



Paladin Best Practices: Optimize EDI Reports with Excel Worksheets

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WHAT YOU'LL LEARN

- What is EDI?
- The purpose of EDI
- Benefits of EDI
- Tips for creating and sending EDI purchase orders
- Receiving EDI best practices
- Excel EDI Reporting versus PDF
- EDI downloading setup options
- Where to find more information

What is EDI ?



- Wikipedia:

“Electronically communicating information between businesses that was traditionally communicated on paper, such as purchase orders and invoices.”

The purpose of EDI



Paladin uses EDI for multiple purposes:

1. Pass purchase order information to suppliers for ordering convenience and accuracy.
2. Receive invoices from suppliers, thereby updating stock-on-hand, cost, price, etc.
3. Process maintenance files containing cost and retail price updates, as well as new/disc'd items.
4. Automate supplier brand sales and promotions.
5. Transfer customer rewards information and historical sales to supplier per supplier brand.

Benefits of EDI

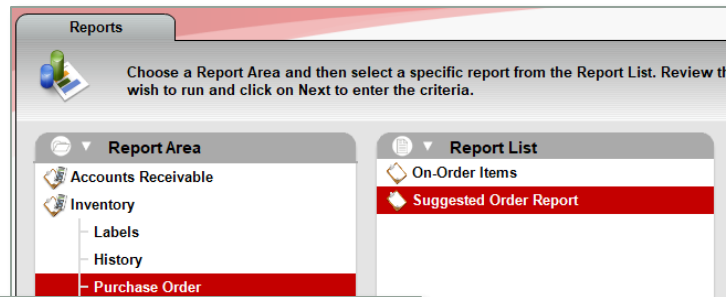


- Superior inventory control and tracking of stock on hand.
- Improved margins with more accurate cost and retail prices.
- Reduction of time to order, receive and update inventory.
- Enhanced communication with suppliers.
- Better tracking of customer purchases.
- More accurate demand forecasting.

Tips for Creating and Sending Purchase Orders

Tips for creating an order

- Select a **supplier** range.
- Optionally, you may wish to select a **department** or **location** range.
- Set your number of **stocking days** – how long you want the product to last on the shelf before running out.
- Determine the **sort order**.
- Run **Suggested Order** report first, spot check the list and total amount of order, then re-run and choose “**Create a P.O.**”
- Modify Stock Days (+/-) if you desire to increase or decrease the order amount.



Suggested Order Report

1 Report Settings

Selection	Beginning	Ending
PartNumber		zzzzzzzzzzzzzzzz
Department	0	999999999
Supplier	0	999999999
Class	0	
SubClass	0	
Location	0	

2 Additional Settings

Inventory Stock Days 7

3 Sorting Options

Sort By

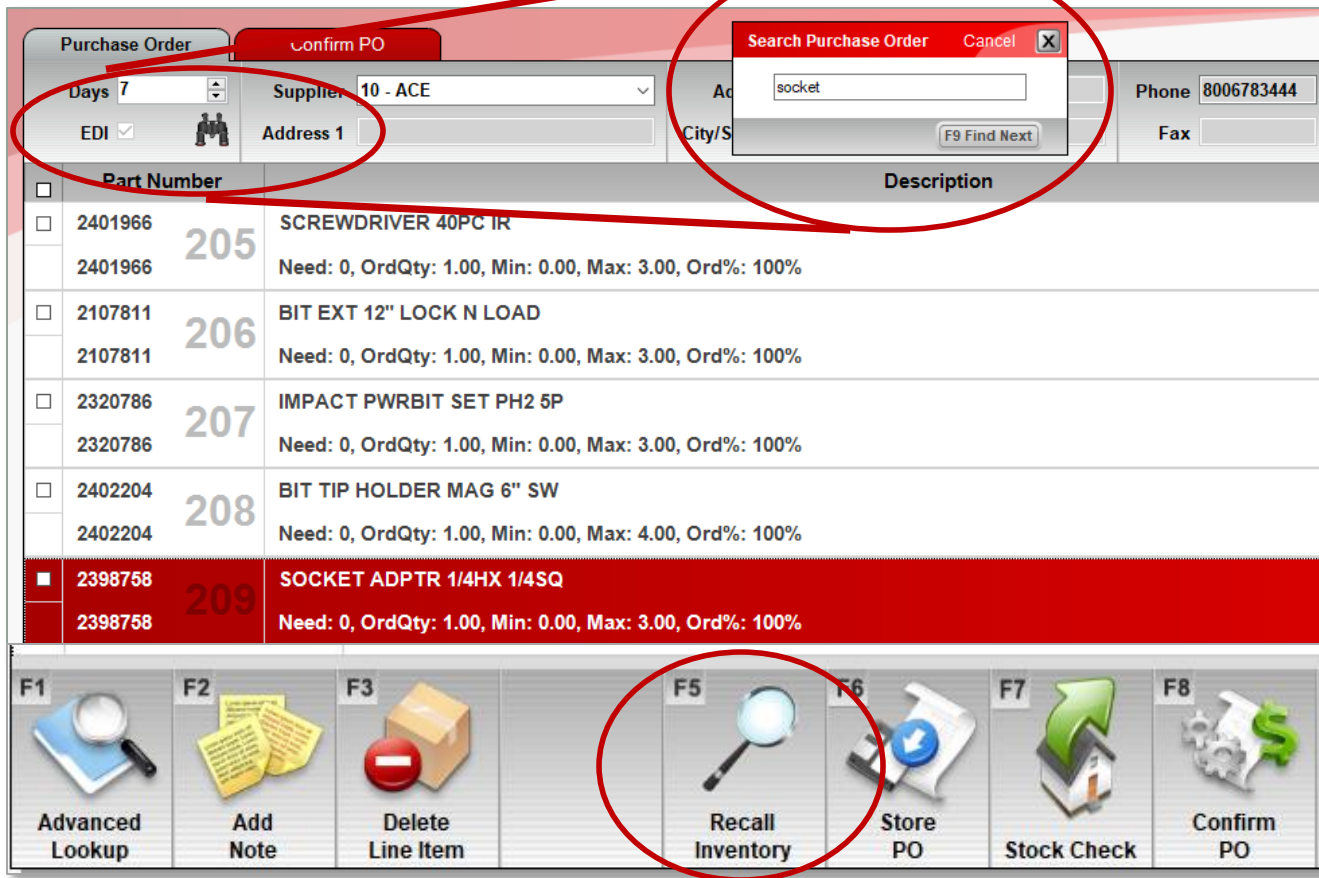
- Ascending
- Descending**
- Ascending
- Descending
- Ascending
- Descending

