



InvPort Installation Manual

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InvPort Installation Guide

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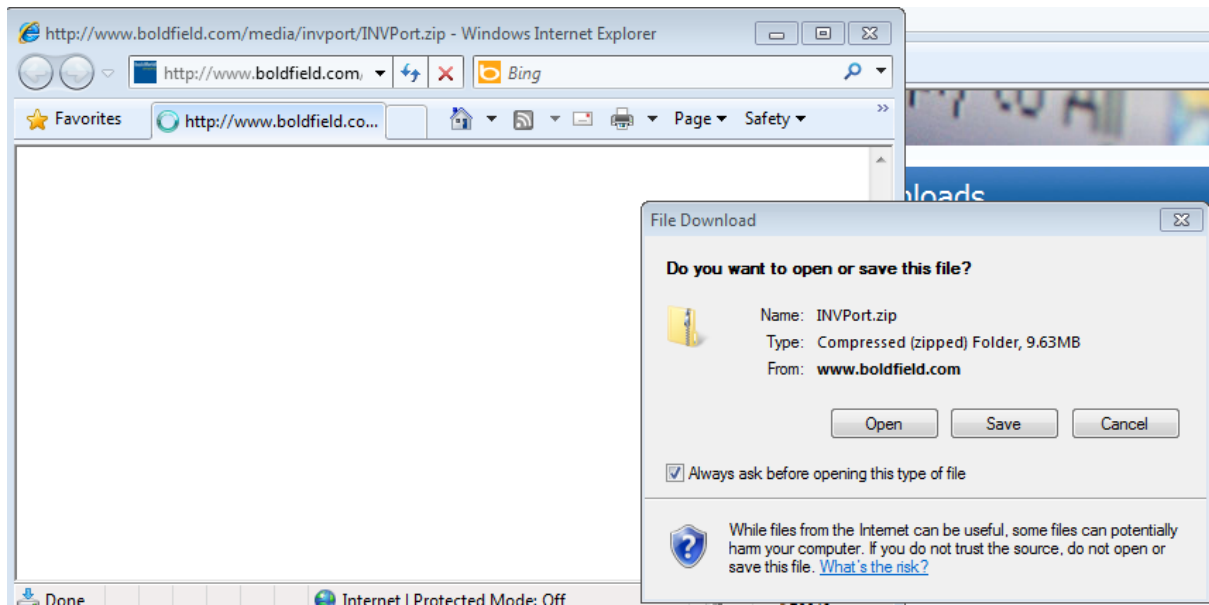
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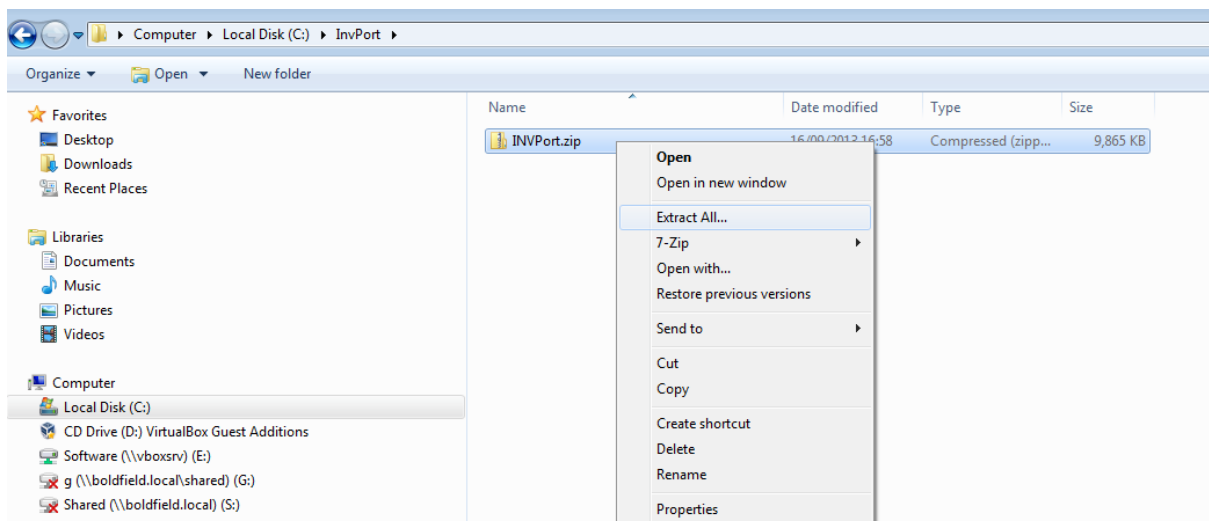
Obtaining the Software

The InvPort software can be downloaded from the website <http://www.boldfield.com/pages/sage-additions/invport/downloads.php>








Please save the file into a new folder on your C drive and call it InvPort. This will download a Zip file into this folder.

The files will then need to be extracted. To do this find the folder in your C drive, and then right click on the zip file and select extract



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Once extracted you will have the following files available

Name	Date modified	Type	Size
 InstMsiA.exe	16/09/2013 17:05	Application	1,477 KB
 InstMsiW.exe	16/09/2013 17:05	Application	1,475 KB
 Invport.msi	16/09/2013 17:05	Windows Installer ...	7,307 KB
 setup.exe	16/09/2013 17:05	Application	82 KB
 setup.ini	16/09/2013 17:05	Configuration sett...	1 KB

Installing InvPort

To set off the installation double click on the setup.exe file. You may get a message. Click Run to this message

