EDI in the I-Share Voyager Acquisitions Environment

I. Overview

This document is designed to explain EDI procedures inside and outside the Voyager environment, and to guide you through the Voyager EDI documentation produced by Ex Libris. Voyager 7.1 User's Guides are available for download from the CARLI website: http://www.carli.illinois.edu/mem-prod/I-Share/endeavor-docs.html

Electronic **D**ata **I**nterchange is used in Library Acquisitions environments to exchange information about Purchase Orders, Invoices, and Serials Claims with vendors. Libraries may choose to do one or all of these communications processes. Vendors participating with CARLI and Voyager for EDI may or may not be able to perform all four processes.

II. Background and Information for EDI Setup

A. UNDERSTANDING THE COMMUNICATIONS PATHWAYS AND SOFTWARE:

- ➢ WHAT HAPPENS:
  - ○ All EDI files transmitted between the vendor and your Voyager Acquisitions Module must be processed through CARLI via the Files server. Each library has an account and directory on the CARLI Files server. The address of the server where your library's secure FTP account is located is: **files.carli.illinois.edu**.

- ➢ SOFTWARE YOU WILL NEED:
  - ○ To be able to transmit data to/from CARLI you must have a Secure FTP client loaded on your local PC. You can download a SSH Secure Transfer Client for free from the CARLI website: http://www.carli.illinois.edu/mem-prod/I-Share/secure/execute.html Select the "Secure Transfer Client" option.
  - ○ To be able to transmit to/from your vendor's server you need a FTP (File Transfer Protocol) client compatible with your vendor's system. Contact your vendor for recommendations.

B. CONSULTING WITH THE VENDOR:

Vendors usually have documentation for set up. You must consult with your vendor to answer these questions:

- ➢ What are the file pickup and drop off arrangements, including the vendor's FTP server information?
- ➢ Do they have file-naming restrictions?
- ➢ What are the match points for serials & monograph orders (ISSN, vendor reference number, PO number, ISBN)?
- ➢ How will the shipping and service charges be handled?

➤ How should the vendor records be set up?
➤ What is the vendor envelope address and is an inside address required?

C. SETTING UP VENDOR RECORDS AND CONNECTION PROFILES IN VOYAGER:

➤ Make sure that your vendor record in Voyager is set up according to your
vendor's EDI specifications. *If you have more that one account with the vendor
you must have a vendor record for each account.*
➤ From the Vendor tab in Voyager, create a new EDI connection profile (see the
Voyager 7.1 Acquisitions User's Guide page 4-36 to 4-48 for more information)
   o Location, Use vendor account number, Vendor code, and Usage are
   local library decisions
   o Vendor Envelope Address is provided by the vendor
   o Library Envelope Address is your library's SAN and is available from the
   American Library Directory
   o Inside address may or may not be needed, ask to your vendor

D. SETTING UP FOLDERS TO HOUSE TRANSMITTED FILES:

Create a folder structure on your local PC in which you will save the EDI files you are
transmitting back and forth between the vendor and the CARLI Files server

E. NOTIFYING CARLI OF YOUR LIBRARY'S INTENT TO USE EDI

Have your I-Share Liaison or Director file a "Voyager EDI" WRO (Work Request Online) to notify CARLI that you are beginning to use EDI. CARLI staff will create the necessary folders in your library's SFTP account on the Files server.

F. TESTING

Always do tests with the vendor and CARLI before transmitting actual data! Test files should contain just a few records at a time, and vendors can provide them at your request. Try to include all possible combinations of location, types of funds, and notes that you may use. Tests can be scheduled with CARLI on an ad-hoc basis. Multiple tests can and should be done until you are confident that everything is working correctly. Once testing has been completed, your library's I-Share Liaison should file a WRO of category "Other" to request that future EDI files be automatically transferred.

For specific steps for transferring Incoming and Outgoing files and further EDI processing in both testing and production usage, see Sections III through V below.