Then By

- Location
- Supplier 1
- Supplier 2
- Quantity Req
- Extended Cost**
- Mfg Part Number

F12 Run Report

Purchase order tips




Purchase Order


Confirm PO


Search Purchase Order Cancel X


Days 7 Supplier: 10 - ACE Ac: socket Phone: 8006783444


EDI  Address 1 City/S: F9 Find Next Fax:


Part Number	Description
2401966 205	SCREWDRIVER 40PC IR Need: 0, OrdQty: 1.00, Min: 0.00, Max: 3.00, Ord%: 100%
2107811 206	BIT EXT 12" LOCK N LOAD Need: 0, OrdQty: 1.00, Min: 0.00, Max: 3.00, Ord%: 100%
2320786 207	IMPACT PWRBIT SET PH2 5P Need: 0, OrdQty: 1.00, Min: 0.00, Max: 3.00, Ord%: 100%
2402204 208	BIT TIP HOLDER MAG 6" SW Need: 0, OrdQty: 1.00, Min: 0.00, Max: 4.00, Ord%: 100%
2398758 209	SOCKET ADPTR 1/4HX 1/4SQ Need: 0, OrdQty: 1.00, Min: 0.00, Max: 3.00, Ord%: 100%


F1  Advanced Lookup


F2  Add Note

F3  Delete Line Item

F5  Recall Inventory


F6  Store PO

F7  Stock Check

F8  Confirm PO

- Fine-tune the Purchase Order before sending it to the supplier.
- The **binoculars** icon allows you to search by product name/number.
- Use the **(F5) Recall** button to jump directly to any inventory item highlighted.
- Make permanent changes to the inventory module versus just updating the purchase order.

Purchase order fine-tuning tips



The screenshot displays a software interface with the following details:

- Inventory:** Part # 5010492, Alt # 854059003884
- Order Control:** Desc 1 STORAGE STRAP 17" 2PK, Desc 2
- Pricing:** On Order: 0, Defective: 0, On Hold: 0
- General:** Stock On Hand: 1
- Sales Details:** Investment: \$3.86, Gross Profit: \$25.04, ROI: 649%
- Stock Information:** Order Qty: 1, Min/Display: 1, Max Qty: 1, Order %: 100, Sug. Min: 0, Sug. Max: 3, Origin Date: 04-Jun-20

The 'Order Qty' and 'Max Qty' fields in the 'Stock Information' section are circled in red.

- If you wish to permanently remove an item from showing up on the **Suggested Order** report, place a zero in the **Max Qty** field, hit **Enter**, lock it in and press **Save**.
- To adjust to the **Stock-on-Hand** field, use the **(F4) Count** button.
- To permanently raise the order amount, increase the **Order Qty** field, lock it and **Save**.
- Correct special-order anomalies. See next slide.

Purchase order fine-tuning tips

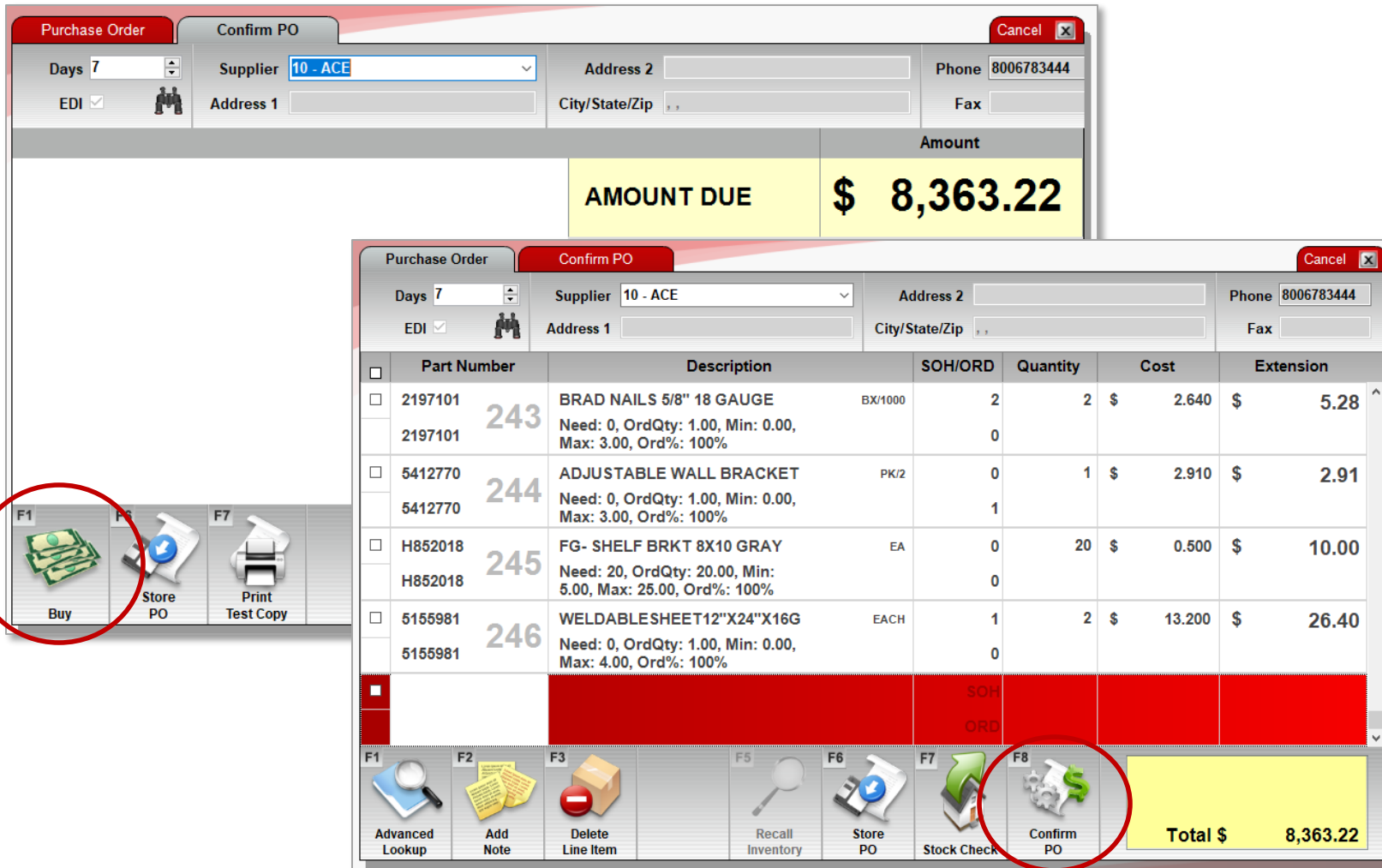
The screenshot shows a software window with tabs for 'Inventory', 'Order Control', 'Pricing', and 'General'. Below the tabs, there are fields for 'Part # 1001665', 'Desc 1 CLEANSER COMET 21OZ', 'Alt # 810003440235', 'Desc 2', 'On Order: 0', 'Defective: 0', 'On Hold: 0', and 'Stock On Hand 10'. Below this is a 'Recent Sales History' table with the following data:

