TRACELINK UNIVERSITY

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Search Business Transactions

Owners and their Partners search for and view B2B messages for all Multienterprise Information Network Tower business transactions (non serialized transactions), such as purchase orders, that are exchanged on TraceLink asynchronously. This functionality enables users to troubleshoot message issues. Business transactions sent using the Web UI also display on this screen for status and troubleshooting purposes.

Search and view business transactions

Search for and view the business transactions.

All the fields within this screen are populated with read-only values.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select All Transactions from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Business Transactions.
5. Select the Filter Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the

results:

a. Last Updated field – The period of time in which the updates to the business transactions occurred:
    - Today – The transaction was modified within the last few hours.
    - Yesterday – The transaction was updated within the past 24 hours.
    - Last Week – The transaction was modified in the last 7 days.
    - Last Month – The transaction was modified in the last 30 days.
    - Last 3 Months – The transaction was modified in the last 90 days.
    - Last 6 Months – The transaction was modified in the last 180 days.
    - Custom Range – Select a specific period of time that the transaction was modified in from the calendar.
b. State drop-down – The different states of a business transaction:
    - Draft – The transaction is in draft and can be can be modified as needed.
    - Submit – The transaction has been created.
    - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
    - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
    - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
    - Sending -The application sends out business transactions to the buyer or supplier.
    - Sent - The transaction is successfully completed and shared with the receiving party.
c. Result field – The status of the transaction.
d. Sender field – The name of the owner company.
e. Receiver field – The name of the partner company.

f. Type field – The type of the transaction.

7. Select Apply.

   A list of all business transactions displays based on the filter results.

8. In the business transactions table, select the Transaction ID link to view the details of that message.

   The View Business Transaction screen displays.

9. In the General section, view the following fields:
   a. Type field – The type of the transaction.
   b. Transaction ID field – The unique identifier of the transaction.
   c. Process Status field – Displays the status of the submitted purchase order. This field is editable only when the work flow is in Processing, Processed, Preparing to Send, or Sending state.
   d. Result field – The status of the transaction.
   e. Sender field – The name of the owner company.
   f. Sender Location field – The location of the sender company.
   g. Receiver field – The name of the partner company.
   h. Receiver Location field – The location of the partner company.
10. In the Inbound Status section, view the following fields
    a. Message ID field – The unique identifier of the message.
    b. State drop-down – The different states of a serialization transactions:
       - Draft – The transaction is in draft and can be can be modified as needed.
       - Submit – The transaction has been created.
       - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
       - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.

- Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
- Sending -The application sends out business transactions to the buyer or supplier.
- Sent - The transaction is successfully completed and shared with the receiving party.

c. Input File field – The name of the input file.
d. Canonical File field – The name of the .json file.
e. Transform Name field – The name of the transform map.
f. Transform Version field – The version number of the transform map.
g. Exception field – Any errors or discrepancy that might occur during the tracking and validation of serialized items.
h. Processed Date field – The date on which the serialized items were successfully recorded, verified, and updated.

11. In the Inbound Status section, view the following fields
    a. Message ID field – The unique identifier of the message.
    b. State drop-down – The different states of a serialization transactions:
        - Draft – The transaction is in draft and can be can be modified as needed.
        - Submit – The transaction has been created.
        - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
        - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
        - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
        - Sending -The application sends out business transactions to the

buyer or supplier.
        - Sent - The transaction is successfully completed and shared with the receiving party.
    c. Output File field – The name of the output file.
    d. Canonical File field – The name of the .json file.
    e. Transform Name field – The name of the transform map.
    f. Transform Version field – The version number of the transform map.
    g. Exception field – Any errors or discrepancy that might occur during the tracking and validation of serialized items.
    h. Processed Date field – The date on which the shipped or transferred serialized items were successfully recorded, verified, and updated.

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