III. INCOMING EDI FILES (INVOICES OR CLAIM RESPONSES):

A. TRANSFERRING INCOMING FILES FROM THE VENDOR'S SERVER TO THE CARLI FILES SERVER

1. **Open** the FTP program you set up on your local PC to communicate with your vendor. The following screenshot is just one example of an FTP program:
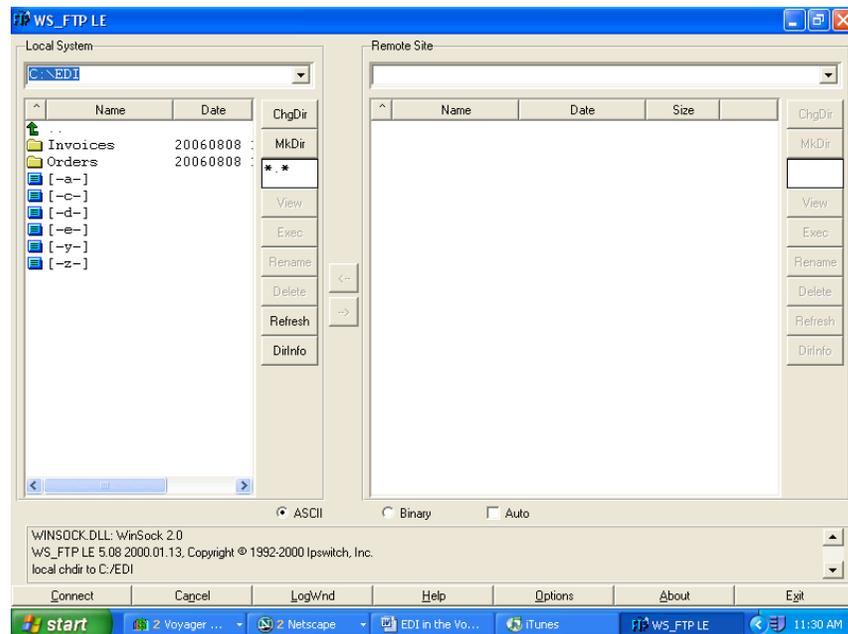
2. Connect to the vendor's server. The vendor will give you the remote address to use.

3. Highlight the file from the vendor and drag it from the 'Remote' (right side) of the FTP program to the 'Local' (left side) into whichever folders you have set up on your local PC.

4. Close your FTP connection to the vendor and close the FTP program.

5. Open the Secure File Transfer Client program. You may use any Secure FTP client that you wish but the SSH Secure File Transfer Client will be demonstrated here.

