InvPort Operations Manual

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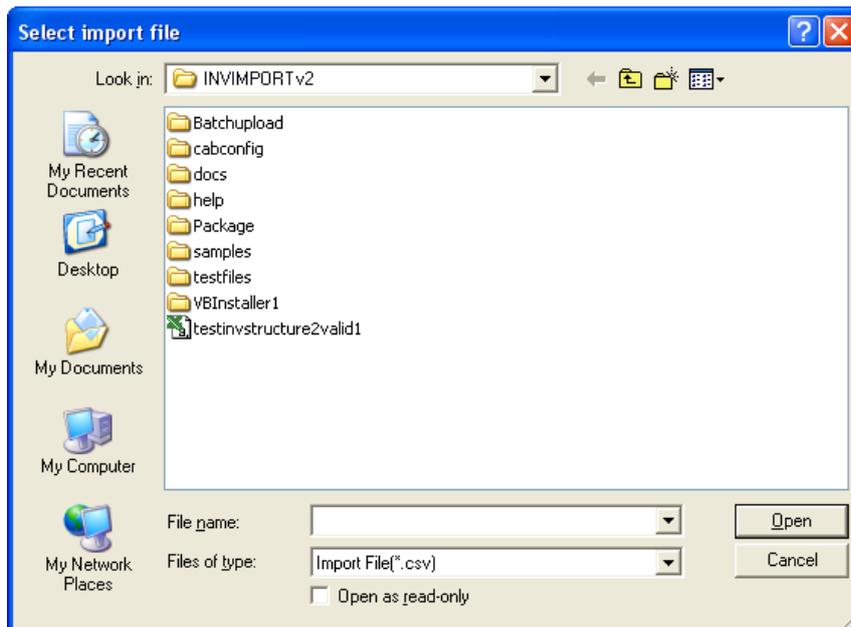
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InvPort Main Console
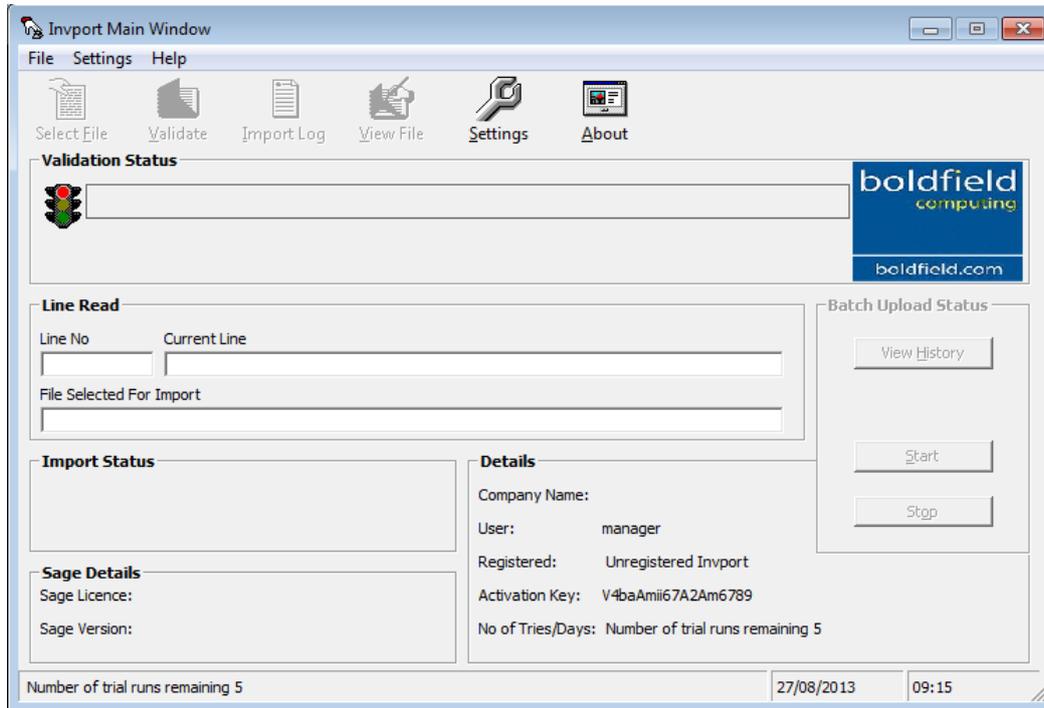
N.B. Prior to Import we advise that you take a backup of your Sage Line 50 data.

Manually Importing

Click on select file in the main console window

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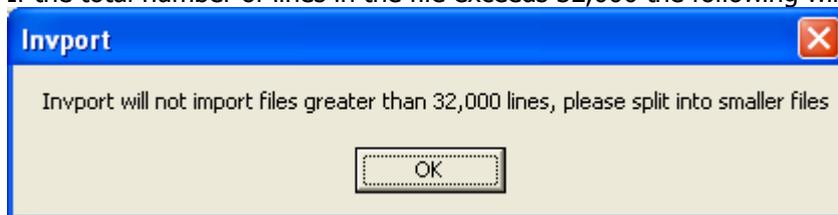Select the file that you want to import and click Open

Select the validate icon

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:-

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

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

Click ok

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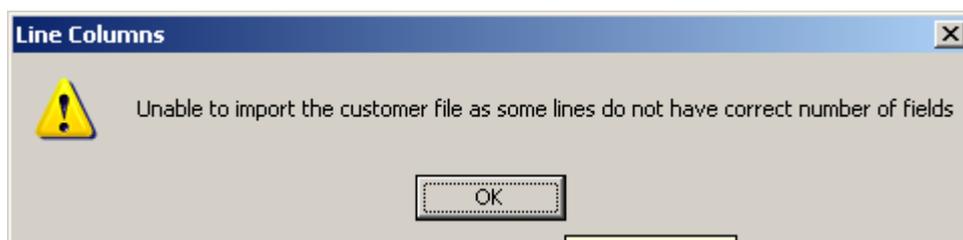
If there are characters in a field that Invport cannot process the following will be displayed