	Date	Time	Employee	Term.	Act #	Sold To	Inv #	Qty Sold	Adj Qty	Sale Price	Profit
	29-Jan-21	12:57	Dannette ...	4	4214	CUSTOM HOUS...	475004	12	12	1.59	8.04
	19-Nov-19	13:51	Laura Fouts	4	4214	CUSTOM HOUS...	332384	5	5	1.59	3.35
	26-Sep-21	14:42	Ellie Baker	4	4214	CUSTOM HOUS...	563497	5	5	1.59	3.35
	24-Jan-22	15:49	Kara Surf...	4	4214	CUSTOM HOUS...	599976	5	5	1.79	3.95
	19-Jul-21	15:52	Kara Surf...	4	4214	CUSTOM HOUS...	538023	4	4	1.59	2.68
	06-Sep-21	13:28	Kara Surf...	4	4214	CUSTOM HOUS...	556710	4	4	1.59	2.68

Below the table, there is a 'Recent Sales History' section with the text: 'Double-click a row for more detailed transaction information.' At the bottom right, there are buttons for 'View in Excel' and 'Done'.

- Go to: **Inventory->Sales Figures.**
- Correct special-order quantity anomalies by reducing the “Adj Qty” field.
- This does not affect sales history it merely changes the order forecasting.

Sending purchase order via EDI



Purchase Order | **Confirm PO** | Cancel

Days 7 | Supplier 10 - ACE | Address 2 | Phone 8006783444
 EDI | Address 1 | City/State/Zip | Fax

AMOUNT DUE \$ 8,363.22

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
2197101 243	BRAD NAILS 5/8" 18 GAUGE Need: 0, OrdQty: 1.00, Min: 0.00, Max: 3.00, Ord%: 100%	BX/1000	2	\$ 2.640	\$ 5.28
5412770 244	ADJUSTABLE WALL BRACKET Need: 0, OrdQty: 1.00, Min: 0.00, Max: 3.00, Ord%: 100%	PK/2	1	\$ 2.910	\$ 2.91
H852018 245	FG- SHELF BRKT 8X10 GRAY Need: 20, OrdQty: 20.00, Min: 5.00, Max: 25.00, Ord%: 100%	EA	20	\$ 0.500	\$ 10.00
5155981 246	WELDABLE SHEET 12" X 24" X 16G Need: 0, OrdQty: 1.00, Min: 0.00, Max: 4.00, Ord%: 100%	EACH	2	\$ 13.200	\$ 26.40

Buy | Store PO | Print Test Copy

Advanced Lookup | Add Note | Delete Line Item | Recall Inventory | Store PO | Stock Check | **Confirm PO**

