map optional fields.

If an optional field with the same name in the source and target transactions, the value will be copied from the source to the target transaction.

Special Field Mappings

Location to Location

Location to Location field mapping now defines whether IET Trade is to take a source document detail location and send it to a trade document detail line. If mapping is not defined between location to location, then the default location will be used in the target trade document.

By default the Location is transferred between O/E and P/O documents.

OnHold

OnHold field is a mapping option. This allows the onhold status from source document to be transferred to the target trade document.

By Default the On Hold field is NOT transferred between O/E and P/O documents.

To synchronize the On Hold status if it changes in one of the related documents, you must select "`Allow O/E Order to Amend/Delete P/O Order`" and "`Allow P/O Order to Amend/Delete O/E Order`" in Trade Options > OE / PO Options.

> **Tip:** This needs to be done in all companies where users can add or update transactions (if using Bi-Directional Trade).

Comments and Instructions

Mapping source and destination document comments and instructions is possible. Comments and instructions can be copied in their entirety from a source document's details to a trade document's details.

This applies to both A/P - A/R Integration and O/E - P/O Integration Tabs.

P/O Drop Ship address

P/O Drop Ship address details (from first line that has a Drop Ship address) to O/E Ship to Address -

> **Notes:**
>
> If IET has been setup to copy the ship-to address fields from PO to OE, then IET will overwrite that with the first drop ship address it finds in the PO details.
>
> All fields are copied, including all Address fields, contact phone, fax, email, and the ship-to email.
>
> It is not going from OE to PO

Changing your choices

You can change any of your choices on the IY O/E-P/O Integration form at any time.

You should be aware that your new choices apply only to OE & PO documents created after the change, and do not affect pre-existing OE & PO documents.

TRADE ORGANISATION SETUP

Trade Organisation Setup details are used by the Inter-Entity Trade module to gain access to the Target Databases in order to create transactions or lookup details. Details on how to access these databases are set up here.

There must be a Trade Organisation Setup for each Target Company that has its own database.

> **Tip:** It is recommended that a new Sage 300 user is created for Inter-Entity, and this user must have full rights to the target database (A/R, A/P, O/E, P/O and G/L, depending on the transaction types being created by Inter-Entity).

TO ENTER TRADE ORGANISATION DETAILS

1. In the Drop down, select the required Company.
2. Enter the Sage 300 User ID for the Company.
3. Enter the Sage 300 User Password for the Company.

> **Note:** If the Inter-Entity user changes the Sage 300 password, then the password also needs to be changed in the Trade Organisation setup .

Click the Save Button when complete.

Click the Delete Button to remove the Connection details for a Company.

OE/PO TRADE SETUP

The OE/PO Trade Setup form is used to define the OE to PO and PO to OE customer / vendor mappings and the associated processing options and item mappings between the Source and Target Databases.

There must be a Trade Organisation Setup for each Target Organisation. Refer to Trade Organisation Setup above

Before you start

Create A/R Customers, A/P Vendors, O/E Ship Via Codes and P/O Ship Via Codes if required.

To create a OE-PO Trade Mapping

Identify which customers and vendors give rise to Inter-Entity transactions.

If all transactions for a given customer or vendor follow the rules defined in OE/PO Trade options, you can use Account to Account mapping.

If you have a large number of vendors or customers and you don't want to set up trade partnerships individually, you can use Ship Via mappings.

> **Important!** If an account exists in the Account to Account Partnership and Ship via to
>
> Account partnership, IY Trade will only use the settings in the Account to Account Part-
>
> nership and not look for settings in any other partnership.

OE-PO Trade Partner Fields and Controls

PARTNER TYPE

OE Document to PO Document or PO Document to OE Document

PARTNER ACCOUNT TYPE

Account-to-Account or Ship-via-to-account

PARTNER AND TARGET RECORDS

Partner Account

Enter the Vendor/Customer or Ship-Via Code or use the Finder to search for the required record. The Vendor/Customer name or Ship Via description will be displayed.

Choose the Organisation Id.

If the target partner is in the same company, choose the existing Organisation id.

