

Tracking Exported Documents

For exported documents, the system can automatically create tracking records. These records let you determine the status of the document both within your system and from the viewpoint of the EC subsystem and your trading partner's application.

When Track is Yes in a document-level record in **Trading Partners**, the system generates a tracking record each time you export a document of that type to that trading partner. After receiving the exported EDI file from your system, the EC subsystem can send an acknowledgment message. When this message is imported, the system updates the related tracking record with the status code from the EC subsystem. If the message also includes an optional status code from the trading partner's application, it is added to the tracking record.

For more information, see [Trading Partners on page 6876](#).

For example, the EC subsystem returns an acknowledgment status of Received, along with an application status of Accepted. When you import acknowledgment messages using **Document Import**, the system updates the tracking record to include both status codes.

The acknowledgment message typically includes an interchange control number from the EC subsystem, which is also added to the tracking record. Your system has no knowledge of this control number when the document is exported, so being able to associate it with the exported document can provide a valuable cross-reference tool.

Note Documents are tracked only when the Primary Reference field in the exchange repository master record contains a value. For example, the value can be a purchase order, invoice, or ASN number.

When tracking records are no longer needed online, you can delete them from the system and optionally archive them using **Document Tracking Archive or Delete**

Document Tracking

Under some circumstances, you have to make manual changes to a system-maintained document tracking record. For example, a communication error prevents your system from importing an acknowledgment message from the EC subsystem.

Main

Trading Partner

Enter the identifier representing the trading partner that received the exported document tracked with this record.

Entries are validated against IDs defined in **Trading Partners**.

Document Reference

Enter the number of the exported business document tracked with this record. For example, this value could be a purchase order, invoice, or ASN number.

Document Type

Enter the type of the exported document tracked with this record. For example, the type could be ANSI X12 document 856 or EDIFACT document DESADV.

Entries are validated against document types defined for the specified ID in **Trading Partners**.

Control Number

Enter the interchange control number assigned by the EC subsystem to the exported document.

Exchange File Sequence

Enter the exchange sequence number of the exported document associated with this tracking record. Entries are validated against exchange repository master records.

Current Status

Current Status

Enter the processing status code assigned most recently to the exported document.

For example, when a document is successfully exported, the system sets this status to Exported. After all acknowledgments are received from the EC subsystem and the trading partner's application, it can be changed to Completed.

When this field is updated, the system maintains a history of previous processing status codes. Set Previous Statuses to Yes to view a list.

Current Acknowledgment Status

Enter the most recent status code from the EC subsystem.

When Acknowledgment is Yes for the document type in **Trading Partners**, the system leaves this field blank until an acknowledgment message is imported from the EC subsystem.

When Acknowledgment is No, the tracking record is created with None Expected in this field. If an acknowledgment status is received from the EC subsystem, the new status overwrites the system-assigned value.

Current Application Status

Enter the most recent status code from the trading partner's application.

Application Sequence

Enter the application document repository sequence number associated with the document that reported the status, acknowledgment status, or application status.

Note Additional fields show the dates and times associated with document creation and status updates.

Previous Status***Previous Status***

Enter the previous processing status code assigned to the exported document.

Sequence

Enter the sequence number of the exported document associated with this tracking record.

Application Document Status

Filter

Reference ID

Specify the reference ID to which this conversion applies.

Site

Specify the site associated with the first document to be included in the report.

Address

Specify the address code associated with the first document to be included in the report.

Application Name

Specify the first application document name to be included in the report.

Inbound

Select Yes to specify the direction of the documents as inbound.

Application

Specify a relevant code representing the application, as defined in **Language Details**.

Status

Select the status of the document. The options include:

- Fail
- Pass
- Both