The installation will begin

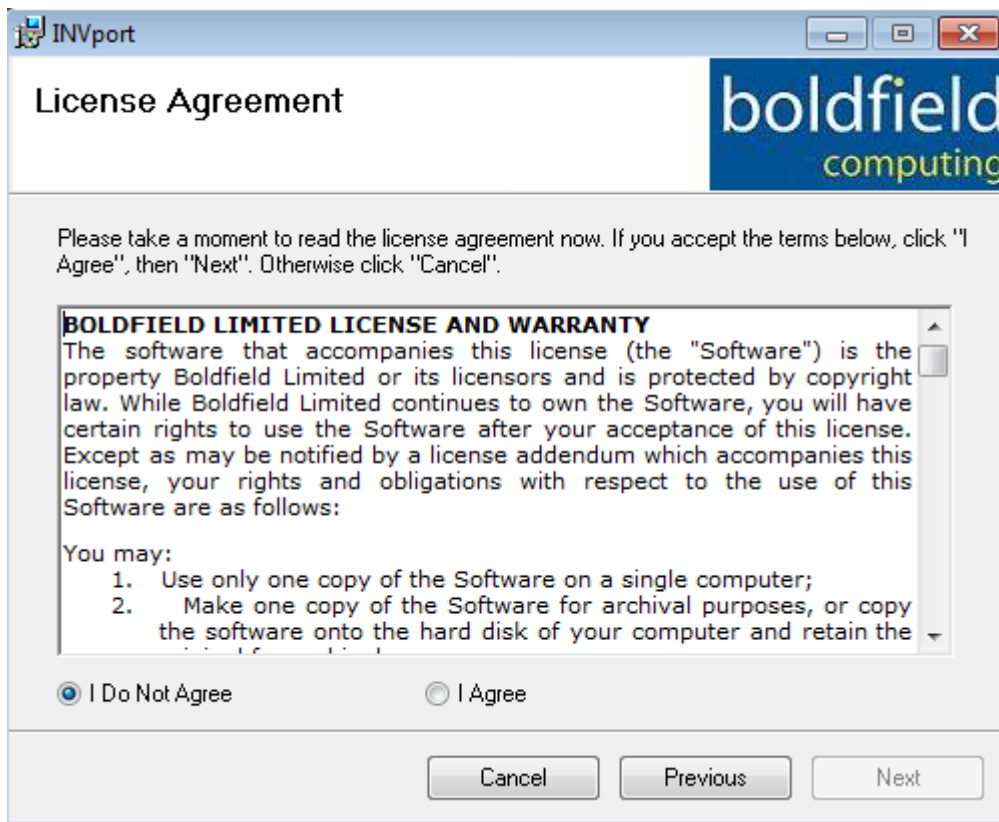
You will see the welcome screen



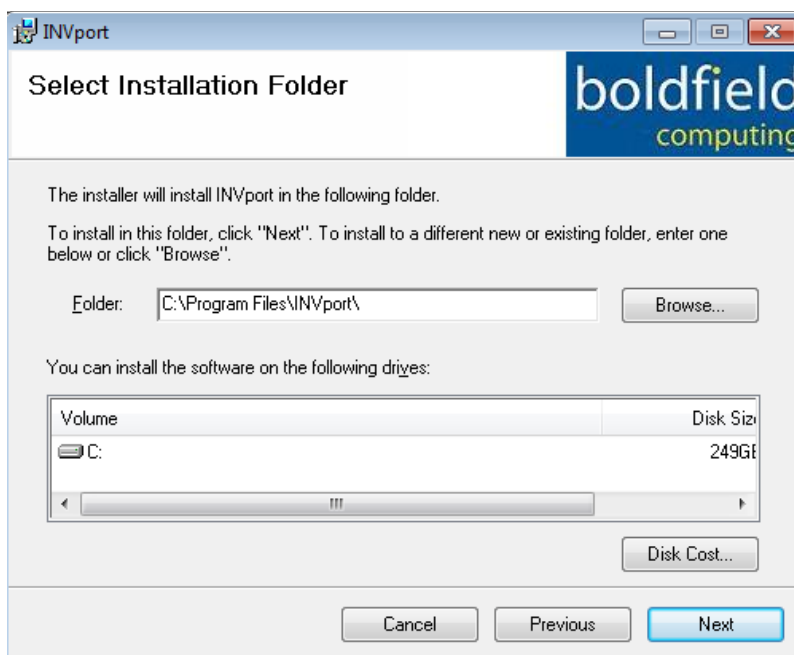
Click on **Next** to continue

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The next screen displayed will be



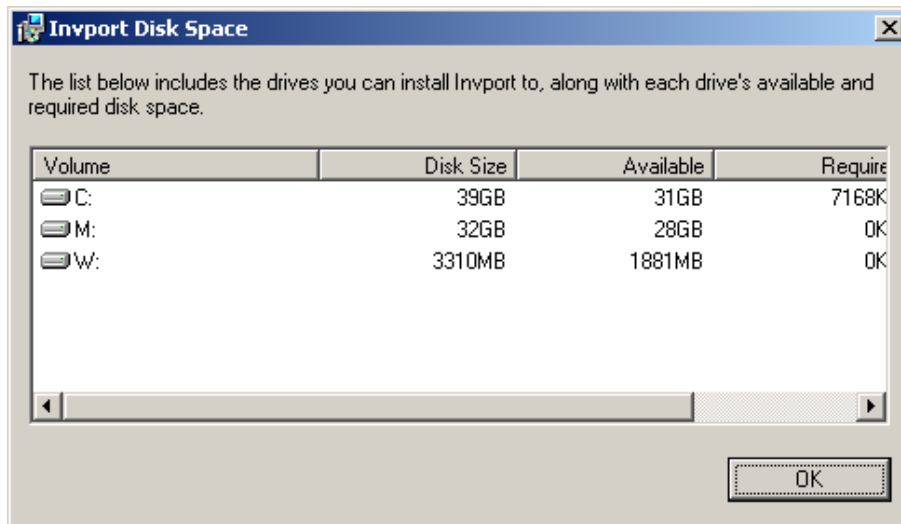
To continue with the installation you must agree to the licence agreement. Once "I agree" has been ticked, the next button will become available. Click **next**