Target Partner Account

Type the Vendor/Customer code or Click the Finder Button to search for the Vendor/Customer. The Vendor/Customer name will be displayed

Partner Account	Target Partner Account	Partner Type	Partner Account Type
Customer Code	Vendor Code	OE to PO	Account to Account
O/E Ship Via	Vendor Code	OE to PO	Ship Via to Account
Customer Code	P/O Ship Via Code	OE to PO	Account to Ship Via

Vendor Code	Customer Code	PO to OE	Account to Account
P/O Ship Via	Customer Code	PO to OE	Ship Via to Account
Vendor Code	O/E Ship Via	PO to OE	Account to Ship Via

PRIMARY TRADE SETUP (EXCLUSIVE FOR THIS PARTNER TYPE AND PARTNER ACCOUNT).

Select this option if this is the partnership to be used when multiple partner type and partner accounts exist. This option is deprecated and not used in current versions of Inter-Entity Trade.

If multiple partner records exist for a transaction type, IY Trade will use the Account to Account partner setup.

BI-DIRECTIONAL

If you select "Bi Directional" on OE->PO, then when Inter-Entity creates the audit entry for OE->PO, it will also create the audit entry in the target database for PO-> OE. It means that when the PO is received, Inter-Entity can come back to the OE document to Ship. Note that you also need to turn on Bi-Directional on the reverse PO->OE relationship too.

Select this option if for this OE-PO Trade partner you want the transactions to originate and continue from either the source or target document.

If this option is not selected, then you need always to go to the source company document and create the next document.

> **Example:**
>
> If you start with a PO Order (which creates the OE Order), if you want the next step to be either Ship the OE Order which will create the PO Receipt OR create the PO Receipt which will create the OE Shipment, then tick "Bi-directional".
>
> If you don't tick "Bi-directional", you need to go back to the PO Order and create the PO Receipt, which will automate the OE Shipment.

Processing Options Fields and Controls

OVERRIDE OPTIONS

The override options apply to the target documents.

> **Example:**
>
> If you fill in Category Override or Location Override on the PO to OE Trade partnership setup, when you enter a Purchase Order, Inter-Entity Trade will use these settings to create the target /OE document. The OE Order that is created will have the configured category on all the item detail rows.

Choose a **Category** if you want the category to be overwritten on the target OE Transaction.

> **Note:** When creating a target PO Transaction, this setting is ignored as there is no I/C Category on the Purchase Order detail line. This field is disabled in the latest updates.

Choose a **Location** if you want the location to be overwritten on the target OE Transaction

Choose a **Target Price List Code** if you want the Price List to be overwritten on the target OE Transaction

Choose **Apply Discount % on Document Total** if you want the source document Discount % to be copied to the target document Discount %. Note that the discount % is not applied when the transaction line tax is transferred.

SOURCE/DESTINATION OVERRIDE OPTIONS FOR UNIT PRICE/UNIT COST

Select "**Override Target Doc. Unit Price/Cost with Source Document Value**" if you want the target document price/cost to be overwritten with the source document cost/price, with the options below.

If you don't select this option, the default price and cost from O/E or P/O for the customer/vendor/item will apply.

POPULATE P/O UNIT COST WITH:

O/E Pricing Unit Price or O/E Unit Cost. This only applies when creating P/O Documents from O/E documents.

If you select "Override Target Doc." , by default the O/E Pricing Unit Price will be sent to the P/O Unit Cost.

If you want the PO Document Unit Cost to be the Source O/E Order Unit Cost, choose O/E Unit Cost.

SEND P/O UNIT COST TO:

O/E Pricing Unit Price, O/E Unit Cost or both. This applies when creating O/E Documents from P/O Documents.

> **Note:** You can only update the OE Item Unit Cost if the costing method of the item is "User specified" on the Item Account Set in I/C.

UNIT PRICE/COST MULTIPLIER:

if you want the target document price to be overwritten with the source price * price multiplier

---

> **Note:** can be a fraction or a number greater than one.

OVERRIDE TRANSACTION LINE TAX

If you want to transfer source document Tax Authorities, Tax Classes and Tax Amount to the target document, select this option. If this option is not selected, then the target document is created with the default Tax Authorities, Tax Classes and Tax Amount from the target Company/Customer/Vendor setup.