Total \$ 8,363.22

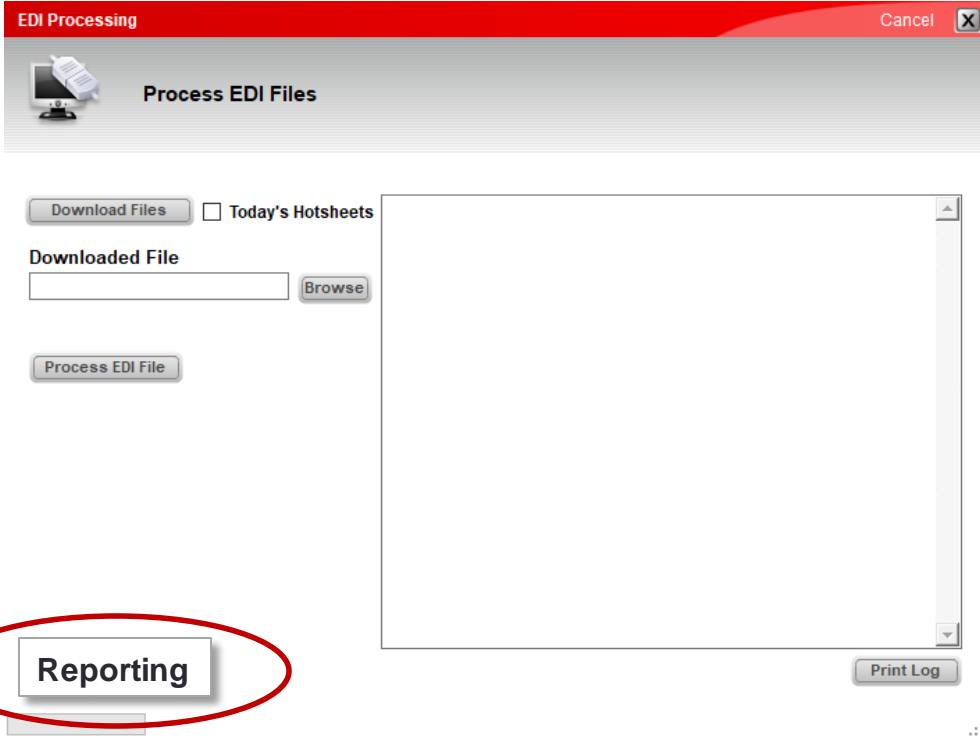
- On the Purchase Order tab, press the **(F8) Confirm PO** button.
- Then on the Confirm PO tab, press the **(F1) Buy** button.
- An acknowledge received message box should appear indicating the PO was properly received.



Receiving EDI Best Practices



EDI best practices



EDI Processing

Process EDI Files

Download Files Today's Hotsheets

Downloaded File Browse

Process EDI File

Reporting

Print Log

- When you're ready to receive your delivery, process the EDI file from your EDI supplier.
- For consistency, you'll want to run the EDI process from the same terminal at approximately the same time on order day.
- Inspect the progress of the transmission, record any errors, and print the log if necessary.
- Next and most importantly, click on the **Reporting** button and review the changes made to your inventory by the EDI process.



EDI reporting

EDI Reporting

Start Date: 01-Jun-18 End Date: 11-Sep-18 ALL Get EDI Records

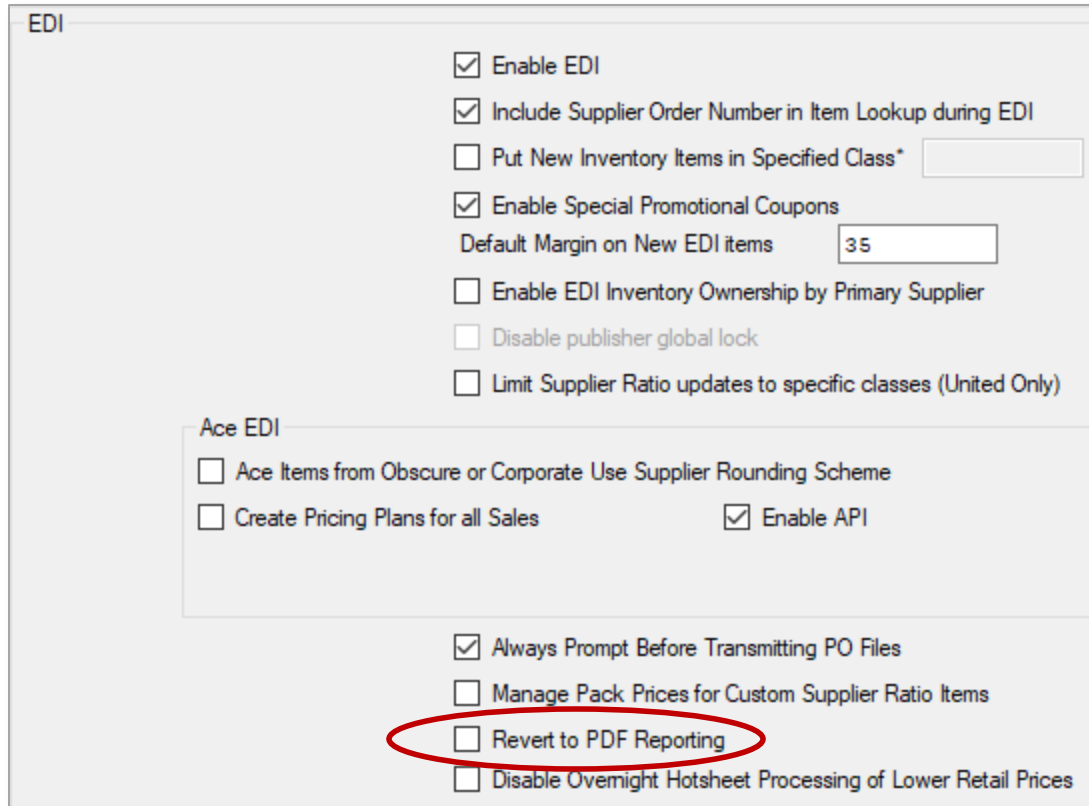
Supplier	Record Type	Invoice ID	Process Date	Employee	All Lines Processed	Number of Lines	Rec. Cost	Rec
MY SUPPLIER	INVOICE	1506317	25-Jul-18 10:11	3	Y	340	\$0.00	✓
MY SUPPLIER	INVOICE	15039648	25-Jul-18 10:09	3	Y	430	\$54.00	✓
MY SUPPLIER	MAINT	15039217	25-Jul-18 10:09	3	Y	17	\$53.96	✓
MY SUPPLIER	PROMO	15036317	25-Jul-18 10:09	3	Y	7	\$101.98	✓
MY SUPPLIER	MAINT	15034411	25-Jul-18 10:09	3	Y	1	\$36.84	✓
MY SUPPLIER	INVOICE	15028193	25-Jul-18 10:06	3	Y	536	\$4,739.51	✓

To view an EDI report, click the magnifying glass or highlight the EDI process, and then click **Generate Report**.