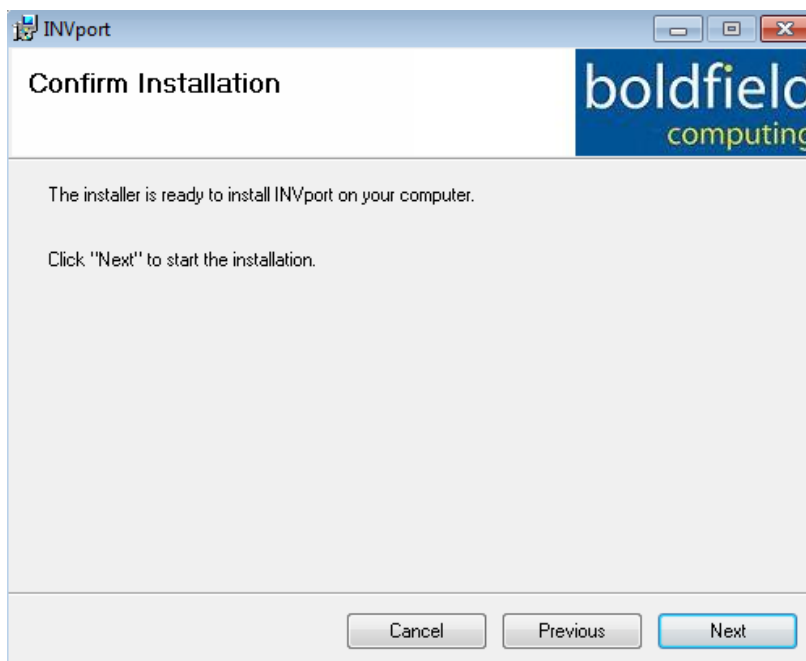
You are able to change the installation folder in here. The default is C:\Program Files

Once you have made any changes click **next**

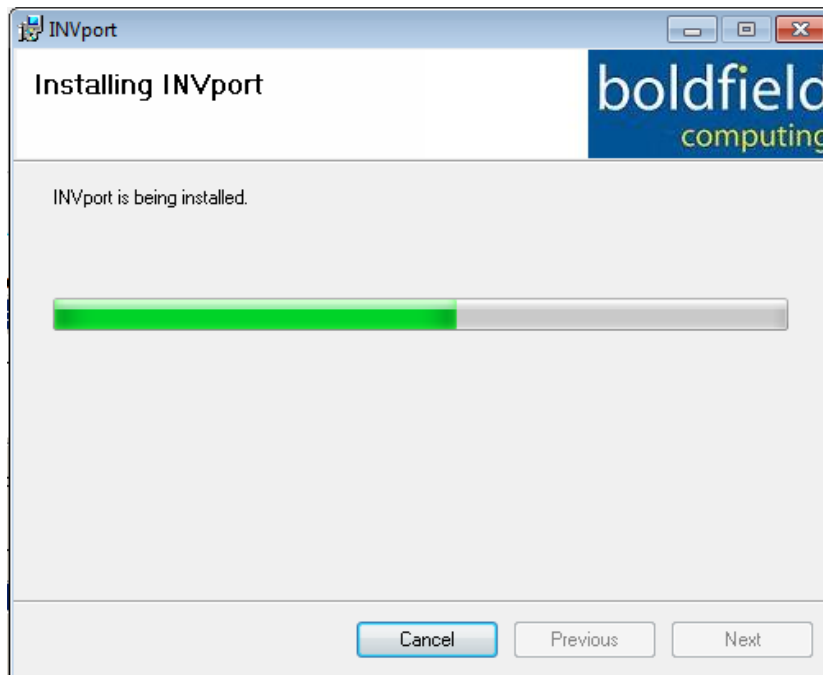
Selecting **Disk Cost** will show the following. Click **next**:-



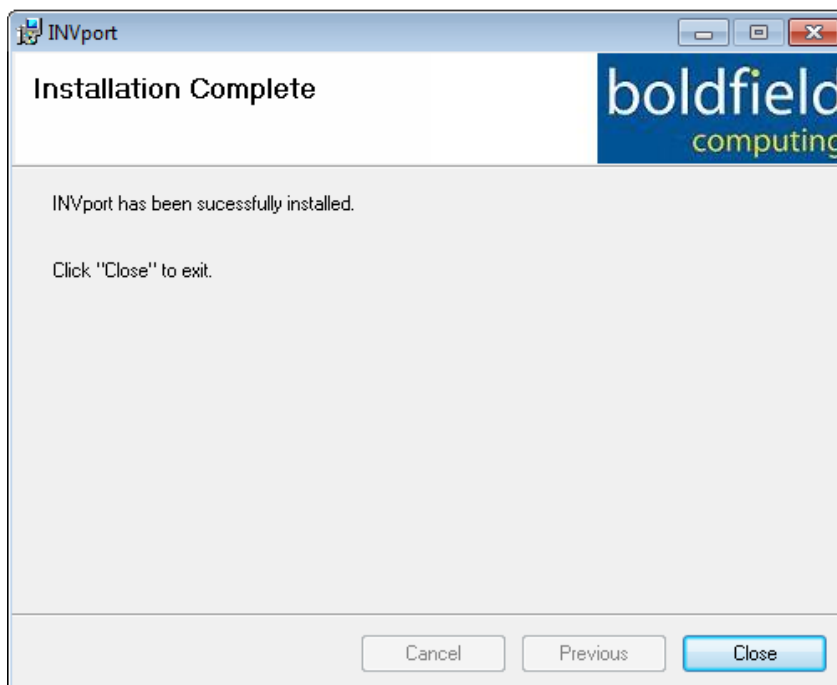
After clicking next the following screen will be displayed



Click **next**



The final screen is



Select **Close**

You should now have an INVPORT icon on the desktop and in the start programs list.

