

InvPort Operations Manual

Table of Contents

Registration & configuration	2
Important Notes for third party software.	2
Trial Runs	2
Mandatory fields	2
InvPort Main Console	3
Manually Importing	3
Validation	4
Other validation checks	7
Error Log	8
Batch Importing	11
Appendix	12
Screen Help and Navigation	12
Menu Bar	12
Main Screen	12
Line Read	12
Details	12
Support	12

1 In Commercial Confidence

Boldfield Ltd Approved by MD - Andy Irvine 01954 789978

Registration & configuration

Please consult the installation guide for registration and setup details.

Important Notes for third party software.

Commas

It is recommended that any commas are stripped out of the file presented to Invport. For example **Address_Line_1** in a customer import should not have the following text

112, 116 James Street

It is recommended that this should be:

112-116 James Street or 112 /116 James Street

Invport will allow you to correct this on the fly however you may find it better to strip commas out of your file before importing.

Quotes - Any quotes stored in the fields will be stripped

Trial Runs

5 trial runs are supplied with Invport. Each time an import file is imported the number of trial runs are reduced by one.

Mandatory fields

There are mandatory fields necessary for the import to work. These are explained below

For Invoices and credit notes:-

Transaction type: this must be supplied and must be a single character, I for Invoice or C for credit

For all transactions:-

 Product Code – this must either be a product on the Sage Line 50 Product file or one of the special codes, S1,S2,S3 or M.

N.B. If you are using S1,S2,S3 or M you must have the option turned on in the Sage settings, Invoice and SOP defaults, General, Show special product codes in invoicing /SOP/POP

- Account Reference the customer must be set up in Sage
- Quantity the line quantity must be setup in Sage
 - 2 In Commercial Confidence

Boldfield Ltd

InvPort Main Console

🚱 Invport Main Window		- • ×
File Settings Help		
Select Eile Validate Import Log View File Settings About		
Validation Status	b	oldfield computing
Line Read	Batch U	pload Status
File Selected For Import		liew <u>H</u> istory
Import Status Details Company Name:		Start
User: manager		Stop
Sage Details Call Sage Licence: Activation Key: V4baAmii67A2m6789		
Sage Version: No of Tries/Days: Number of trial runs re	emaining 5	
Number of trial runs remaining 5	27/08/2013	09:15

N.B. Prior to Import we advise that you take a backup of your Sage Line 50 data.

Manually Importing

Click on select file in the main console window

Select import fi	ile	?×
Look in: My Recent Documents Desktop My Documents	INVIMPORTv2 Batchupload cabconfig docs help Package samples testfiles VBInstaller1 Stationstructure2valid1	
My Computer My Network Places	File name: Import File(*.csv) Files of type: Import File(*.csv) Open as read-only	pen Incel

3 In Commercial Confidence

Boldfield Ltd

Select the file that you want to import and click Open

Select the validate icon <u>Validate</u>

Validation

The file will then be validated.

The following validations are carried out

If the total number of lines in the file exceeds 32,000 the following will be displayed:-

Invport 🛛 🔀
Invport will not import files greater than 32,000 lines, please split into smaller files
OK

The number of fields in the first line of the file, if this does not match the number of fields selected in settings, file structure. A message similar to

Invimport 🛛 🗙
File is not in the correct format , commas found 16. File structure of 19 fields expected
(OK]

As INVPORT only accepts comma separated files, the validate routine checks for the number of commas to determine whether the correct number of fields have been supplied. No further validation will take place unless you have turned on the option to validate file format

N.B please refer to the installation guide for details on how to switch on validate format

If validate file format is ticked and some lines do not have the correct number of fields the message

Line Colu	mns X
⚠	Unable to import the customer file as some lines do not have correct number of fields

Click ok

4 In Commercial Confidence Boldfield Ltd Approved by MD - Andy Irvine 01954 789978 If there are characters in a field that Invport cannot process the following will be displayed

Import	
(į)	Numeric field contains invalid characters, Please check file structure in settings and try again.
	<u>OK</u>

Results from the validation if problems are found will be displayed in the Error Log. We will look at how to amend this in the error log section further on in this manual

