

Sterling Standards Library

Using Envelopes

Version 7.0

Sterling Commerce
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Introduction to Document Envelopes

A *document envelope* consists of control information that enables organizations to effectively exchange documents. The document envelope takes the original document, assigns a control number, and packages header and trailer information with it, prior to submitting it to a trading partner. Creating document envelopes is necessary if you wish to do EDI with your trading partners.

Note: If you have not already created maps, create any maps needed for translating before you create the envelope. For information about creating maps, see the *Map Editor Guide*.

During the envelope creation process, you will need to assign the envelope name, description, and parameters, such as unique identification numbers (control numbers).

Note: Each time a user adds, modifies, or deletes an envelope, the action is logged to create an audit trail based on the user who performed the event.

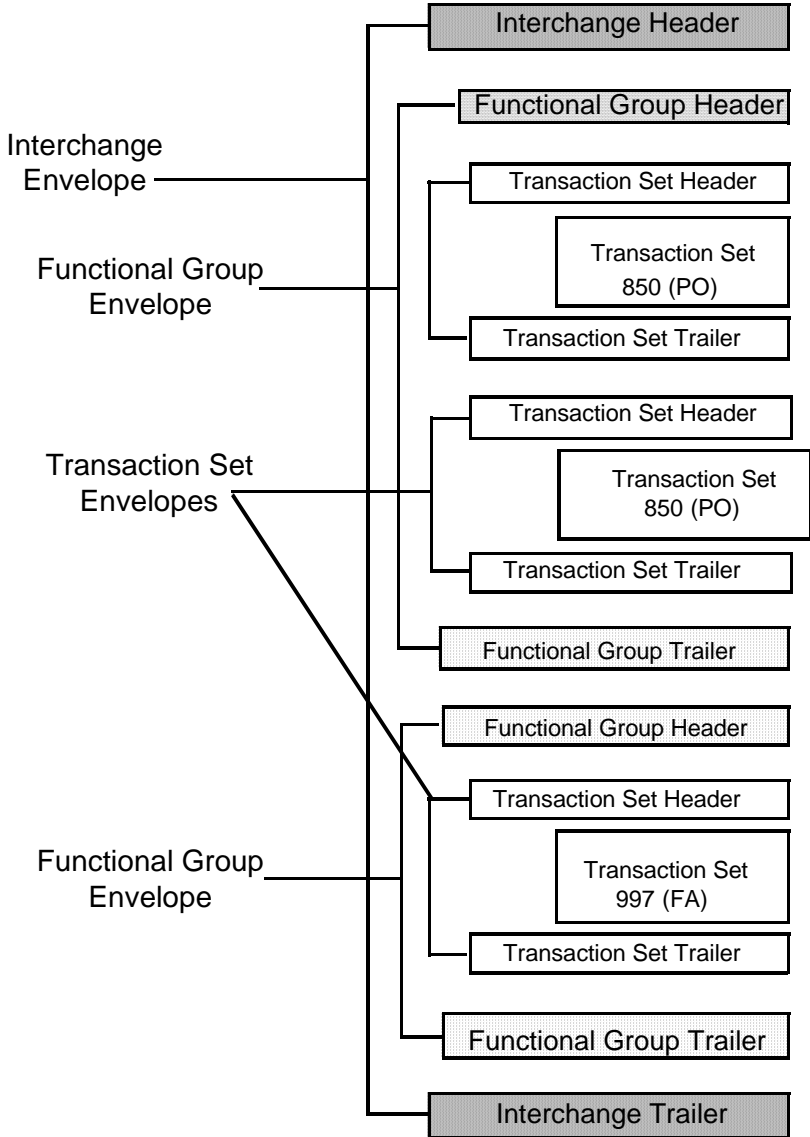
Envelope Structure

The application supports the use of many EDI protocols. The EDIFACT, ASC X12, SWIFTnet, and ODETTE protocols each have three levels of envelopes:

- ◆ Interchange (outermost) – Contains an interchange header and trailer, and all the data sent from one sender to one receiver in the same transmission.
- ◆ Functional group (middle) – Contains a group header and trailer that surrounds a group of transaction sets of the same type.
- ◆ Transaction set (innermost) – Contains the standard (EDIFACT, ASC X12, and so forth) message surrounded by a header and trailer record.