InvPort Configuration

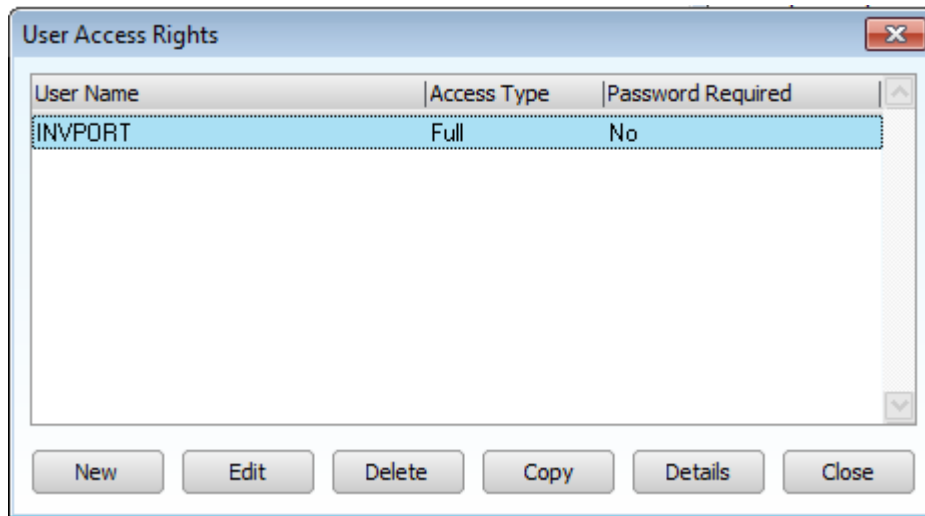
To prepare for the configuration of Invport, you must create a new user in Sage Line 50.

Open Sage 50 and go to the settings menu. If the Access rights menu is not accessible then you are required to switch "Access Rights" on. This switch can be found in Sage 50. Go to Settings >> Company Preferences >> Parameters >> tick Access Rights and click OK

The screenshot shows the 'Parameters' dialog box in Sage 50, with the 'VAT' tab selected. The 'Call Charges' section has a 'Default call charge' of 0.00. The 'Transaction Processing' section has 'Display Account Status' checked, with options to 'Show a warning on each change' (selected) or 'Stop the Account'. The 'Others' section has several checkboxes: 'Exclude deleted transactions' (checked), 'Display ActiveSearch Popup' (checked), 'Access Rights' (checked and highlighted in yellow), 'Allow Negative Stock' (checked), 'Copy skeleton journal values' (checked), 'Timeslips Link' (unchecked), 'Enable Reversing Journals' (checked), 'Login Check' (checked), 'No Recurring entries at startup' (unchecked), 'Enable Project Costing' (checked), 'Enable Charity\Non-Profit options' (unchecked), 'Enable Smart Totals' (checked), 'Log Events' (checked), and 'Pause outside Financial Year message' (unchecked).

Once "Access rights" has been switched on you can create a new user. In Sage 50 go to Settings >> Access Rights

The screenshot shows the 'Create New User' dialog box. It has two sections: 'User Details' with fields for 'Logon Name' and 'Password', and 'Access Rights' with radio buttons for 'Full Access' (selected) and 'No Access'. At the bottom are buttons for 'Discard', 'Save', and 'Close'.



Click on **new** and add the user **INVPORT**. Click on **Save** and **Close**.

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Recording your Sage Settings

Whilst you are in Sage it is worth noting your **Serial Number** and the location of the Sage data that you wish to import into. This information is held in Sage 50 **Help** and **About**.

Information collated: 17/09/2013 10:27:35

Program Details		Licence Information		Contact Us	
Version Number	19.01.11.285	Serial Number	L504245	Address	Customer Services Sage (UK) Ltd North Park Newcastle Upon Tyne NE13 9AA
SBD Desktop Version	11.0.7.5	Activation Key	PCHXDDC	Online Enquiry	www.my.sage.co.uk/contact-us
Report Designer Version	1.4.2013.11	Variant	Sage 50 Accounts Professional 2013	Telephone	0845 111 5555
Updates Installed	RSS Update, ServicePack1	Users	6	Fax	0845 111 5511
Internet Submissions Module Version	3.2.68.0	Companies	5		
Program Directory	C:\Program Files\Sage\Accounts\	Other Applications	Sage ACT! Premium 2013, Sage Report Designer 2007		
Data Directory	C:\ProgramData\Sage\Accounts\2013 Demodata\ACCDATA				
Settings Directory	C:\ProgramData\Sage\Accounts\				

Data Information		System Details	
Transactions		Windows Variant	Microsoft Windows 7 Professional 32-bit
Headers	700	Windows Version	6.1.7601
Splits	1,270	Windows Directory	C:\Windows
Usages	976	Windows System Directory	
Last Transaction Number	1270		

Record this on the Maintenance contract as it will aid Invport configuration.

Sage Data Objects

TransImport also uses the Sage data objects to connect to Sage 50. To obtain a key you will need to call Sage on 0845 111 6666 and ask for a licence and activation for Sage data objects.

Once you have obtained your key you will need to enter this in Sage by going to Tools >> Activation >> Enable Third Party Integration.

N.B this will need running on each PC that Sage is on so please keep this key somewhere safe for future reference

Enable 3rd Party Integration

Instructions

At Sage we recognise that no two businesses are alike. That's why we work very closely with over 700 Developers throughout the UK and Ireland who offer Sage add-on software to suit the specific needs of individual businesses. These developer-created software solutions provide truly effective integration, giving you increased power and functionality without the need to re-key data. Retail, Manufacturing and Construction are just some of the different markets already benefiting from a tailored solution from Sage Additions. To enable 3rd Party Integration, you must call Sage Customer Services on one of the following numbers:

Great Britain: 0845 111 6666
Republic of Ireland: 1890 88 20 60

Registration Information

Serial Number:
Activation Key:

Continue Cancel

Invport Registration

If you have purchased Invport then the best practise is to register the product immediately. To do this you will need to obtain a registration key from Boldfield, you will need to know your Sage Serial Number when you ring for your key.