6. Click on Quick Connect
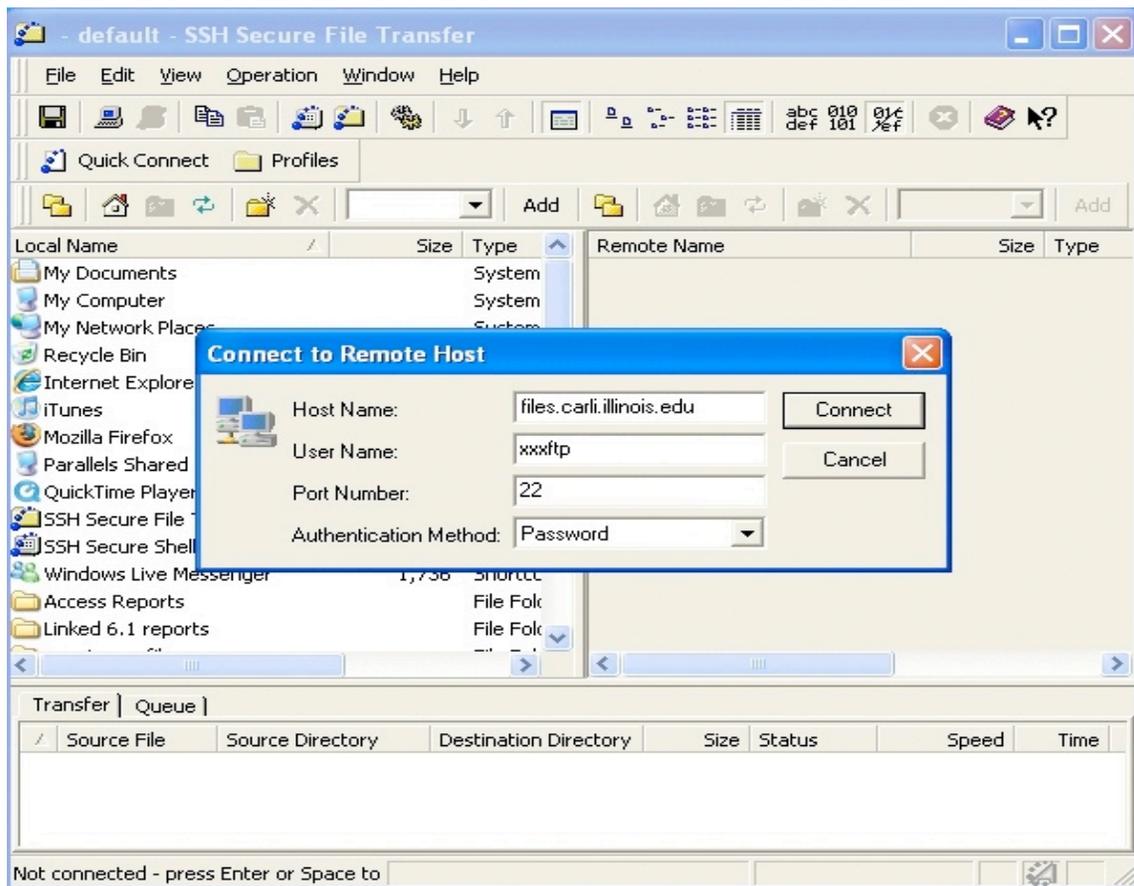
Host Name: files.carli.illinois.edu
User Name: xxxftp ('xxx' is your library's 3 letter I-Share code in lower case)
NOTE: You may save this information in a Profile, rather than entering each time

7. After clicking on Connect, you will be prompted for a password. Your I-Share Liaison should have this password or can obtain it by contacting the CARLI Office.

8. You will now see files listed on the 'Remote' (right side) of the program. These are the contents of your library's xxxftp directory on the CARLI Files server. Drag the file received from your vendor from your PC to the 'Incoming EDI Folder' on the Remote side.
   NOTE: The 'Incoming EDI Folder' will not exist until a WRO has been filed indicating your library will be using EDI.

B. THE TRANSFERRING OF INCOMING FILES FROM THE CARLI SERVER TO THE ACQUISITIONS CLIENT:

CARLI takes the file you placed in the incoming_edi folder and transfers it to your library's production database for processing via the Acquisitions client.

During testing, CARLI staff will perform this step manually. When the testing is successful and completed and your liaison has filed the WRO to request automatic transfers, this process will be done automatically. The batch file normally runs ~7:00 am each morning but a different time may be requested.