In addition, the application supports CII, TRADACOMS, and ACH-CTX, which only have one level of envelopes—the message group header.

This illustration shows the structure for the protocols that have 3 levels of envelopes:



Base Envelopes

The application uses a concept of a *base envelope* as a starting point to create a new envelope. The base envelope maintains a link to the new envelope that inherited its properties. If you modify the base envelope, all related envelopes (that is, ones that inherited the base envelope properties) change, as well.

Note: If you plan to create many envelopes using base envelopes, it is recommended that you do not use the base envelopes in production. You may want to document how your base envelopes are linked to other envelopes.

The default envelope is the version of the document envelope that the application uses. You can specify a default envelope only if there are two or more versions of the same envelope. One version must be selected as the default.

Types of Envelopes

There are many types of envelopes provided in the application. Each envelope is defined by its envelope properties. These predefined enveloping and deenvolving business processes are available for you to incorporate into your own business processes. Envelope parameters specify whether the document is inbound or outbound:

- ◆ *Inbound envelopes* identify documents that come into the application so they can be properly routed. Inbound envelopes also give you the option to translate documents when you choose to check documents for compliance. By choosing to translate documents from within the envelope, you can reduce document processing time because you do not need to specify a separate Translation service step in the business process.
- ◆ *Outbound envelopes* identify documents so that they can be sent to and received by trading partners.

Wildcards in Envelopes

As a way to help reduce the number of envelopes you need to create and use, the EDI Enveloping and EDI Deenveloping services support use of an asterisk (*) as a wildcard character in mandatory envelope fields for X12, EDIFACT, SWIFT, CHIPS, FEDWIRE, and ACH-CTX only. The exception to this rule is when the field is Sender ID, Receiver ID, or a qualifier for one of those fields. For example, in EDIFACT the following fields are conditional, but are considered to be part of the Sender / Receiver ID and therefore must have a “*” placed in the field if you want to override those values:

- ◆ (0008) Interchange Sender Internal Identification:
- ◆ (0042) Interchange Sender Internal Sub-identification:
- ◆ (0014) Interchange Recipient Internal Identification
- ◆ (0046) Interchange Recipient Internal Sub-identification

For optional fields, the wildcard value is leaving the field blank. With EDI Enveloping, for optional fields, the wildcard value is equivalent to leaving the field blank. If certain trading partners have specific requirements, you can create envelopes that pertain just to them, and the EDI Enveloping service chooses the envelope that is the best match. That is, the envelope that has the most matches to specific fields in the data (for example, Receiver ID and Receiver ID Qualifier), is the one selected.

Wildcards in Deenveloping (Inbound) Work

The EDI Deenveloping service receives data, parses the headers, and extracts the EDI information from it. The service searches the available envelopes for the closest match to the EDI data.

When setting up enveloping with wildcards, consider that:

- ◆ The Deenveloping service selects the envelope that matches the EDI data most closely. For example, if an envelope has the same Transaction ID as the incoming data, and another envelope has wildcards in all mandatory fields, the envelope with the matching Transaction ID is used.
- ◆ Sender ID and Receiver ID have priority over other EDI fields. For example, two envelopes are found that have a field that matches one EDI field from the data. One envelope matches the value in the Receiver ID field from the data; the other matches the Transaction ID field. The envelope that has the matching Receiver ID will be selected by the service and used for processing.
- ◆ If no envelopes are found that have an exact match to fields in the EDI data, and an envelope with wildcards does exist, the envelope with wildcards will be used.
- ◆ If multiple envelopes have the same matching information (for example, two envelopes match the Sender ID and Receiver ID exactly) the service ends with an error.
- ◆ The wildcard character is an “all or nothing” parameter. That is, if using asterisk, you cannot enter other characters in the field with it. For example, you can not enter Ma* to match MaxxMart and Madeira Foods.