E: Support@Boldfield.co.uk

T: 01954 789978

On receipt of this code together with your Sage Line 50 Serial Number Boldfield Limited will issue an:

- Activation Key for Invport

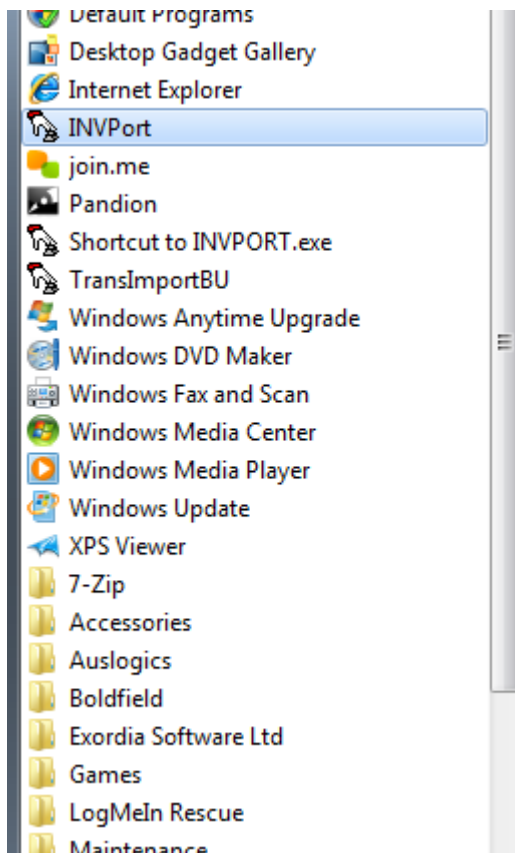
Enter Activation Keys

After receiving the activation key from Boldfield enter this in the Activation Serial No field, enter your Sage serial number in the Sage serial number field, and tick Check Activation Sno. The expiry date for the import will be populated and you will get a message saying that the activation has been successful.

Configuring InvPort

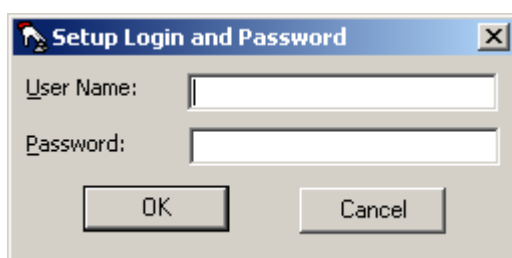
To open the program go to the start menu >> All programs. You should see Invport in the menu, Alternatively you can right click to create a shortcut on the desktop

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Setting username and password

The first time you use Invport the following will be displayed

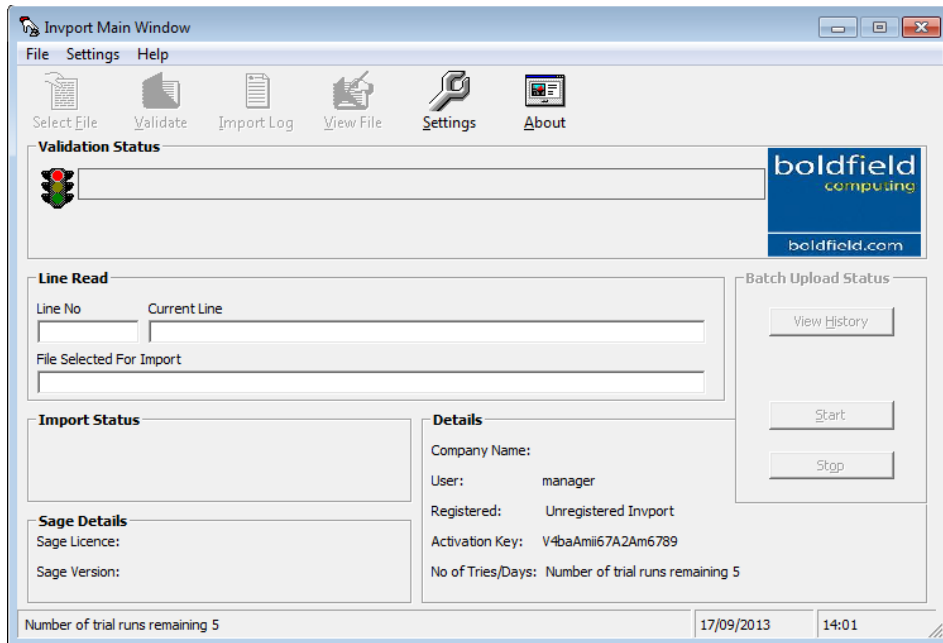


The username and password you enter now will be used each time you use Invport, this does not have to be the same as the user created in Sage. You can change the password at any time via Settings, Change Password.

The default is manager with no password

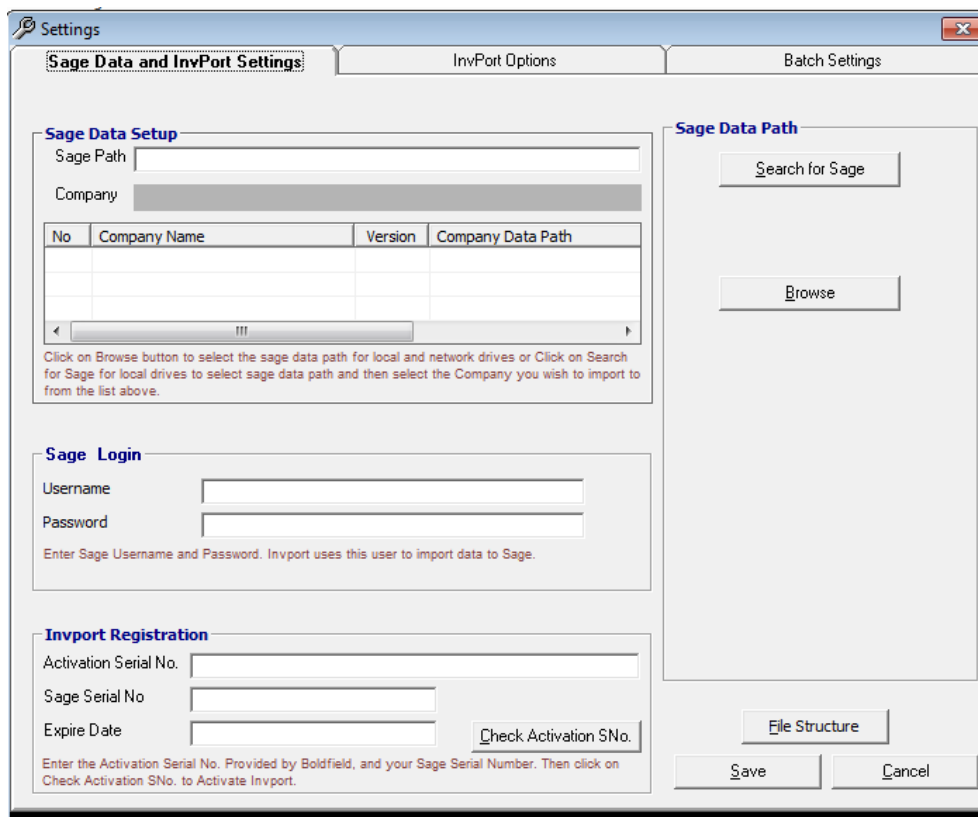
Once in the system you are presented with the main InvPort screen