Examples:

IF YOU WANT INTER-ENTITY TRADE TO CREATE A PO FROM A SALES ORDER USING THE DEFAULT VENDOR/ITEM PRICING IN THE TARGET COMPANY,

do not select "Override Target Document Unit Price/Cost from Source Document Unit Cost/Unit Price"

IF YOU WANT INTER-ENTITY TO CREATE THE PO USING THE PRICE OF THE ITEM ON THE ORIGINAL SALES ORDER, MULTIPLIED BY AN OPTIONAL FACTOR,

Select "Override Target Document Unit Price/Cost from Source Document Unit Cost/Unit Price

Populate P/O Unit Cost with: Select O/E Pricing Unit Price:

Unit Price/Cost Multiplier: Enter 0.5 to multiply the O/E Price by 0.5 to determine the PO cost

IF YOU WANT INTER-ENTITY TO CREATE THE PO USING THE COST OF THE ITEM ON THE ORIGINAL SALES ORDER, MULTIPLIED BY AN OPTIONAL FACTOR,

Select "Override Target Document Unit Price/Cost from Source Document Unit Cost/Unit Price

Populate P/O Unit Cost with: Select O/E Unit Cost

Unit Price/Cost Multiplier: Leave blank or type 1 to transfer the O/E Cost to the P/O Unit Cost

IF YOU WANT INTER-ENTITY TO CREATE THE OE TRANSACTIONS USING THE PRICE OF THE ITEM ON THE P/O AS THE ORDER PRICE, MULTIPLIED BY AN OPTIONAL FACTOR,

Select "Override Target Document Unit Price/Cost from Source Document Unit Cost/Unit Price

Send P/O Unit Cost to: Select O/E Pricing Unit Price:

Unit Price/Cost Multiplier: Enter 0.5 to multiply the O/E Price by 0.5 to determine the SO Price

IF YOU WANT INTER-ENTITY TO CREATE THE OE TRANSACTIONS USING THE

PRICE OF THE ITEM ON THE P/O AS THE ORDER COST, MULTIPLIED BY AN

OPTIONAL FACTOR,

Select "Override Target Document Unit Price/Cost from Source Document Unit Cost/Unit Price

Send P/O Unit Cost to: Select O/E Cost

Unit Price/Cost Multiplier: Enter 0.5 to multiply the O/E Price by 0.5 to determine the Sales Order Cost

IF YOU WANT INTER-ENTITY TO CREATE THE OE TRANSACTIONS USING THE

PRICE OF THE ITEM ON THE P/O AS THE ORDER PRICE AND ORDER COST

Select "Override Target Document Unit Price/Cost from Source Document Unit Cost/Unit Price

Send P/O Unit Cost to: Select Both

Inclusions

Include PJC Fields? If you want the source document PJC fields to be copied to the target document PJC fields

Include Serial/Lots if you want the source document Serial/Lot numbers to be copied to the target document Serial/Lot numbers.

To enter Item Mapping details

Use the Item Mapping Table In IET Setup, OE/PO Trade Setup

Tip:

This is only visible if "Use Item Mapping" is selected in the IET Setup /Trade Options/ OE PO Trade Options Tab.

If the option "use item map" is ticked in IY Trade Setup Options, then the completion of the item map is mandatory. If the option "use item map" is not ticked in IY Trade Setup options, then the completion of the item map is not required, as the item code in the source database will be used in the target database.

Refer to O/E - P/O Trade Options on page 42

Detailed steps

1. In the Detail screen, click insert to create a new row
2. Choose the source Item by typing the Item Code or using the Finder to select the Item. The Item name will be displayed.
3. Choose the target Item by typing the item code or using the Finder to select the item from the target database. The Item name will be displayed.
4. Optionally, select the Category Override and Target Location Override.

CATEGORY AND LOCATION OVERRIDE OPTIONS

Category Override [Header]

This is an item category defined in Inventory Control of the Target Company. When an O/E transaction is generated as a result of a P/O transaction (such as a P/O order generating a corresponding O/E order) the default item category is replaced with the category specified here. As categories define affected revenue and cost accounts, this category is only relevant when the Partner Type is "O/E Document to P/O Document".

This field is not compulsory. If left blank then no category override will take place when I/Y Trade generates O/E documents.

Location Override

This is a location defined in the Inventory Control of the Target Company. When an O/E transaction is generated as a result of a P/O transaction (such as a P/O order generating a corresponding O/E order) the item location used in the source P/O document is not used when the corresponding O/E document is created. Instead, the location entered here is used.

This field is not compulsory. If left blank then no location override will take place when I/Y Trade generates the corresponding document. When an override location is not entered, the location used in the source document will be used as the location in the destination document.