Wildcards in Enveloping (Outbound) Work

For Inbound envelopes, a wildcard value in the envelope matches any value in the input document, while an empty value in the envelope matches only an empty value in the input document. For Outbound envelopes, a wildcard value is equivalent to an empty value in the envelope. You can override wildcards

with specific EDI values in outbound processing. You must supply the EDI data to the business process and the data must be in the correct format (that is, name/value pairs).

One option is to use the lightweight JDBC adapter to pull fields in from database tables. Whatever method you choose to retrieve the fields, the results must be given to the Correlation service, which places them into process data. Passing the data to the Correlation service must be the last step in the business process before running the EDI Encoder service. When the EDI Encoding service runs, it uses the same best-match process detailed in the Inbound section to determine which envelope to use. When the X12 or EDIFACT envelope service runs, any envelope field values set in the Correlation service overrides those values defined in the envelope definition.

Note: If you are using wildcards for outbound acknowledgements (997 and CONTRL messages) so that you can have acknowledgements automatically generated from the values in the inbound document, you must use the “*” (asterisk) wildcard instead of an empty value (null) for a parameter.

Additionally, when using wildcards for outbound acknowledgements, you do not need to use the lightweight JDBC adapter or the Correlation service to place values in process data. In this scenario, the application automatically retrieves the values from the inbound document (if these values are present) and uses those values to generate the outbound acknowledgement.

When setting up your outbound processing, consider that:

- ◆ If an envelope field contains a wildcard, you must supply a correlation value for it or the service halts with an error.
- ◆ You can override wildcard values in an envelope by using the Correlation service to pass name/value pairs from the primary document to the EDI Encoder service.
- ◆ If an envelope contains specific values in the Sender ID, Sender ID Qualifier, Receiver ID, or Receiver ID Qualifier fields (that is, values other than a wildcard), the values passed from the Correlation service to the EDI Encoder service do not overwrite the values in the fields.
- ◆ If you are using the same envelope for inbound processing and acknowledgements, supply the Sender ID, Receiver ID, and Qualifiers in the envelope so that they are not overwritten by the correlation values.

Wildcard Deenveloping Example

1. Your trading partner, MaxxMart, transmits EDI purchase orders to your company.
2. The data reaches the EDI Deenveloping service, which extracts the EDI fields from the header, a portion of which follows:
 - ◆ Sender ID MAXXMART
 - ◆ Sender ID Qualifier ZZ
 - ◆ Receiver ID KIMATA
 - ◆ Receiver ID Qualifier 00
3. The service checks the fields in all available envelopes for matches to the corresponding fields in the EDI fields from the inbound data.

It finds two matches:

- ◆ One is an exact match: an envelope named MaxxMart_Inbound contains the Sender ID MAXXMART and Sender ID Qualifier ZZ.
 - ◆ One is a generic match: an envelope called GENERIC_Inbound contains wildcards in all mandatory fields.
4. The service uses the envelope called MaxxMart_Inbound for processing because it has more specific matches to the data.

Control Numbers

The application uses *control numbers* to help keep track of transmitted data and to guarantee that the control code is unique. The application optionally checks for control number duplications, and uses incrementing control numbers that are mutually agreed upon by both sender and receiver to establish a verifiable sequence-checking process for transmitting and receiving EDI documents. If you attempt to use a duplicate control number, you are notified that the number already exists and must use another numeric value. Currently, two types of control numbers are supported, local control numbers and global control numbers.

Local control numbers are defined as a numeric value in the envelope definition. You assign the starting control number value when the envelope is created or edited. For inbound envelopes, if sequence checking is turned on, each time data comes in that uses the envelope, the control number in the data is compared against the control number in the envelope. If they don't match, an out-of-sequence error is generated. If they do match, the local control number is incremented and that becomes the next expected local control number. For outbound envelopes, the local control number is the current control number value to be used the next time data is enveloped. Each time a control number value is used, it is incremented and saved back to the envelope definition.