Fror Description	Ľ	ine No.	Error Column	Error Value	
Date is Invalid Row 4 column 3.	4		3		
Date is Invalid Row 5 column 3.	5		3		
Date is Invalid Row 6 column 3.	6		3		
Date is Invalid Row 7 column 3.	7		3		
Invalid Transaction Type should be I or C. Row 1 column 1.	1		1		
Invalid Transaction Type should be I or C. Row 2 column 1.	2		1		
Invalid Transaction Type should be I or C. Row 3 column 1.	3		1		
Invalid Transaction Type should be I or C. Row 4 column 1.	4		1		
Invalid Transaction Type should be I or C. Row 5 column 1.	5		1		
Invalid Transaction Type should be I or C. Row 6 column 1.	6		1		
Invalid Transaction Type should be I or C. Row 7 column 1.	7		1		
Line 5 has 16 Commas, should have 17 for a 18 column file	5		0		
Line 5 has 16 Commas, should have 17 for a 18 column file	5		0		
Stock Code does not exist on row 1 column 8.	Sign On Option	s	8		
Stock Code does not exist on row 2 column 8.	2		8		
Stock Code does not exist on row 3 column 8.	3		8		
Stock Code does not exist on row 4 column 8.	4		8		
Stock Code does not exist on row 5 column 8.	5		8		
The state of the s			0		

The rest of the validation checks will be carried out:-

Account Reference – this account must exist in Sage

Product code – must be a valid Sage product code the option to allow Special codes in Invoicing has been selected in Sage. In which case it can be M, S1 or S2. *N.B. S3 is allowed only if you have Financial Controller.*

Quantity – If you have not selected to round the quantity in INVPORT settings and if the quantity has more decimal places than Sage allows, (*see settings >> product defaults >> details*) the line will be rejected. If the line has a product code of M, the line will be rejected if a quantity is supplied, (*Sage does not allow quantities on Message lines*)

Boldfield Ltd

September 1, 2013

Product Defaults		x
Details Descript	ions	
Defaults		
Nominal Code	4000 🗸	
Tax Code	T1 17.50 🔽	
Unit of Sale		
Category	1	
Department	0	
Image Options	Maintain Image Size 🔽	
- Decimal Precision -		
Quantity D.P.		
Unit D.P.	2	
	OK Cancel	

The quantity field is also validated to confirm it does not contain invalid characters.

Unit Price – The number of decimal places will be validated and the field checked for invalid characters. If the Discount Unit Price is given this field becomes mandatory and the file will be rejected if the unit price is not given or is less than the discounted price. If the line has a product code of M, the line will be rejected if a unit price is supplied, Sage does not allow unit prices on Message lines.

Discount Unit Price — The number of decimal places will be validated and the field checked for invalid characters. If the line has a product code of M, the line will be rejected if unit price is supplied, Sage does not allow unit prices on Message lines.

Payment Value – this will only be selectable if cash with invoice has not been select in INVPORT, settings, options. The number of decimal places will be validated and the field checked for invalid characters. A payment value cannot be supplied with a message line. Payment values cannot be supplied on transaction type C.

The payment value on each line of the invoice will be totalled and recorded in payment details.

Discount Amount – this will be checked for invalid characters and correct number of decimal places. If a discount rate is given and the value is not 0 the line will be rejected if a discount value is also supplied. Discount value cannot be supplied on a message line. Discount amount must not be greater than the line value.

Transaction type – Must be a single character I for Invoice or C for Credit

Transaction date – must be in one of the following format. DDMMYYY, DDMMYY, DD/MM/YYY, DD/MM/YYY, DD/MM/YYY,

NB. If you have not selected the transaction date in Settings, file structure the system date will be used.

Order number – cannot be more than 7 characters

Notes fields 1 2 & 3 – cannot be more than 60 characters

6 In Commercial Confidence

Boldfield Ltd

Comment fields 1&2 - cannot be more than 60 characters

Details fields 1 -5 - These are imported into the details field on S3 and Service product codes. Each detail field cannot be more than 60 characters.

Delivery address name and fields 1 to 5 - Cannot be more than 60 characters

Product description – cannot be more than 60 characters.

Special product items S1,S2,S3 - must have a product description supplied. The line will be rejected if product description has not been selected or import for has been left blank. NB Message line M may have a blank description.

Other validation checks

The maximum number of lines per document that Invport can handle are 1000, therefore Invport will report an error if there are more than 1000 lines in any document in the import file.

Discounted unit price (unit discount price), discount rate and discount amount, only one of these can be supplied due to the calculations.

- If the discount rate is supplied the discounted price and amount will be calculated using the unit price.
- If the discounted unit prices is supplied the discount rate and amount will be calculated using the unit price.
- If the discount amount is supplied the discount rate and discounted price will be calculated using the unit price.

