

# Finding POs with Dashboard and the Auditor

## 1 DASHBOARD

First Login to Dashboard and select your Data Source. Then click on **User > Reports > Message Inquiry Inbound**.



Next you will select **Filter** and a pop up will appear with lots of fields you can enter values in. Place the **PO number** in **User Reference 3** and hit **Enter**.

The image shows a filter pop-up form with the following fields:

Ack Status	<input type="text"/>
Number of Days	<input type="text"/>
User Reference 1	<input type="text" value="Contains"/>
User Reference 2	<input type="text" value="Contains"/>
User Reference 3	<input style="border: 2px solid blue;" type="text" value="Contains"/> 00847002768170

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Once you hit Enter it will search for the PO data in Dashboard.

A screen like this will appear.

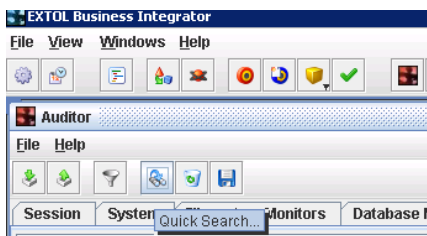
Sender ID	Receiver ID	ICN	GCN	TSCN	Direction	Status	Doc ID	Date / Time
4253138601CH	...	000088370	107148	0001	Receive	Completed	850	May 23, 2016, 11:45:47 AM

Here we will take the **ICN number** and use it in the **EBI Auditor** to find the PO to reprocess again in EBI.

## 2 EBI AUDITOR

Now we need to login to EBI and go to the Auditor screen.

Once there click on the **Quick Search** icon. The little binoculars.



Now select **Log of Interchange** and enter the ICN value into the **Interchange control ref** field and hit **Ok**.

Quick Search Specifications

- Log of Acknowledgement
- Log of Acknowledgement - Group
- Log of Acknowledgement - Interchange
- Log of Acknowledgement - Message
- Log of Application Batch
- Log of Application data
- Log of Application Message
- Log of Batch
- Log of Collaboration
- Log of Connection
- Log of Connection Batch
- Log of Connector
- Log of Document
- Log of Envelope Assembly
- Log of Group
- Log of Interaction
- Log of Interchange**
- Log of Message
- Log of Outbound Acknowledgement
- Log of Process
- Log of Process Step
- Log of System
- Log of Work File

Log of Interchange Properties

Status: Accepted Do Not Use

Date: Do Not Use

Mark for purge:  Do Not Use

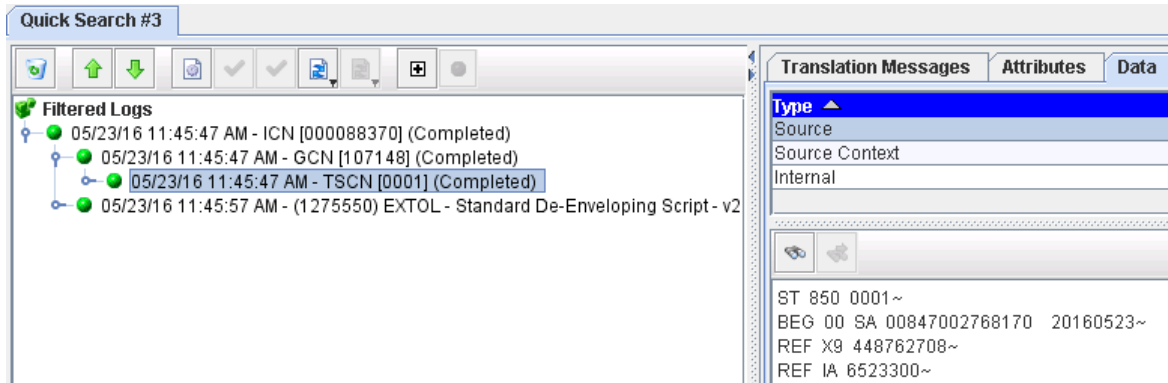
Attribute Name	Value
Interchange Syntax ID	
Segment delimiter	
Repetition Separator	
Interchange version ID	
Sender ID qualifier	
Sender ID	
Address for reverse rtg	
Receiver ID qualifier	
Receiver ID	
Routing address	
Interchange date	
Interchange time	
<b>Interchange control ref</b>	Equal to "000088370"
Authorization qualifier	
Security information	
Application reference	
Priority code	
Interchange ack requested	
Communications agreement	
Test indicator	

000088370 Equal to

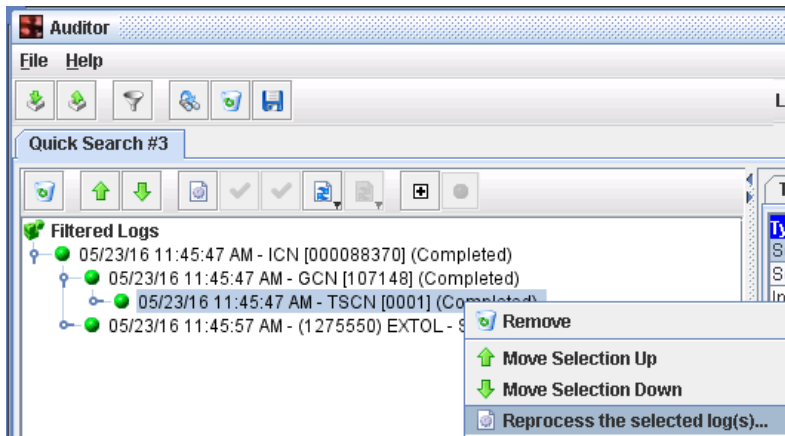
Value Type: String

Ok

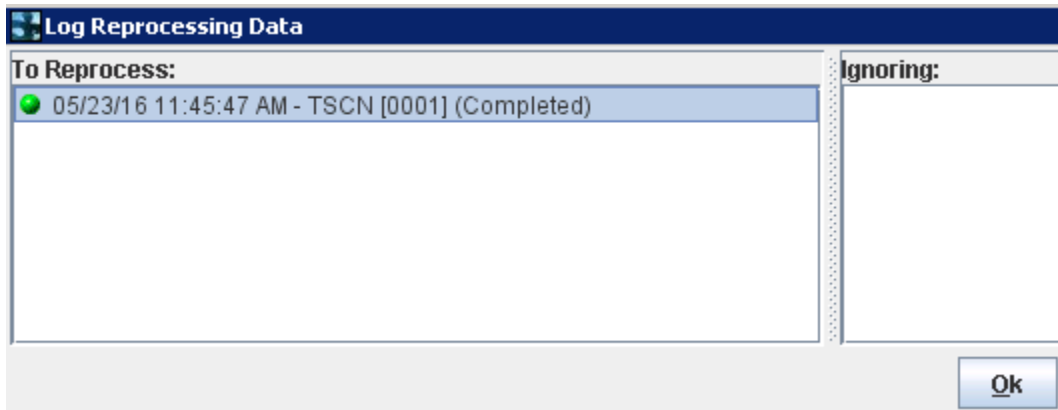
Now the search will find your ICN value. Go down to the **TSCN** level and find the correct PO you want to reprocess. You can check the data by going to the **Data** tab and selecting **Source**.



Once you find the correct **TSCN** level right click and select **Reprocess the selected log(s)...**



A popup will appear with the **TSCN** and you will select **Ok**.



Once that is done your PO data will reprocess into SAP.