Reverse SOI Generate Report Generate Price Tag File Export To Excel

- In the **EDI Reporting** window, search for the EDI process report that you want to view using the **date range** and **EDI type** drop downs.
- The EDI invoices will be displayed by order of process date. Optionally, you may click on any header to re-sort the list.
- Double click on any report to see the details or click on the **Generate Report** button.

Setup EDI report type



EDI

- Enable EDI
- Include Supplier Order Number in Item Lookup during EDI
- Put New Inventory Items in Specified Class*
- Enable Special Promotional Coupons
- Default Margin on New EDI items
- Enable EDI Inventory Ownership by Primary Supplier
- Disable publisher global lock
- Limit Supplier Ratio updates to specific classes (United Only)

Ace EDI

- Ace Items from Obscure or Corporate Use Supplier Rounding Scheme
- Create Pricing Plans for all Sales
- Enable API

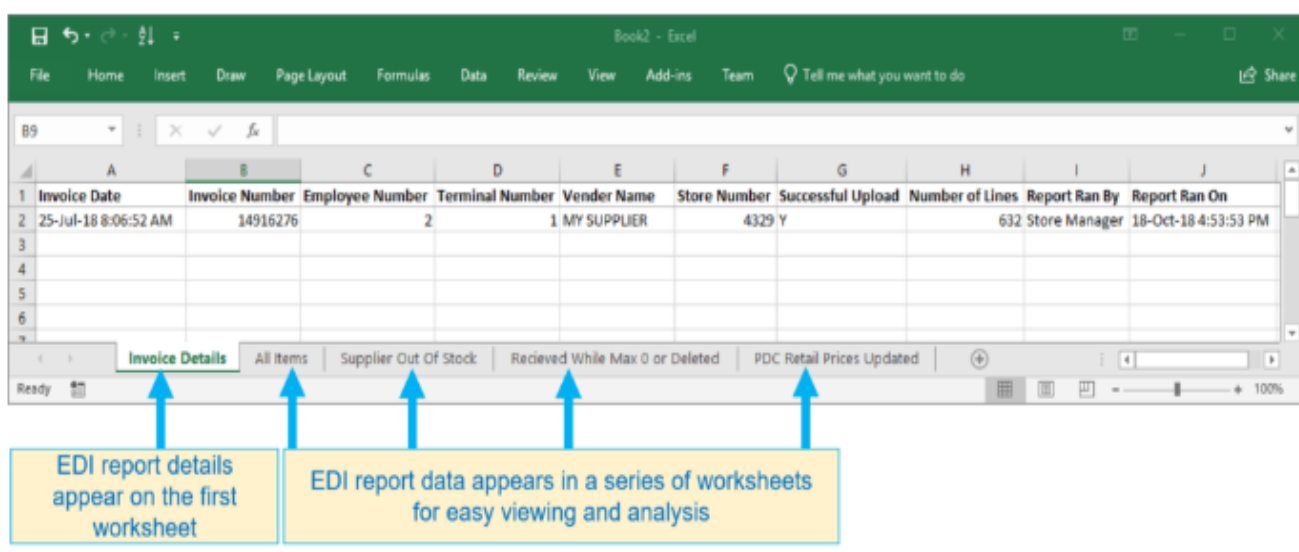
- Always Prompt Before Transmitting PO Files
- Manage Pack Prices for Custom Supplier Ratio Items
- Revert to PDF Reporting
- Disable Overnight Hotsheet Processing of Lower Retail Prices

- Go to **File->Setup->Company->EDI** section and find **Revert to PDF Reporting**.
- The default should be set as **unchecked**. When unchecked the report uses **Excel**.
- If the setting is **checked**, a **PDF document** will be used instead.
- We recommend Excel if the Excel application is available on your computer.

Sample PDF style EDI report

Ace Hardware		Invoice Report					06-JUL-22 05:35		By: Paladin Support Page: 47						
PDC Items with Change in Order Multiples															
Part Number	Description	Order Multiple	Former Multiple	Retail Units	Order Qty	Ship Qty	One	Two	Three	Rounded	Former				
5605068	HOUSE KEY KW10 PK/250.	1	0	250	1	250	2.99	2.99	2.99	0	2.99				
PDC Invalid Store Number Received. Changes Rejected															
Part Number	Description	Order Mult	Retail Units	Order Qty	Ship Qty	One	Two	Three	Rounded	Former	EDI Cost	Former Avg Cst	New Avg Cst	Avg cst Margin	EDI Cst Margin
PDC EDI Changes in Retail Selling Units															
Part Number	Description	Order Mult	Retail Units	Order Qty	Ship Qty	One	Two	Three	Rounded	Former	EDI Cost	Former Avg Cst	New Avg Cst	Avg cst Margin	EDI Cst Margin
PDC EDI Bulletin Items															
Part Number	Description	Order Mult	Retail Units	Order Qty	Ship Qty	One	Two	Three	Rounded	Former	EDI Cost	Former Avg Cst	New Avg Cst	Avg cst Margin	EDI Cst Margin
EDI Lock Description															
Part Number	Description											Replacement Part Number	Manufacturer Part Number		
EDI Lock Order QTY and/or Supplier Ratio															
Part Number	Description	Order Mult	Former Mult	Retail Units	One	Two	Three	Rounded	Former	EDI Cost	Former Avg Cst	New Avg Cst	Avg cst Margin	EDI Cst Margin	
2199701	UTIL KNIFE HD RETRACT	0	0	0	7.59	7.59	7.59	0	8.59	3.120	3.120	3.120	65.67	59	
5467172	LED FLMT T10E26 WW 40W	0	0	0	8.99	8.99	8.99	0	8.99	4.160	4.110	4.143	55.91	54	