Note: OE/PO Trade only transfers stock and non-stock I/C Items. OE Miscellaneous Charge

codes are not transferred to documents.

Click the Save Button when complete.

Trade Periodic Processing and Inquiries

IY Trade Periodic Processing provides you with several tools you can use to process transactions and keep your Inter-Entity Trade up to date. This section outlines the periodic tasks you can perform, which include:

GENERATE A/P A/R TRADE TRANSACTIONS

IY Trade initiates transactions based on the posting on the source batches.

AP to AR. Based on the A/P to A/R configuration options in IY Trade Setup Options (which documents are to be automatically created - AR Invoices and AR Credit Notes) and

AP/AR Trade setup (the matching AP Vendor to AR Customer setup, and associated revenue to expense G/L account mappings) as the source batches are posted against the vendor specified in the AP/AR Trade Setup the corresponding AR batches will be created using the defined customer & G/L mappings.

AR/AP Trade setup (the matching AR Customer to AP Vendor setup, and associated revenue to expense G/L account mappings) as the source batches are posted against the customer specified in the AR/AP Trade Setup the corresponding AP batches will be created using the defined vendor & G/L mappings.

AP/AR TRADE PERIODIC PROCESSING

AP/AR Trade Periodic Processing provides you with several tools you can use to process transactions and keep your Inter-Entity Trade up to date. This section outlines the periodic tasks you can perform, which include

- Selecting the organization range to (re) process
- Selecting the source Document Types to (re) process
- Selecting the source posting sequence range to (re) process
- Selecting the Transaction status to process - for details refer to Inter-Entity Audit Log status on page 66

Select transactions based on the status in the Inter-Entity Audit logs.

- **Process Error Entries**: Use this to process entries that were previously in error. Note that the error needs to have been resolved for entries to be created. Use the Message in the AP/AR Trade Audit Inquiry or AP/AR Trade Audit Report to troubleshoot these errors.
- **Process Exported Entries**: Use this to process re-process already processed entries. This requires "Reprocess Exported Entries" Security clearance.

> **Example:** Use this if you have "lost" the entries in the target database, after restoring a
>
> backup for example. Process Exported Entries will look for exported documents in the
>
> Trade Audit logs and re-created the documents in the target database. It doesn't create
>
> transactions retro-actively if the source transaction is not in the Trade Audit Log.

A/P - A/R Periodic Processing Options

Selection is set to ALL so it's showing you AP, AR, and AP Payment batch ranges.

In the below Example we can see that the option to process is **restricted to A/P Pay to A/R Rcpt Only**

AP/AR TRADE AUDIT INQUIRY

Inter-Entity AP/AR Trade Audit Inquiry displays the history of the Inter-Entity AP/AR Trade transactions. This screen displays transactions that are waiting to be processed (pending), those that have been processed (exported) and those that have not been processed due to an error (error). Batch information and error messages also appear on this screen.

> **Tip:**
>
> **Filter**
>
> You can filter the details in the Audit Inquiry log using one of two methods:
>
> 1. Use the filters in the top part of the screen and select Refresh to select the transactions you need to inquire about.
>
> 2. Use CTRL F in any column to apply a filter on the column. I/Y will pre-populate the filter based on the value in the row selected when you start the filter. Select the relevant option.
>
> If a filter is applied to the screen, the filter will be shown along the bottom of the screen. Click on the filter and CTRL-C to copy the filter if required.
>
> To clear the filter, select CTRL-F and choose Clear Filter

Filters on the screen

1. Select the posting sequence range required

2. Select the Batch id range required

3. Select The Organisation ID range required

4. Select the Trade Type range required (A/P Invoice, A/R Invoice, A/P Payment)

5. Select the Transaction Status range required

6. Click the Refresh button to refresh the results.

Data Shown in the grid - Use CTRL-F to filter on the grid

- The Source posting Sequence, Trade Type, Account Code, Source Batch Source Number, Source Document Entry Number
- Target Organisation ID, Target Batch Number, Target Entry Number, Target Document Number
- Transaction status and error message if applicable - for details refer to **Inter-Entity Audit Log status on page 66**
- Date & Time Created, Created By User, Date & Time Amended, Amended by User

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Note:

At the time of creating entries in the target entity, Inter-Entity Trade will use an additional Sage 300 Licence. Depending on how the "This workstation uses Integration Access Pack Licences for external applications" is set up (see Help\IAP Users...), this will be either a Lanpak or an IAP Licence.