Global control numbers have the same functionality as local control numbers (increments after each use). The difference is that you can create your own global control numbers and that multiple envelopes can use the same global control number. For example, let's say you had two outbound envelopes for two different trading partners (PartnerA and PartnerB) using the same global control number called "abc", and the value you assigned initially to the control number was 1000. Then you envelope a document for PartnerA, that document will get control number 1000. Then you send a different document to PartnerB. That document will get control number 1001, using the same global control number of abc. Now you send an envelope to PartnerA doc again. This envelope is assigned a control number of 1002.

The EDI process uses a sequence check queue as a temporary storage area for inbound X12 and EDIFACT interchanges that have been processed by the respective deenveloping service, but still need to be sequence checked before being accepted. Services, such as the X12 Deenvelope service, perform all required compliance checks except for the sequence check, and puts the inbound interchange in a sequence check queue. After a service such as the X12 Deenvelope service completes, the EDI Post Processor service runs and picks up all interchanges from the sequence check queue. It performs the sequence check, generates any acknowledgements that are necessary, and invokes the specified business processes to handle each document.

Note: If EDI data is received with a control number that contains non-numeric characters, an exception will occur while processing the data. Non-numeric characters in EDI control numbers are not supported. The invalid control number causes a parsing exception.

Caution: To preserve sequence checking in EDIFACT documents, you must use a different global control number for each envelope in a document. This allows multiple threads to process correctly without incrementing the global control number out of sequence. System generated global control numbers are not affected.

Exporting and Importing Control Numbers

The Import/Export feature enables you to save time and increase the accuracy of duplicating resources on different systems. Rather than just copying files from one computer to another, this feature enables you to move resources and data between application environments of the same version. The Import/Export feature enables you to:

- ◆ Move from a test application environment to a production application environment.
- ◆ Move resources from one application system to another.

The ability to import and export control numbers means that you can configure resources on one system and then move or copy them to a different system, thereby avoiding having to recreate the resources on each system. Even if you have resources that are going to be slightly different from one system to another, you can export the resources from one system and import them to a different system, and then make the necessary changes to the resource on the second system.

The Import/Export feature supports several different resource types, including control numbers. To export control numbers:

1. From the **Deployment** menu, select **Resource Manager > Import/Export**.
2. On the **Import/Export Resources** page, next to Export Resources, click **Go!**.
3. Indicate the type of format to export to, XML Document or Install Bundle, and click **Next**.
4. Select **No** to indicate that you do not want to export resources associated with a tag.
5. On the Export Type page, indicate the type of export to perform for resources that have multiple saved versions in the system and click **Next**. Options are:
 - Standard** - Export the default version of selected versioned resources.
 - Advanced** - Enables you to choose, through wizard selections, whether to export only default versions or all versions of selected resources.
6. Select **Trading Partner Data** as the type of resources you want to export and click **Next**.
7. For each resource type you selected to export, the wizard displays a selection page. For example, when you select Trading Partner Data, you can now select the specific data (in this instance, select **Control Numbers**) to export.
8. Specify whether you want to export private certificates and click **Next** and complete the following tasks:
 - ◆ Select the appropriate global and/or local control numbers from the Available box on the left side of the screen.
 - ◆ If you selected Advanced export option and you want to export all versions of each resource you select on this page, select Export All Versions, located below the Available pane (this option does not display if you selected the Standard export option).
 - ◆ Click the **right arrow** to move the selected control numbers to the **To Be Exported** box on the right side of the screen.
 - ◆ Click **Next**.

Note: If you selected Standard export option, the system automatically exports only the default version of the resources you select.

9. Did you select more than one resource type in step 6?
 - ◆ If Yes, repeat step 7 for each page related to the resource types you selected.
 - ◆ If No, proceed to the next step.
10. Click **Finish** to create the export file.
11. When the message *The system update completed successfully* displays, click **View Export Report** to see status information to confirm the export of each resource associated with the selected resource tag, if desired. Click **Download Export data** to download the export file to a hard drive or disk where you will store it.
12. In the **File Download** dialog box, click **Save**.
13. In the **Save As** dialog box, select the location to which to save the file, and click **Save**.

Transaction Register

During translation, a translation error is returned when duplicate data is identified. You can use the transaction register to check for duplicate data, such as duplicate document reference numbers. Checking for duplicate data is invoked during translation by including the Transaction Register Update and Select standard rules in your translation map.