Sample Excel style EDI report



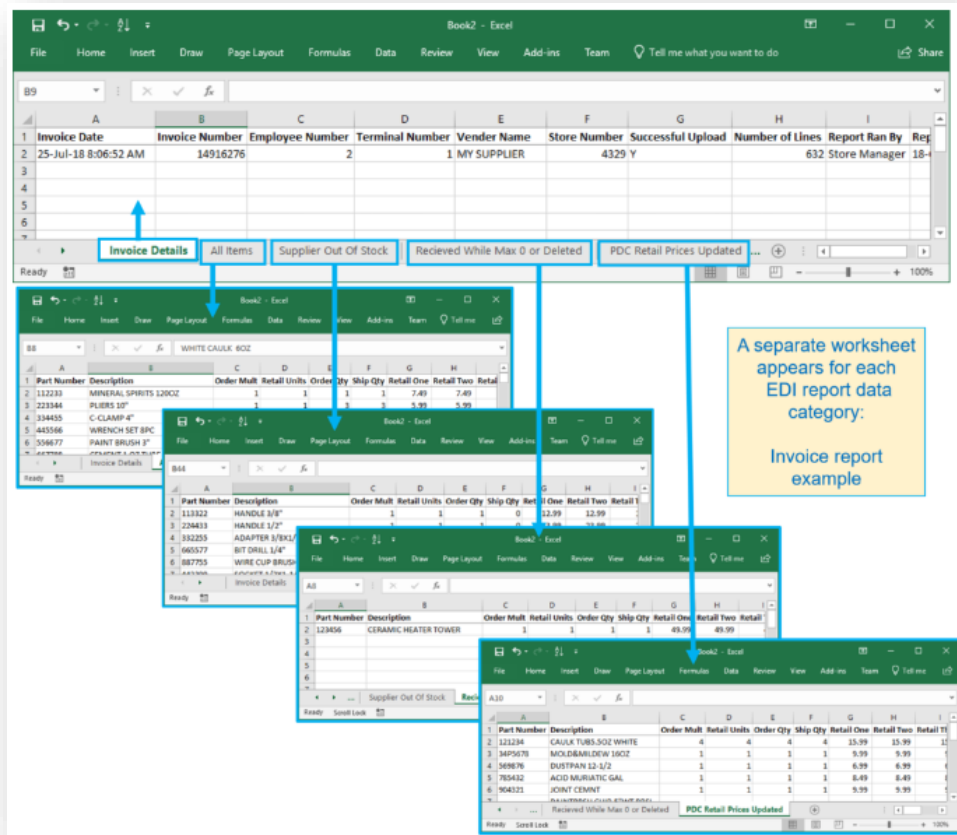
Invoice Date	Invoice Number	Employee Number	Terminal Number	Vender Name	Store Number	Successful Upload	Number of Lines	Report Ran By	Report Ran On
25-Jul-18 8:06:52 AM	14916276	2	1	MY SUPPLIER	4329 Y		632	Store Manager	18-Oct-18 4:53:53 PM

EDI report details appear on the first worksheet

EDI report data appears in a series of worksheets for easy viewing and analysis

- The EDI reporting analysis can be presented as an Excel workbook with individual Excel worksheets for each EDI report section.
- Clearly-labeled worksheet tabs and columns identify the data and match the labels from the original PDF versions of the report.
- Report details are found on the first worksheet tab.

Excel style EDI report



- The power of Excel makes it easy to organize, sort, and analyze the data on each spreadsheet. You can also print or share all or part of the report data with others.
- The following pictures show examples of Excel report organization for invoice and maintenance files. The worksheet column and tab names may be different for your EDI supplier.

EDI Downloading Setup Options

Supplier EDI receiving settings

File Downloading

Download Site

Download Username

Download Password

Maintenance File Name

Update Descriptions
Yes
No

Update Departments
Yes
No
Default Department

Update Classes
Yes
No

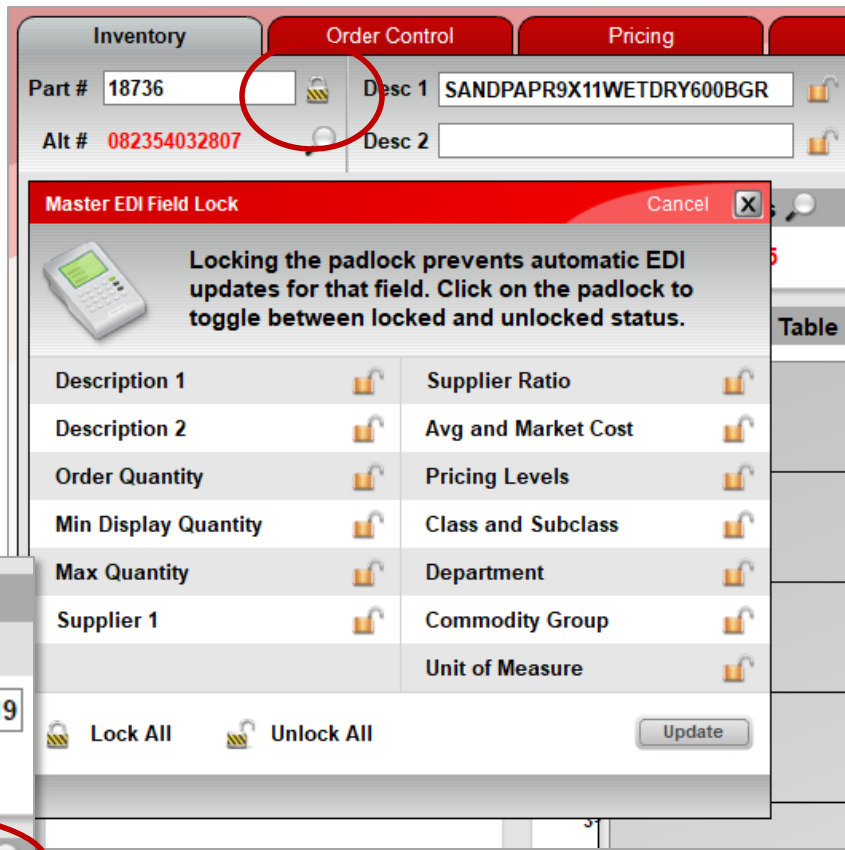
Departments Based On
Departments
Commodity Groups