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Configuring the link to Sage

The first step is to configure the link to Sage. Click on the settings button and select settings

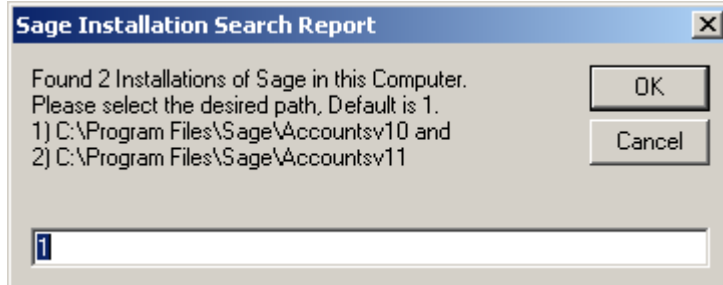


You firstly need to select the company you wish to connect to.

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- You can either click **Search for Sage** or use **Browse** to find the sage directory

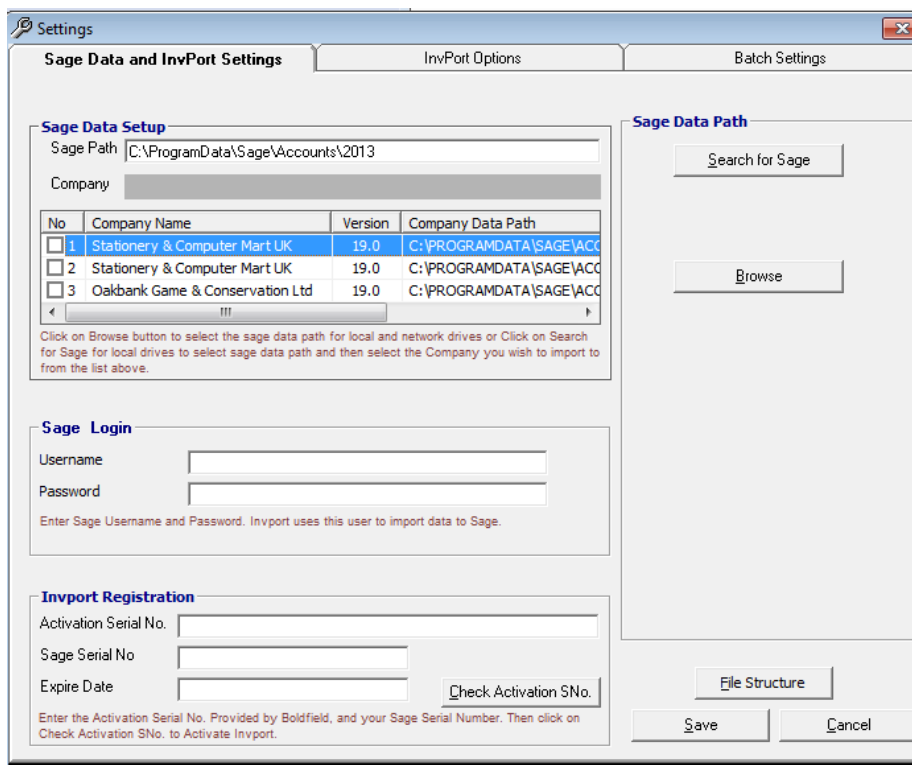
Using the search function will display the following screen:



Enter the number of the installation you require (make sure you chose the version you are using)

Browse will open up a directory list so that you can browse for the Sage location. The location will have been noted when you made a note of the Sage 50 settings.

Select the Company that you wish to import into by **ticking** the appropriate company number.



Enter Sage Login username and password

If you have registered and have your activation key you may enter it and click Check Activation Sno, otherwise you will be running with the trial version. The trial version allows you 5 trial imports

File Structure Setup

On the settings screen, click on the file structure button at the bottom right of the screen.

You can Restore a structure template from a file, or you can create a new one .

You must know the structure of your CSV file. If there are fields that do not require importing to Sage Line 50 you need to leave them blank here.

Double clicking on field number 1 will display a list of all available fields in the bottom right of the screen

Put your cursor in the required field and double click. The list will appear. Then double click on the corresponding field in the list on the right hand side

*N.B. On initial setup this screen will be empty
You can leave a field blank if you wish to skip this field from importing.*

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CSV file Structure & Grouping

Field	Line	Value
Field 1	34	
2	35	
3	36	
4	37	
5	38	
6	39	
7	40	
8	41	
9	42	
10	43	
11	44	
12	45	

Group invoices by

Store To File Restore From File Cancel Save

Each fieldname can only be selected once.

Continue this process until all required fields have been selected.
If you make a mistake, double click on the selected field to return the field to the selection list.