If any errors are found you will be informed as below:-

rror Log			
Error Description	Line No.	Error Column	Error Value
Cannot have a payment with a credit 5.00 Row 5 column 18.	5	18	5.00
Cannot have a payment with a credit 6.00 Row 6 column 18.	6	18	6.00
			1
<u>R</u> efresh <u>Open in Notepad</u> Select Printer	▼	Print	⊆lose

7 In Commercial Confidence

Boldfield Ltd

Error Log

Double click on the line to open the file in note pad . You will be taken to the relevant line/error value.

You can then correct the line(s) and save the CSV file.

Click Refresh to revalidate the amended file

If the file still fails validation the following will be displayed



If the file passes validation the following will be displayed

Invport V	alidation
♪	File validated succesfully, you can now run Import to import the file.
	(ОК

rror Log			
Error Description	Line No.	Error Column	Error Value
Befresh Open in Notepad Select Printer	•	Print	⊆lose

Close the error log and select Import

Once validation is successful the following prompt will appear.



Click on Yes.

The details will be imported and the import log will be displayed.

In Commercial Confidence

Boldfield Ltd Approved by MD - Andy Irvine 01954 789978

Import Log	
Invoice No.21 for EURO ACCOUNT (Unique No. 102/01/2005EURO001) created	- 1
Credit No 1 for BB BROWN LTD (Unique No. C01/01/2005BBB001) created.	
Open in Notepad Select Printer ▼ Print Close	

You can select the printer and print the log. You can open the log in Notepad and save to file from notepad.

The transactions are now in Sage Invoicing.

Batch Importing

🔉 Invport Main	Window							
ile Settings	Help							
Select Eile	 ⊻alidate	Import Log	View File	<u>S</u> ettings	<mark>≣</mark> ≣] <u>A</u> bout			
Validation St	atus							
Line Read	Current L	ine					Batch L	Ipload Status View <u>H</u> istory
Import Statu	15			Details Company Na	me:			<u>S</u> tart St <u>o</u> p
Sage Details Sage Licence: Sage Version:				Registered: Activation Ke No of Tries/D	Unregistered Unregistered vy: V4baAmii67A lays: Number of tr	l Invport 2Am6789 rial runs remaining	5	
lumber of trial ru	uns remaining	15				27/0	8/2013	09:15

Clicking on Start will disable the select file/settings buttons and start the batch upload.

😼 Invport Main Window		
File Settings Help		
Select <u>F</u> ile <u>Validate</u> Import Log <u>View</u> File	Settings About	
Validation Status		boldfield computing boldfield.com
Line Read Line No Current Line File Selected For Import		Batch Upload Status
 - Import Status	Details Company Name: User: manager	<u>Start</u>
Sage Details Sage Licence: Sage Version:	Registered: Unregistered Invport Activation Key: V4baAmii67A2Am6789 No of Tries/Days: Number of trial runs rem	haining 5
Number of trial runs remaining 5		27/08/2013 09:15

The system will wait for the specified interval then check the source folder for files to import

After these have been processed, Invport will wait for the specified interval then check the source folder for new files

Successful files will be moved to the success folder specified in settings

Failed files will be moved to the error files folder specified in settings

11	In Commercial Confidence
	Boldfield Ltd

Appendix

Screen Help and Navigation

Menu Bar

- **Select File** selects the file to be validated and imported.
- **Validate** validates the contents of the selected file, this will change to Import once the validation is successful.
- **Error Log/Import Log** this displays the results of the validation/import
- **View File** opens the currently selected file in notepad
- **Settings** navigates through the Settings screen.
- **About** product and contact information.

Main Screen

Validation status - Indicates the status of file Validation and Imports, progress bar showing movement through the file. The current stage One = Validation Two = Import and record number being processed will be displayed.

Line Read

- Line No Record number being processed.
- Current Line Details of line being read
- Import Status A picture will appear to indicate data importing.

Details

- **Company Name** Name of company selected in Invport Settings
- **User** Invport user name
- **Registered** will be one of the following
- If INVPORT is unregistered will read "Unregistered Invport" If the activation key is invalid will read "The Activation key entered in settings is invalid" If the activation key in settings has expired will read "Invport registration expired" If the activation key in settings is valid the Sage Licence will be displayed.
- Activation Key If INVPORT has been registered the activation key will be displayed
- **No of Tries/Days** This will be the number of free trials remaining if Invport is unregistered or the number of days remaining if a valid activation string has been entered.

Support

For support of the product please call 01954 789978 or Email support@boldfield.com

12	In Commercial Confidence
----	--------------------------

Boldfield Ltd