Unless you have purchased additional IAP licences, it is recommend this switch is turned off on all workstations.

GENERATE OE/PO TRADE TRANSACTIONS

OE to PO. Based on the O/E to P/O configuration options in IY Trade Setup Options (which documents are to be automatically created - PO Orders, PO Receipts, PO Invoices, PO Returns) and OE/PO Trade setup (the matching AR Customer to AP Vendor setup, and associated Item mappings) as the source transactions are posted against the customer specified in the OE/PO Trade Setup the corresponding PO Documents will be created using the defined vendor and Item mappings.

PO to OE. Based on the P/O to O/EO configuration options in IY Trade Setup Options (which documents are to be automatically created - OE Orders, OE Shipments, OE Invoices, OE Credit Notes) and OE/PO Trade setup (the matching AR Customer to AP Vendor setup, and associated Item mappings) as the source transactions are posted against the vendor specified in the OE/PO Trade Setup the corresponding OE Documents will be created using the defined customer and Item mappings.

> **Tip:**
>
> For OE Documents, the Ship-via needs to be entered on the OE Detail Line for each Item to be put on a Purchase Order. The Ship-via can be added after the OE Order has been created.
>
> For PO Documents, the Ship-via needs to be entered on the PO Header. The Ship-via can be added after the PO Order is first created.

> **Important!** Inter-Entity uses the details in the Audit log to match source and target transactions. If the target transaction cannot be created for whatever reason (e.g. insufficient Lanpaks at the time of posting the source transaction), you should post again the source transaction if possible or use Periodic processing > OE/PO Trade transactions.
>
> If a transaction is not found in the Target company audit log when a related transaction is posted, Inter-Entity will create the required transactions, but not linked to the original source document.

> **Example:**
>
> When a Sales Order is created, according to the OE/PO Trade setup, IY Trade tries to create a Purchase Order. When the PO is Receipted in the target company, if Bi-directional is selected for that trade partnership, IY Trade will try and find the related Sales order and create a shipment for that Sales Order.
>
> If Bi-directional is not ticked, IY Trade will create a Shipment, but not linked to the original Sales order.
>
> If there was an error creating the Purchase Order and the PO was created manually in the Target Entity, Inter-Entity Trade will not find that PO in the Target Entity Audit log. So when a PO Receipt or PO Invoice is generated for that PO, IY Trade will create transactions as per the OE/PO Options and Trade partnership options, but not related to the original Sales order.

OE/PO PERIODIC PROCESSING

OE/PO Trade Periodic Processing provides you with several tools you can use to process transactions and keep your Inter-Entity Trade up to date. This section outlines the periodic tasks you can perform, which include

- Selecting the organization range to (re) process
- Selecting the source Document Types to (re) process
- Selecting the source posting sequence range to (re) process
- Selecting the Transaction status to process - for details refer to Inter-Entity Audit Log status on page 66

The Transaction Status which can be selected are :

- Process Error Entries: Use this to process entries that were previously in error. Note that the error needs to have been resolved for entries to be created. Use the Message in the AP/AR Trade Audit Inquiry or AP/AR Trade Audit Report to troubleshoot these errors.
- Process Exported Entries: Use this to process re-process already processed entries. This requires "Reprocess Exported Entries" Security clearance.

Example: Use this if you have "lost" the entries in the target database, after restoring a

backup for example. Process Exported Entries will look for exported documents in the

Trade Audit logs and re-created the documents in the target database. It doesn't create

transactions retro-actively if the source transaction is not in the Trade Audit Log.

OE/PO TRADE AUDIT INQUIRY

Inter-Entity OE/PO Trade Audit Inquiry displays the history of the Inter-Entity OE/PO Trade transactions. This screen displays transactions that are waiting to be processed (pending), those that have been processed (exported) and those that have not been processed due to an error (error). Batch information and error messages also appear on this screen.

Tip:

Filter

You can filter the details in the Audit Inquiry log using one of two methods:

1. Use the filters in the top part of the screen and select Refresh to select the transactions you need to inquire about.

2. Use CTRL F in any column to apply a filter on the column. I/Y will pre-populate the filter based on the value in the row selected when you start the filter. Select the relevant option.

If a filter is applied to the screen, the filter will be shown along the bottom of the screen. Click on the filter and CTRL-C to copy the filter if required.