CSV file Structure & Grouping

Field	Line	Value
Field 1	34	
2	35	
3	36	
4	37	
5	38	
6	39	
7	40	
8	41	
9	42	
10	43	
11	44	
12	45	

Group invoices by

Store To File Restore From File Cancel Save

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Once the fields have been selected, you then need to setup the invoice grouping.

CSV file Structure & Grouping

Field	Field Name	Field Number
1	Transaction Type	34
2	Account Reference	35
3	Transaction Date	36
4	Order Number	37
5	Notes 1	38
6	Notes 2	39
7	Notes 3	40
8	Product Code	41
9	Comment 1	42
10	Comment 2	43
11	Unit Price	44
12	Quantity	45
13	Details Line 1	
14	Details Line 2	
15	Details Line 3	
16	Details Line 4	
17	Details Line 5	
18	Payment Value	
19	Product Description	
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		

Group invoices by

Account Reference
Comment 1
Comment 2
Delivery Address 1
Delivery Address 2
Delivery Address 3
Delivery Address 4
Delivery Address 5
Delivery Address Name

Store To File Restore From File Cancel Save

Double click on the list to the right of the "group invoice by" fields to select , up to 3 can be chosen as the grouping id of the order/invoice/credit

CSV file Structure & Grouping

Field	Field Name	Field Number
1	Transaction Type	34
2	Account Reference	35
3	Transaction Date	36
4	Order Number	37
5	Notes 1	38
6	Notes 2	39
7	Notes 3	40
8	Product Code	41
9	Comment 1	42
10	Comment 2	43
11	Unit Price	44
12	Quantity	45
13	Details Line 1	
14	Details Line 2	
15	Details Line 3	
16	Details Line 4	
17	Details Line 5	
18	Payment Value	
19	Product Description	
20		
21		
22		
23		
24		
25		
26		
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28		
29		
30		
31		
32		
33		

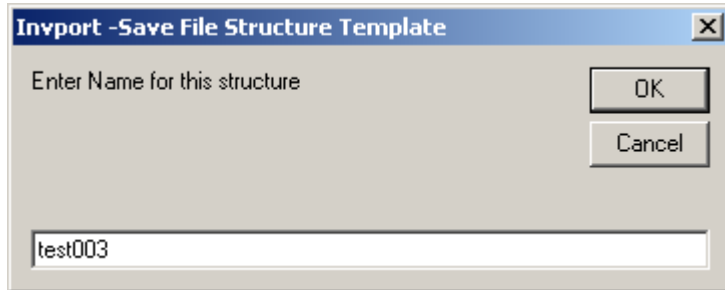
Group invoices by

Order Number Details Line 1
Details Line 2
Details Line 3
Details Line 4
Details Line 5
Notes 1
Notes 2
Notes 3
Product Code

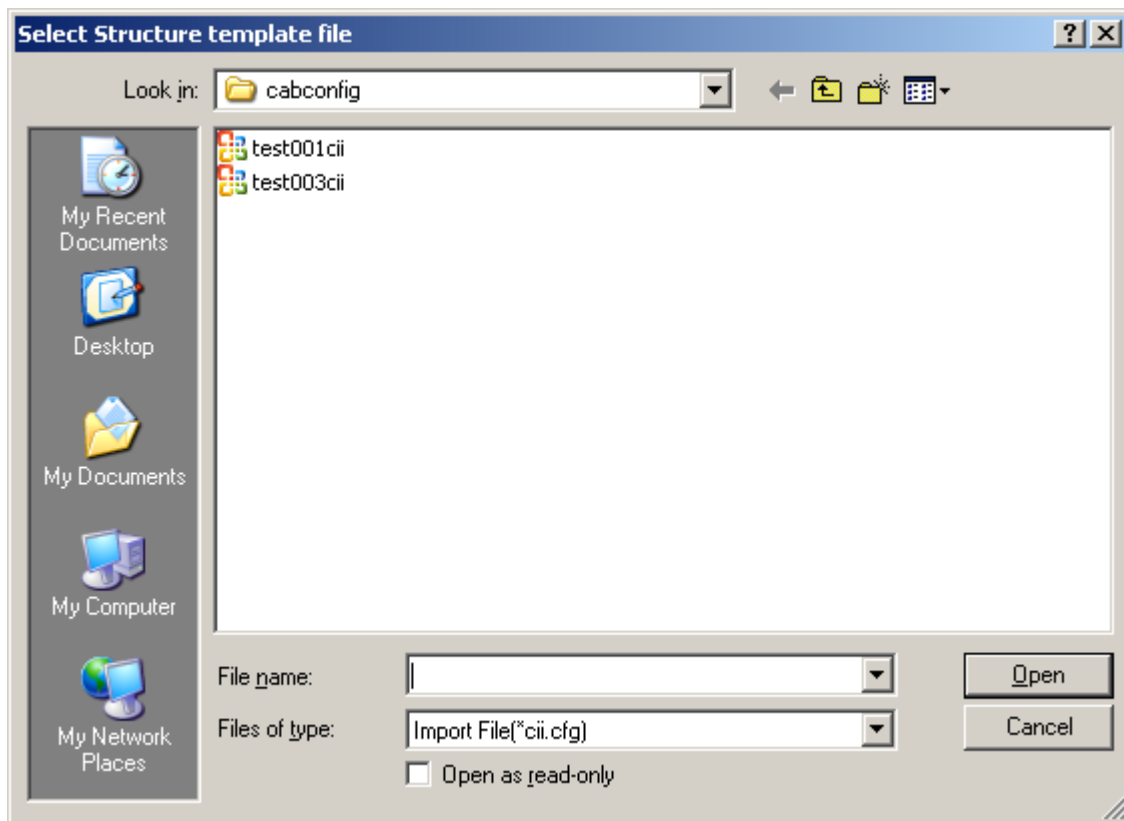
Store To File Restore From File Cancel Save

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This will determine which fields mark the start of a new transaction. You may select Store to file to save the template,



