

## What is E-ASI Billing and How Can It Work For Me?

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### **What is E-ASI Billing and How Can It Work For Me?**

#### **Overview and Setup**

For ProfitMaker, ProfitPro and ProfitMaker Plus

The ProfitMaker/ProfitPro/ProfitMaker Plus software allows the sending and receiving of information such as purchase orders, invoices, acknowledgements, etc. through ASITransact/E-ASI BILLING (formerly known as ASI/EDI). The ProfitMaker/ProfitPro/ProfitMaker Plus software works in conjunction with the ASITransact and E-ASI BILLING communication systems.

Information regarding the ASITransact communication network is sent and supported by ASI, an affiliated company of ASI Computer Systems. Information regarding the E-ASI BILLING communication network is sent and supported by the E-ASI BILLING communication network. Each division will help with the transmitting steps and information/training. The steps listed below will explain how to use the ProfitMaker/ProfitPro/ProfitMaker Plus software to get the necessary information to the appropriate files for transmission. The ASI Computer Systems Support staff can assist with any question you may have regarding the setup of the ProfitMaker/ProfitPro/Profitmaker Plus to create or receive ASITransact/E-ASI Billing files.

In the Windows version of ProfitMaker, this program is titled E-ASI Billing. The the Dos Version of ProfitMaker, this program is titled Receive EDI Invoices.

#### **File Setup**

##### **Company Information**

- In the general Information screen of Company Information, put a checkmark in front of "Use ASITransact/EDI".
- Enter your ASI # in the ASITransact/EDI COMM ID field.

- In the EDI button in Company Information, add the set that will be used.

Transaction Set Required in Company Information:

Set#	Description	Test/Production	Std Version	Send	Prt	Rec
810	INVOICE	P (PRODUCTION)	X 00301	Y	Y	Y

**Note:** Sending invoices to customers requires the 810 Set for Invoices. Receiving invoices from Vendors requires the 810 Set for Invoices. If doing both sending and receiving Invoices only one 810 Set needs to be setup.

### **Vendor Masters**

- On the miscellaneous tab of the Vendor Master, enter the vendor's ASI number in the EDI COMM ID field for any Vendor you will be receiving invoices from.
- The 810 set needs to be added to the EDI tab of any Vendor you will receive invoices from.

**Note:** *Even though this Vendor is to receive Invoices via E-ASI Billing, you may still vouch manually through your ASICS system to this Vendor.*

### **Customer Master**

- Enter the Customer's ASI number in the ASItransact/EDI COMM ID field on the miscellaneous tab of the Customer Master.
- Add the 810 Set on the EDI tab of the Customer Master.

**Note:** *Once a customer is setup to have invoices sent via E-ASI Billing, all billing will default in with "Yes" to Send Invoice EDI. Manually uncheck this box before printing the invoice to not send it via E-ASI billing. Setting up the system to send the E-ASI Billing Invoice file requires the download of additional programs. These additional programs are obtained from E-ASI Billing. Once these additional programs have been downloaded you are ready to send invoices to your customers and to receive invoices from your Vendors.*

### **Sending Invoices to Customers**

For any Customer setup to receive invoices sent via E-ASI Billing, an EDI record is created when the invoice is printed. There is not a separate "Create" option for sending invoices as the invoice number must be assigned before sending. Customers may be setup to receive the E-ASI

Billing Invoice anytime until the order is brought into billing. If the Customer Master is changed to send invoices after the order is pulled into billing, then the order will have to be edited in billing before printing the Invoice.

When printing Invoices, an EDI record will only be created for Customers which are set up to receive EDI. Once EDI files have been created, they may be transmitted though the E-ASI Billing Program as instructed by the E-ASI Billing procedure. A listing of the E-ASI billing invoice records created will be printed following the invoice journal. Invoices which had E-ASI Billing records created will have the word EDI printed at the bottom and may be printed in a separate batch.

### **Receiving Invoices From Vendors**

This option allows receiving of a Vendor's invoice into Vouching through E-ASI Billing. If you wish to have a hard copy of the Vendor's Invoice, after doing the CALL NOW (per your E-ASI Billing procedure) click the Print button. In ProfitMaker go to the main screen of Vouching, and the E-ASI Billing button will now be available. Click this option and print the journal. Close the screen and click "Run". The next screen will have a look up option on the invoice number. Click the magnifying glass to receive a list of all invoices that are waiting to be received into your system. Click the individual invoice and the program will automatically populate the vendor number and invoice number. Click "Add" and it will populate the invoice amount. On the Distribution tab it will pull up order distribution. Enter the order number that is associated with this vendor's invoice, or choose non-order distribution. Once this selection has been made it will distribute to the proper GL accounts. The balance to distribute should be 0 (zero). Click okay and pull in the next invoice.