Caution: To preserve sequence checking in EDIFACT documents, you must use a different global control number for each envelope in a document. This allows multiple threads to process correctly without incrementing the global control number out of sequence. System generated global control numbers are not affected.

Creating a New Envelope

To create a new envelope:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Envelopes**.
2. Under Create, next to New Envelope, click **Go!**
3. On the Envelope Standards page, select one of the following and click **Next**:
 - ◆ ACH
 - ◆ CHIPS
 - ◆ CII
 - ◆ EDIFACT
 - ◆ FEDWIRE
 - ◆ RND
 - ◆ SWIFT
 - ◆ TRADACOMS
 - ◆ VDA
 - ◆ ASC X12

Note: To create an envelope using the ODETTE or AUTACK standard, select EDIFACT.

4. Select the level of envelope you want to create, including inbound or outbound, and click **Next**.
5. Do one of the following:
 - ◆ To create this envelope from a base envelope, select the Base envelope from the Select Envelope list, and click **Next**.

Note: All the properties are pre-filled but you can update them as needed.
 - ◆ To create a new envelope, select the Not Applicable from the Select Envelope list, and click **Next**.
6. On the Name page, type a unique name for the envelope, and a description or comments, then click **Next**.
7. Complete the properties for the envelope as necessary and click **Next** after each page until you reach the confirm page. Required fields are highlighted in blue.
8. Click **Finish** to add the envelope.
9. Click **Return** to continue.

Importing and Exporting Envelopes

The Import/Export feature enables you to save time and increase the accuracy of duplicating resources on different systems. This feature enables you to move resources and data between application environments of the same version. The Import/Export feature enables you to:

- ◆ Move from a test application environment to a production application environment.

- ◆ Move resources from one application system to another.

The ability to import and export envelopes means that you can configure resources on one system and then move or copy them to a different system, thereby avoiding having to recreate the resources on each system. Even if you have resources that are going to be slightly different from one system to another, you can export the resources from one system and import them to a different system, and then make the necessary changes to the resource on the second system.

The Import/Export feature supports several different resource types, including envelopes.

Note: Importing an export file of envelopes always requires a passphrase, even if a passphrase was not required during the export. The passphrase is now required because of the addition of encrypted passwords that apply to some envelopes. When you are prompted for a passphrase for envelopes during the import of envelopes (when you did not use a passphrase when the envelopes were exported), you can supply any value for the passphrase.

Searching for an Envelope

To search for an envelope:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Envelopes**.
2. In the Document Envelopes page, specify any combination of the following search criteria, and then click **Go!**
 - ◆ Search Envelope Name – Display envelopes with names that contain the specified character or string.
 - ◆ Receiver ID – Display an envelope that contains the specified Receiver ID.
 - ◆ Sender ID – Display an envelope that contains the specified Sender ID.
 - ◆ Type – Display all inbound or outbound envelopes.
 - ◆ Envelope Standard – Display all envelopes that use a specific standard, including ACH, CII, EDIFACT, TRADACOMS, RND, SWIFT, VDA, CHIPS, FEDWIRE, or ASC X12.

The Document Envelopes page opens, listing the envelopes instances that match your search criteria.

Searching for Related Envelopes

To search for related envelopes:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Envelopes**.
2. Find the envelope using the Search or List function.
3. In the Document Envelopes page, next to the envelope for which you want to view related envelopes, click **version manager**.
4. In the Envelope Version Manager page, next to the envelope and under Related, click the icon.
5. In the Related Type dialog box, specify one of the following types of information and then click **Go!**
 - ◆ Base
 - ◆ Derived
 - ◆ Inner
 - ◆ Outer
6. You may get a list of related envelopes or you may get the following message:
 - ◆ No related envelopes satisfy your search criteria. Please try again.

Viewing Document or Envelope Details

To view document or envelope details:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > EDI Sequence Check Queue**.
2. Do one of the following:
 - ◆ In the Document ID column, click the ID number of the document you want to view details for.
 - ◆ In the Envelope Name column, click the name of the envelope you want to view details for.