To clear the filter, select CTRL-F and choose Clear Filter

To select Trade Audit Log records,

1. Select the posting sequence range required
2. Select The Organisation ID range required
3. Select the Trade Type range required

4. Select the Transaction Status range required

5. Select the date range

6. Click the Refresh button to refresh the results.

Data Shown on the grid - Use CTRL-F to filter

- The Source posting Sequence, Trade Type, Account Code, Source Document Number
- Target Organisation ID, Target Document Number
- Transaction status and error message if applicable - for details refer to Inter-Entity Audit Log status below
- Date & Time Created, Created By User, Date & Time Amended, Amended by User

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Note: At the time of creating entries in the target entity, Inter-Entity Trade will use an additional Sage 300 License. Depending on how the "This workstation uses Integration Access Pack Licenses for external applications" is set up (see Help\IAP Users...), this will be either a Lanpak or an IAP Licence. Unless you have purchased additional IAP licences, it is recommend this switch is turned off on all workstations.

INTER-ENTITY AUDIT LOG STATUS

The following status are used in Inter-Entity and Inter-Entity Trade:

PENDING - used by IET AP/AR Trade and OE/PO Trade. - recorded into the audit logs but not processed yet by

INVALID - used by IET AP/AR Trade - used to identify documents with invalid, unmapped accounts, or documents that fail other validation performed by IET (not Sage 300) prior to the creation of their trade documents.

ERROR - used by IET AP/AR Trade and OE/PO Trade. - used to identify a source document that wasn't able to have its trade document equivalent processed by IET. - used to identify when an update to a source document results in an error when updating the associated trade document.

EXPORTED - used by IET AP/AR Trade and OE/PO Trade. - denotes the: (a) successful creation of a trade document. (b) successful update of a trade document.

PENDAUTOSHIP - no longer used = originally used by IET OE/PO Trade - used to identify documents in process when O/E auto-ship and auto-invoice was in use. - no longer used after the trade process for auto-shipped and auto-invoiced documents was changed.

Tip: When using Inter-Entity Transactions and Trade Periodic Processing, you shouldn't select "EXPORTED" Transactions as this may result in duplication of the transactions.

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Inter-Entity Trade Reports Features

Detailed content of setup and processing reports can be found below:

IET TRADE OPTIONS REPORT

The Trade Options Report lists all the options selected in the Inter-Entity Trade Options setup area for A/P – A/R Trade and O/E – P/O Trade

IET AP/AR TRADE OPTIONS REPORT

The AP/AR Trade Options Report lists all the Vendors and Customers, and their associated G/L Account mappings set up in the Inter-Entity AP/AR Trade Options setup area.

IET AP/AR TRADE AUDIT REPORT

Inter-Entity Audit Report displays the history of the Inter-Entity AP/AR Trade transactions generated by AP/AR Trade.

It shows see transactions that are waiting to be processed (pending status), those that have been processed (exported status) and those that have not been processed due to an error (error status).

The report shows

- Posting Sequence and Organisation ID. Source Batch Number, Source Document Number from the source database,
- the Trade type, Account Code, Target Document Batch, Target Document Entry Number from the target database,
- The transaction status (pending status, exported status and error status) and associated error message if applicable
- Date/Time Created, Date/Time Amended, Created by User, Amended by User.

When to print

Print and file the AP/AR Trade Audit Report when you wish to see transactions that are waiting to be processed (pending status), those that have been processed (exported status) and those that have not been processed due to an error (error status).

OE/PO TRADE OPTIONS REPORT

The OE/PO Trade Options Report lists all the Vendors and Customers, and their associated Category, Location and Item mappings set up in the Inter-Entity OE/PO Trade Options setup area.

OE/PO TRADE AUDIT REPORT

Inter-Entity Audit Report displays the history of the Inter-Entity OE/PO Trade transactions generated by OE/PO Trade.

It shows see transactions that are waiting to be processed (pending status), those that have been processed (exported status) and those that have not been processed due to an error (error status).

The report shows

- Posting Sequence and Organisation ID. Source Batch Number, Source Document Number from the source database,
- the Trade type, Account Code, Target Document Batch, Target Document Entry Number from the target database,
- The transaction status (pending status, exported status and error status) and associated error message if applicable
- Date/Time Created, Date/Time Amended, Created by User, Amended by User.

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