Retail Price Location
Price Stream 1
Price Stream 2
Price Stream 3
Price Stream 4

Updated Retails
Yes
No
Only If Higher
Rounding
Rounding Only If Higher

- There are a myriad of options when downloading EDI files.
- Updating of supplier:
 - Descriptions
 - Departments
 - Classes
- Update Retails:
 - Yes
 - No
 - Only if higher

Inventory item level EDI locks



Inventory Order Control Pricing

Part # 18736 Desc 1 SANDPAPR9X11WETDRY600BGR

Alt # 082354032807 Desc 2

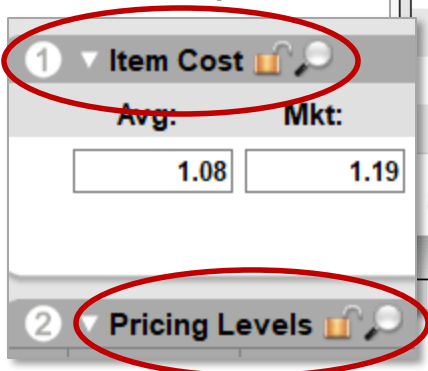
Master EDI Field Lock Cancel

Locking the padlock prevents automatic EDI updates for that field. Click on the padlock to toggle between locked and unlocked status.

Description 1	Supplier Ratio
Description 2	Avg and Market Cost
Order Quantity	Pricing Levels
Min Display Quantity	Class and Subclass
Max Quantity	Department
Supplier 1	Commodity Group
	Unit of Measure

Lock All Unlock All Update

Examples



1 Item Cost Avg: 1.08 Mkt: 1.19

2 Pricing Levels

- Inventory item level lockouts exist to block certain fields from updating during the EDI download process.
- A list is available by selecting the black/yellow striped padlock next to **Part #**.
- The padlocks also show up next to the lockable fields on the various Inventory tabs. See examples to left.

Managing changes post EDI processing

TAKE ACTION



- Use the EDI report to take action on items requiring attention following the receiving of the EDI file(s).
- In particular, look for items being **Discontinued** and **Replaced** with new items. These items will require a **Merge <ctrl M>**.
- Review all changes and make any necessary adjustments to your inventory.