You can then restore the file structure



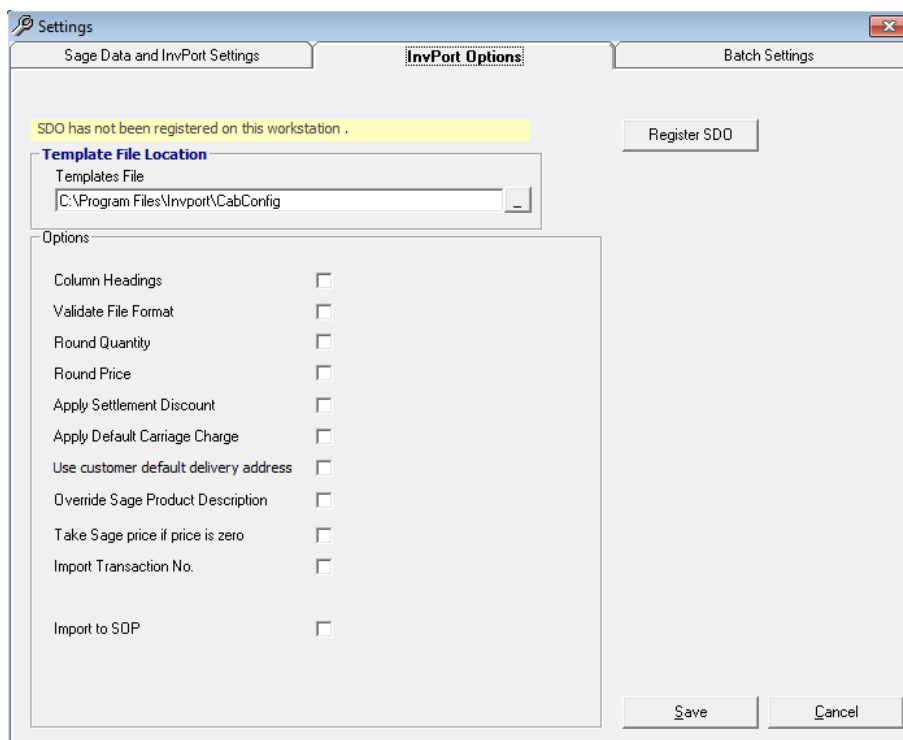
Saving the file structure

When you save the file structure the following are checked:-

- If import transaction number is ticked in options you must select the transaction number
- If cash with invoice is ticked in options you cannot select payment value for import
- If discount unit price is selected, you must select unit price
- The mandatory files, transaction type, account, quantity and product code must be selected.

- If transaction date is not selected you will be asked to confirm you are using the system date as the transaction date.

Set the import options



N.B. Each field has tooltip help, moving the cursor over the field to see the help available

Column Headings – Tick this if your import file as column headings. The import will not read this if this is ticked

Validate file format – as standard the first line of the file is checked for the correct number of fields/commas, you can set this to validate that every line of the file has the same number of fields.

Round Quantity – if the number of decimal places on the imported quantity is greater than the setting for decimal places in Sage, the line can either be reject or rounded. Tick to round.

Round Price – if the number of decimal places on the imported price is greater than the setting for decimal places in Sage, the line can either be reject or rounded. Tick to round.

Apply Settlement Discount – if the customer in Sage has settlement discount tick here to apply to the imported invoice/credit note.

Apply default carriage charge – if the customer record in Sage has a default carriage charge tick here to apply to the imported transactions.

Use default customer delivery address – if the customer record in sage has a default delivery address setup tick here to apply this to the imported transactions

Convert Foreign Currency Price – If the customer in Sage is set to a foreign currency , is the imported transaction in the correct currency or does it need converting using the current exchange rate in Sage.

Cash with Invoice – Should cash be posted with the imported invoices. This will update to the ledger when the invoice is updated.

NB You cannot use cash with invoice when posting to Sales Order Processing.

Override Sage Product Description – If you are importing special product lines S1,S2,M or S3 (S3 is only available if you have Financial Controller) this description will be used for these regardless of this setting, if you want the imported description to override the description on the Sage product file you need to tick this option.

Take Sage price if zero – if the supplied price is zero you can either leave this un-ticked to raise a zero value line or tick to have the import take the sales price from the Sage product file.

Import transaction no – Tick to import the transaction number, leave un-ticked to generate the next invoice/credit no in Sage.

Apply customer pricing – if no unit price is supplied take the customer price from Sage Line 50.

Import to SOP – If ticked will import the transactions into Sales order processing instead of SOP.

Validation

The following checks are performed on the settings

- Payment value cannot be selected if cash with invoice is ticked
- Transaction no must be selected if import transaction no is ticked
- The files structure is checked to confirm all mandatory fields have been selected
- If importing to SOP the payment details cannot be selected.
- If importing to SOP the transaction type is not required, if this is in the file leave the particular field blank, the import will read the field and skip the information.
- Line Discounts: You should supply one of , not all three of, discount rate, discount value or discounted line price (line discount price). This is due to the calculations required.

Batch Settings

The final tab in the InvPort settings is the batch settings tab. This allows you to define automatic upload settings

The screenshot shows the 'Batch Settings' tab of the 'Settings' dialog box. The dialog has three tabs: 'Sage Data and InvPort Settings', 'InvPort Options', and 'Batch Settings'. The 'Batch Settings' tab is active. It contains the following sections:

- Source File Setup**: A text box for 'Source File Path' with a browse button.
- Successful Upload Setup**: A text box for 'Successful Upload File Stored at' with a browse button.
- Error Log Setup**: A text box for 'Error Log File Path' with a browse button.
- Interval**: A text box for 'Start the next batch after every' followed by a numeric input field and the word 'Minutes'.
- Enabled Batch Upload**: A checkbox.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom right.

To be able to enter the files source paths the enable Batch Upload check box must be ticked

Source file setup - Which folder Invport is to look in for the import files

Successful Upload Setup - The folder to move the successfully imported file after importing

Error Log Setup - The folder to move the import file to if it fails to import

Interval - How often Invport should check the source folder for files