C. PROCESSING IN VOYAGER ACQUISITIONS THE NEXT DAY (or later):

1. Open the Voyager Acquisitions Client
2. Click on the EDI tab
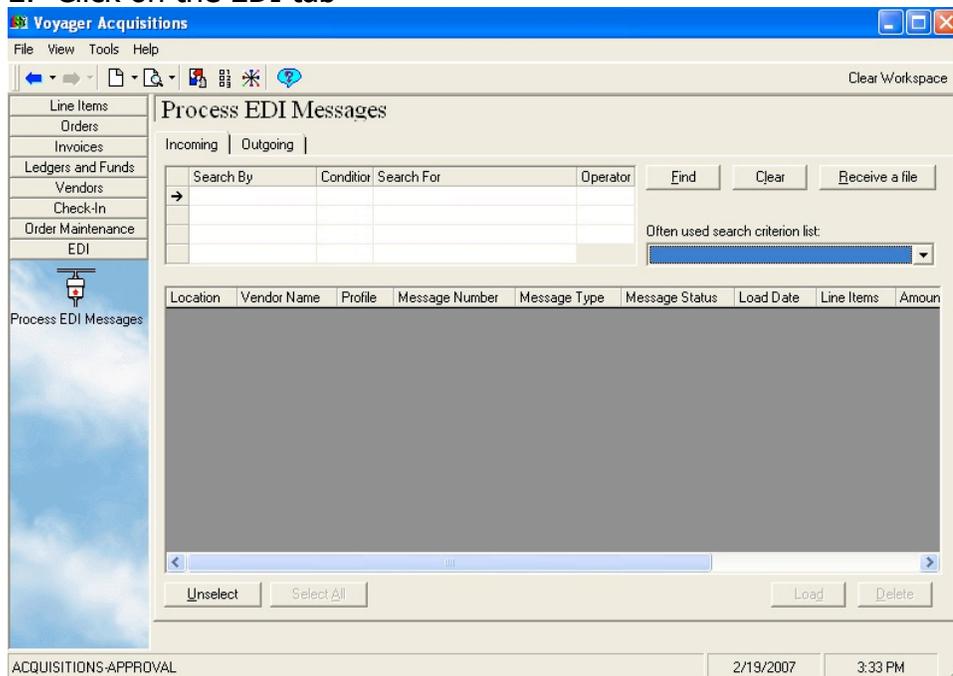
3. Click on 'Process EDI messages'
4. On the 'Incoming' Tab click on Receive a File
5. Highlight the file and click OK
6. Highlight the invoice/s and click load (Voyager 7.1 Acquisitions User's Guide 15-13)
7. Choose if you wish to see the loading report (Voyager 7.1 Acquisitions User's Guide 15-14)
8. A pending invoice has now been created in Voyager and may easily be located by searching invoices by create date. Alternatively you can select "View Record" from the loading report (see step 7) and you will be taken directly to the invoice.

D. CORRECTING UNLINKED LINE ITEMS ON INVOICES

When an item does not have correct or unique match points the line status will be 'unlinked'. (Voyager 7.1 Acquisitions User's Guide 15-16 to 15-19).
1. On the invoice the line item status will be Unlinked. Highlight the unlinked line item and click on re-link
2. Search for a PO box will open, enter criteria to find the correct PO
3. Highlight the correct line
4. Select Re-link

IV. OUTGOING FILES (PURCHASE ORDERS AND CLAIMS):

A. TRANSFERRING OUTGOING FILES FROM VOYAGER ACQUISITIONS TO THE CARLI FILES SERVER

1. When approving a Purchase Order or processing a Claim, check the EDI box. This action sends the information to an EDI Queue.
2. Click the EDI tab
3. Click Process EDI messages
4. On the outgoing tab search for the PO or Claim (Voyager 7.1 Acquisitions User's Guide 15-21 to 15-23).
5. Highlight the outgoing PO or Claim (Voyager 7.1 Acquisitions User's Guide 15-27)
6. In the dialog box enter a file name. Using only letters and numbers (no spaces, no punctuation) this file name should be useful to you in keeping track of your files and should work with your FTP transmission software.   Click OK. The information has now been sent to the Production Server at CARLI.
7. Keep a log or some type of information about your transactions on paper for your own records.

B.THE TRANSFERRING OF OUTGOING FILES FROM THE LIBRARY DATABASE TO THE CARLI SERVER:

CARLI takes the outgoing EDI file created in the Acquisitions client and transfers it to your library's Secure FTP directory on the CARLI Files server.

During testing, CARLI staff will perform this step manually. When the testing is successful and completed and your liaison has filed the WRO to request automatic transfers, this process will be done automatically. The batch file normally runs ~7:00 am each morning but a different time may be requested.