Lastly - Produce your bin tags

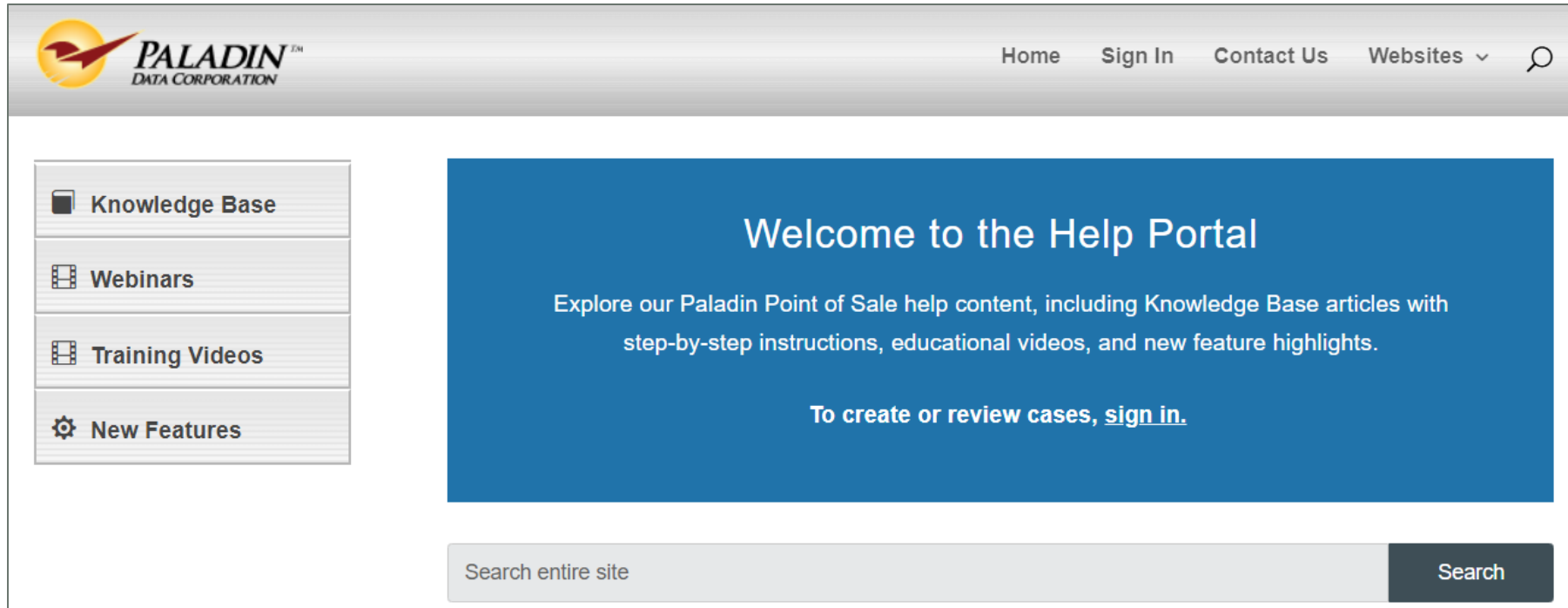
00000 1.00 WASHER 9291 021 0230 17-Mar-22 00000 1.00 INSTRUCTION MANUAL BGE 00 0458 291 3021 17-Mar-22 00000 1.00 CRANKCASE SPROCKET SIDE 1144 020 2911 17-Mar-22 00000 1.00 WASHER DIN125-A13 9291 021 0220 17-Mar-22 00000 1.00 WASHER DIN125-A5,3 9291 021 0121 17-Mar-22 00000 1.00 WASHER DIN125-A6,1X2X1,4 9291 021 3863 17-Mar-22 00000 1.00 MODEL PLATE MS 291 1141 967 1503 17-Mar-22 00000 1.00 CRANKCASE 1135 020 2914 17-Mar-22	00000 1.00 WASHER 5.1X7,5X0.8 9291 421 3861 17-Mar-22 00000 1.00 CRANKCASE 1128 020 2914 17-Mar-22 00000 1.00 CARBURETOR C1Q-291A 4140 120 0625 17-Mar-22 00000 1.00 WASHER 10.5X20X1.5 9291 021 3870 17-Mar-22 00000 1.00 WASHER DIN125-A6,4 9291 021 0140 17-Mar-22 00000 1.00 ADJUSTING SCREW M6 0000 951 2911 17-Mar-22 00000 1.00 MODEL PLATE MS 291C 1141 967 1507 17-Mar-22 00000 1.00 CRANKCASE 1135 020 2917 17-Mar-22	00000 1.00 BEARING PLUG 1141 792 2910 17-Mar-22 00000 1.00 CRANKCASE 1140 020 2914 17-Mar-22 00000 1.00 PARTS LIST MS 271, MS 291 C 0452 574 1323 17-Mar-22 00000 1.00 WASHER 5.1X7,5X0.8 9291 021 3861 17-Mar-22 00000 1.00 WASHER DIN125-A8,4 9291 021 0180 17-Mar-22 00000 1.00 SHUTTER 6503 121 2910 17-Mar-22 00000 1.00 CRANKCASE 1140 020 2912 17-Mar-22 00000 1.00 CRANKCASE 4224 020 2910 17-Mar-22	00000 1.00 CLUTCH DRUM 4140 160 2910 17-Mar-22 00000 1.00 CRANKCASE 1132 020 2911 17-Mar-22 00000 1.00 WASHER 6.1X22X2 9291 021 3864 17-Mar-22 00000 1.00 WASHER DIN125-A4,3 9291 021 0100 17-Mar-22 00000 1.00 WASHER DIN125-A10,5 9291 021 0200 17-Mar-22 00000 1.00 INSTRUCTION MANUAL MS 291 C 0458 576 8621 17-Mar-22 00000 1.00 CRANKCASE 1141 020 2910 17-Mar-22 00000 1.00 MS 291 PH 3.38 CI 55.5CC MS 291 20 17-Mar-22	00000 1.00 INSTRUCTION MANUAL (D) 0458 291 8621 17-Mar-22 00000 1.00 CRANKCASE, DRIVE END 4238 020 2910 17-Mar-22 00000 1.00 WASHER 6.5X22X1.2 9291 021 3865 17-Mar-22 00000 1.00 WASHER DIN125-A5,3 9291 021 0120 17-Mar-22 00000 1.00 WASHER 23.1X12.8X0.9 9291 021 3932 17-Mar-22 00000 1.00 COVER 1120 145 2910 17-Mar-22 00000 1.00 CRANKCASE 1135 020 2913 17-Mar-22 00000 1.00 MS 291 PH 3.38 CI 55.5CC MS 291 18 17-Mar-22	00000 1.00 INSTRUCTION MANUAL (D) 0458 291 8621 17-Mar-22 00000 1.00 CRANKCASE, DRIVE END 4238 020 2910 17-Mar-22 00000 1.00 WASHER 6.5X22X1.2 9291 021 3865 17-Mar-22 00000 1.00 WASHER DIN125-A5,3 9291 021 0120 17-Mar-22 00000 1.00 WASHER 23.1X12.8X0.9 9291 021 3932 17-Mar-22 00000 1.00 COVER 1120 145 2910 17-Mar-22 00000 1.00 CRANKCASE 1135 020 2913 17-Mar-22 00000 1.00 MS 291 PH 3.38 CI 55.5CC MS 291 18 17-Mar-22
\$1.17	\$0.74	\$1.54	\$16.79	\$10.00	
\$10.00	\$243.13	\$124.61	\$145.20	\$165.22	
\$205.38	\$30.37	\$10.00	\$1.32	\$1.32	
\$0.50	\$2.20	\$0.76	\$0.35	\$0.44	
\$0.43	\$0.31	\$0.36	\$0.40	\$3.58	
\$1.23	\$7.09	\$1.29	\$10.00	\$0.94	
\$2.92	\$4.29	\$124.61	\$117.72	\$124.64	
\$124.64	\$124.64	\$198.14	\$449.99	\$449.99	

- When the order is received you can produce your new item tags, bin tags, or shelf tags.
- This includes all EDI items that had retail price changes and in other cases by choice, i.e. Descriptions, Location, etc.
- See knowledgebase article on printing bin tags.

Where to find more information

<http://portal.paladinpos.com>

- Detailed written instructions are available on the Paladin knowledgebase.
 - Knowledgebase article (KBA) instructions
 - Webinar presentations



The screenshot shows the Paladin Point of Sale Help Portal website. The header features the Paladin Data Corporation logo on the left and navigation links for Home, Sign In, Contact Us, and Websites on the right. A search icon is also present. The main content area is divided into two sections. On the left, there is a vertical menu with four items: Knowledge Base (with a book icon), Webinars (with a filmstrip icon), Training Videos (with a filmstrip icon), and New Features (with a gear icon). The right section is a large blue banner with the text "Welcome to the Help Portal" and "Explore our Paladin Point of Sale help content, including Knowledge Base articles with step-by-step instructions, educational videos, and new feature highlights." Below this banner, there is a call to action: "To create or review cases, [sign in.](#)" At the bottom of the page, there is a search bar with the placeholder text "Search entire site" and a "Search" button.



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