Copying an Envelope

To copy an envelope:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Envelopes**.
2. Find the envelope using the Search or List function.
3. In the list of envelopes, click **Copy** for the envelope that you want to copy.
4. Change the envelope name and description and click **Next**. Each envelope must have a unique name.
5. Change envelope properties and settings as necessary, clicking **Next** to continue to each following page.
6. Click **Finish** to update and save the envelope.
7. Click **Return** to continue.

Updating Envelope Properties

To update envelope properties:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Envelopes**.
2. Find the envelope using the Search or List function.
3. From the list of envelopes, click **source manager** next to the envelope you want to update.
4. Click **edit** next to the envelope you want to update.
5. Update envelope properties and settings as necessary, clicking **Next** to continue.
6. Click **Finish** to update the envelope.
7. Click **Return** to continue.

Deleting an Envelope

Caution: Before deleting a base envelope, consider the impact on all related envelopes (ones that inherited the base envelope properties).

To delete an individual envelope or all versions of an envelope:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Envelopes**.
2. Find the envelope using the Search or List function.
3. Next to the envelope you want to delete, click **source manager**.
4. In Envelope Source Manager page, do one of the following

To delete an individual envelope:

- ◆ Next to the version, under Delete, select the check box.
- ◆ Next to Delete Selected Versions, click **Go!**

To delete all versions of this envelope, next to Delete All Versions, click **Go!**

Specifying a Default Envelope

To specify a default envelope:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Envelopes**.
2. Find the envelope using the Search or List function.
3. Next to the envelope you want to make the default, click **version manager**.
4. To make an envelope the default, select the **default** button.

Note: A selected button indicates the envelope is the default. The previously selected default is cleared.

5. Click **Save** to update the default version.

Creating a Global Control Number

To create a global control number:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Control Numbers**.
2. Next to New Control Number, click **Go!**
3. In the Number Data page, complete the following fields and click **Next**:

Field	Description
Name	Name of the control number. Required.
Number Value	Number value of the control number. Use a number greater than zero. Required.
Sender ID	Coded identifier of the company or division sending the control number. Valid value is 12 standard characters. Required.
Receiver ID	Coded identifier of the company or division receiving the control number. Valid value is 12 standard characters. Required.

4. Click **Finish** to add the control number.
5. Click **Return** to continue.

Searching for Global Control Numbers

To search for a global control number:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Control Numbers**.
2. In the Search area of the Control Numbers page, specify all or part of a sender ID or receiver ID and click **Go!**
3. A list of control numbers that match your search criteria is displayed.

Updating a Global Control Number

To update a global control number:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Control Numbers**.
2. In the Search area of the Control Numbers page, specify all or part or none of a sender ID or receiver ID and click **Go!**

A list of control numbers that match your search criteria is displayed.

3. Click **edit** next to the control number you want to edit.
4. In the Number Data page, edit the value in the **Number Value** field and click **Next**.
5. Click **Finish** to update the control number data.
6. Click **Return** to continue.

Correcting an Invalid Global Control Number

To correct an invalid global control number:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Control Numbers**.
2. In the Search area of the Control Numbers page, specify all or part of a sender ID or receiver ID, or in the List area, specify the first letter of the global number and click **Go!**
3. A list of control numbers that match your search criteria is displayed. Select **edit** for the control number you want to update.
4. Update the **number value**.
5. Click **Next**.
6. Click **Finish**.
7. Click **Return** to continue.

Deleting a Global Control Number

To delete a global control number:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Control Numbers**.
2. In the Search area of the Control Numbers page, specify all or part or none of a sender ID or receiver ID, and then click **Go!**
A list of control numbers that match your search criteria is displayed.
3. Click **delete** next to the control number you want to delete.
4. When prompted, click **OK** to delete the control number.
5. In the Resource Summary page, review your deletion, and then click **Next**.
6. In the Confirm page, any envelopes associated with this control number are displayed. Click **Delete**.
7. Click **Finish** to confirm.
8. Click **Update** to continue.