C. TRANSFERRING THE OUTGOING FILE FROM THE CARLI FILES SERVER TO YOUR VENDORTHE NEXT DAY (or later)

1. Open the Secure File Transfer Client program and connect to the CARLI Files Server.
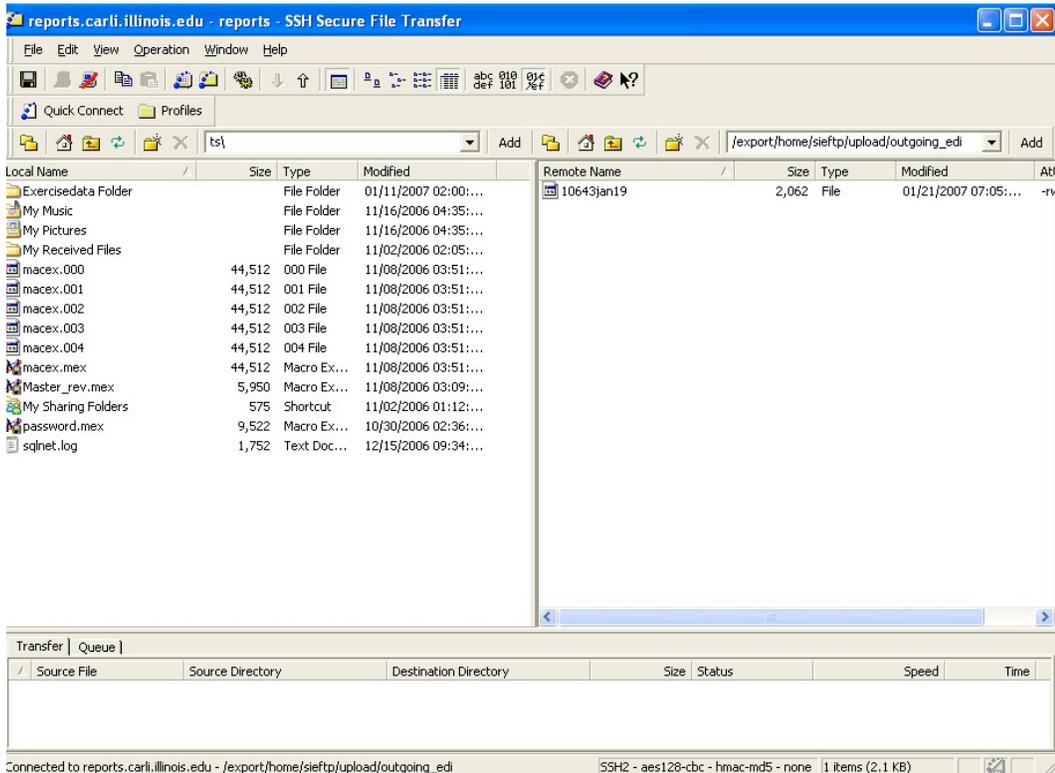
2. In the outgoing_edi folder on the 'Remote' (right) side find your PO or Claim and drag it to a folder on your local PC.
3. Close the Secure File Transfer program.
4. Open the FTP program you use to connect to the vendor's server.
5. You may need to change the name of the file now to a name that is in the proper form for your vendor.

6. Drag and drop the file from the local PC folder on the left side to the 'Remote' (right) side. The file has now been sent to your vendor

V. OTHER USEFUL INFORMATION

A. KEEPING YOUR COMMUNICATION FILES CLEAN

Once incoming or outgoing EDI files have been processed, you may delete the files from the servers and your local PC. The following guidelines will assist you in knowing when a file can be deleted from each location. A file can be deleted when:

CARLI Files server (your xxxftp directory):
  ➢ In the incoming_edi folder: a file is renamed to filename.**done**
  ➢ In the outgoing_edi folder: once you know that an outgoing file has been received by your because you transferred it to the vendor's server
  ➢ Any file that is 60 days old will be deleted from the CARLI server.

Your Vendor's FTP server:
  ➢ Once you know that you have transferred an incoming file to your local PC, it is no longer needed on the vendor's server; however, it may or may not be deleted from the 'Remote' side depending on your arrangement with the vendor

Local PC:
  ➢ Once you know that an outgoing file has been received by your vendor, you may delete the file from the folder on your local PC
  ➢ Once you know that an invoice is received in Voyager Acquisitions, you may delete the file from the folder on your local PC.

B. For a list of Ex Libris-certified EDI participating vendors see the Ex Libris DocPortal (DocPortal password required):
http://docs.exlibrisgroup.com/docportal/thereisyourfile.php?path=/Voyager_Internal%2FVoyager_Distributors%2FVoyager_Customers%2FProduct+Information%2FEDI%2FVoyager+EDI+Certification.pdf&pid=27