Viewing Local or Global Control Number History

To view local or global control number history:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Control Number History**.
2. Do one of the following:
 - ◆ In the Search by Envelope Name area, type an envelope name and click **Go!**
 - ◆ In the Search by Global Control Number area, type a global control number and click **Go!**

Searching for Transaction Register Records

To search for transaction register records:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Transaction Register**.
2. In the Search area, type a value in Field 1 through Field 6 to narrow your search and click **Go!**

Deleting Transaction Register Records

To delete (purge) transaction register records:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Transaction Register**.
2. In the Search area, type a value in Field 1 through Field 6 to narrow your search and click **Go!**
3. Delete duplicate records as needed.

Setting the Number of Days Information is Retained in Transaction Register

The application supports the use of a customer override (edit) property file to override default property settings in the property files. The customer override property file is not changed during installation of the application or application upgrades or patches. To prevent having your customized settings overwritten, use overrides whenever possible rather than editing the actual property file.

If you have made changes to the property file, either directly or by editing the associated .in files in a previous version, your changes may be overwritten when a patch is applied. To prevent this, create a customer_overrides.properties file and reapply your modifications using overrides to the applicable property files in the customer_overrides.properties file. See each properties file for comments on each property in the file.

To set the number of days that information is retained in Transaction Register:

Note: This changes the retention period for all Transaction Register entries, not just the e-Invoice Compliance Solution entries.

1. Create a **customer_overrides.properties** file.
2. Add the following line to the customer_overrides.properties file:

```
translator.mapper.maximumTransactionRegisterAge=[number_of_days_to_retain_info  
]
```

In this example, **translator** represents the translator.properties file where the original property is set, **mapper** represents the Map Editor user interface, **maximumTransactionRegisterAge** represents the number of days that the Transaction Register will retain information before being purged, and **[number_of_days_to_retain_info]** is the actual number of days (for example, if you set this parameter equal to 30, the information is retained for 30 days).

Viewing Gentran:Server for UNIX Envelopes In the Application

Note: You must have Attunity Data Connect[®] installed in order to view Gentran:Server for UNIX envelopes within the application. You must also have configured the application for trading profile view support with the configGSUnix.sh script.

To search for Gentran:Server for UNIX document envelopes:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > Envelopes**.
2. Select **GENTRAN:Server for UNIX** from the list of providers.

Note: If this option is not available, you have not yet configured the application for trading profile view support.

3. Find the appropriate envelope using the Search or List function.

To search for Gentran:Server for UNIX interchange and group organization records:

1. From the **Trading Partner** menu, select **Document Envelopes > Control Numbers**.
2. Select **GENTRAN:Server for UNIX** from the list of providers.

Note: If this option is not available, you have not yet configured the application for trading profile view support.

3. Find the appropriate record using the Search or List function.

Checking the Queue for the EDI Sequence

The EDI Sequence Check Queue page allows you to view the current status of the EDI sequence check queue and to delete entries as necessary.

Note: If you modify an envelope to disable sequence checking or duplicate options after the options were previously enabled, you must delete the entries in the EDI Sequence Check Queue.

To check queue for EDI Sequencing events and delete entries as necessary:

1. From the **Administration** menu, select **Trading Partner > Document Envelopes > EDI Sequence Check Queue**.
2. Do one of the following:
 - ◆ In the Document ID column, click the ID number of the document for which you want to view details.
 - ◆ In the Envelope Name column, click the name of the envelope for which you want to view details.

Note: When viewing entries in the EDI Sequence Check Queue, the envelope link always shows the current default version of the envelope. This version may be different than the version that was used during deenveloping (by the appropriate deenveloping service) if the envelope was modified after the document was placed on the queue.

3. If you want to delete specific entries, select the entries to be deleted and click **Go!** next to **Delete Selected Items**.
4. To delete all entries in the EDI Sequence Check Queue, click **Go!** next to **Delete All Items**. This action deletes all the items returned, not just the items displayed on the current page.

Introduction to Envelope Properties

Each envelope type has a specific properties page for the envelope and other pages that enable you to specify additional requirements for the envelope. The envelope properties are documented in the associated properties files.

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