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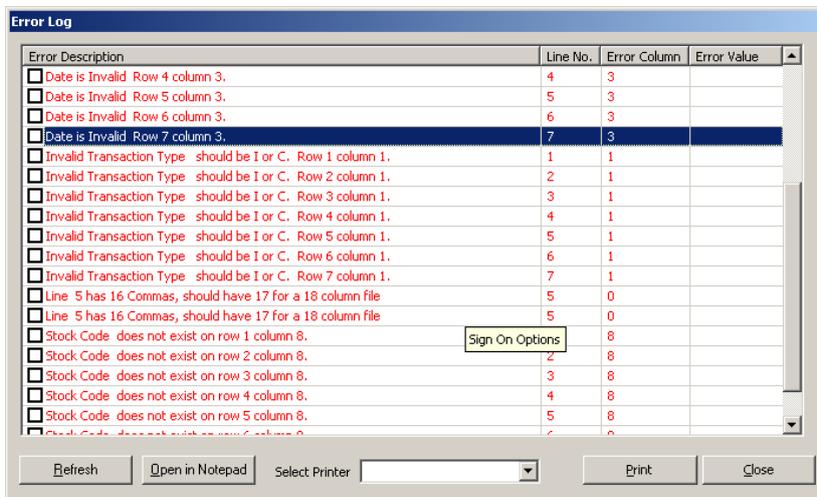
The rest of the validation checks will be carried out:-

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*)

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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 Rate – this must be in the range 0 to 99.999999 , the field will be checked for invalid characters, If a discount rate is given the discount value will either not be given or be 0. Discount rate cannot be supplied on a message line.

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. DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY
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

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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:-

Error 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

Refresh   Open in Notepad   Select Printer [　　　　　▼]   Print   Close
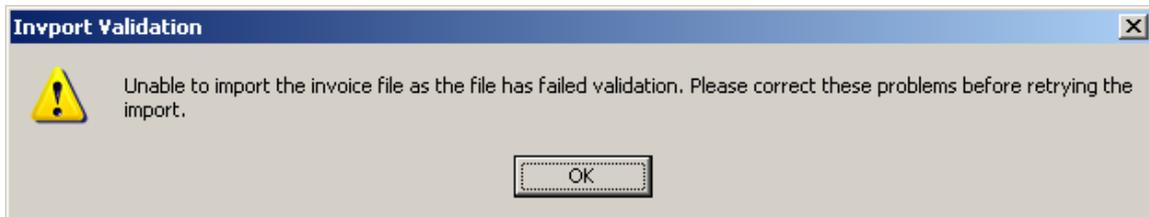
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Error Log

Double click on the line to open the file in note pad . You will be taken to the relevant line/error value.
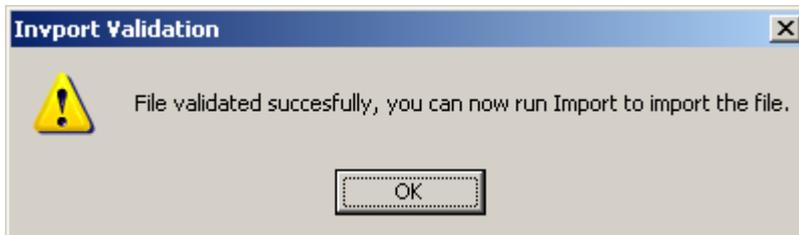
You can then correct the line(s) and save the CSV file.
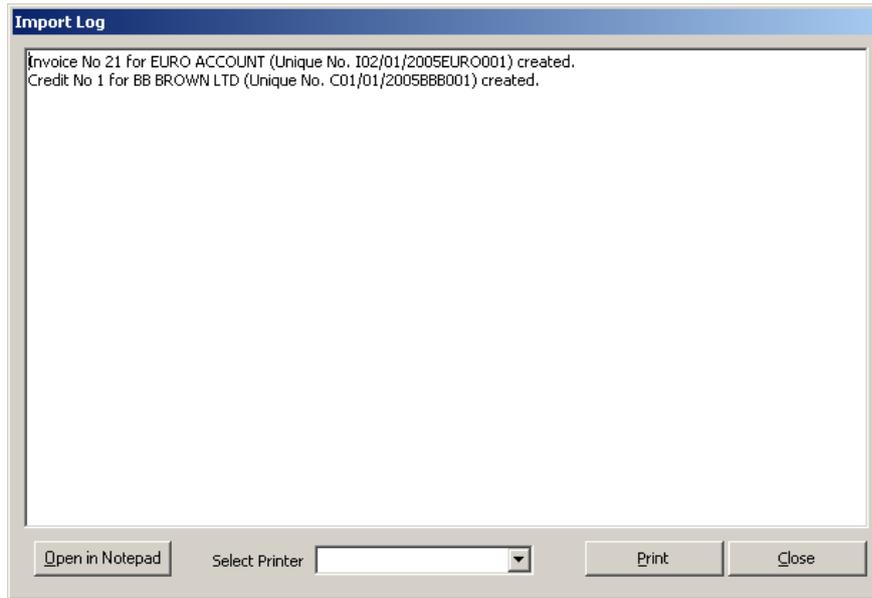
Click Refresh to revalidate the amended file

If the file still fails validation the following will be displayed

If the file passes validation the following will be displayed

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.

Boldfield Ltd

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Import Log

Invoice No 21 for EURO ACCOUNT (Unique No. I02/01/2005EURO001) created.
Credit No 1 for BB BROWN LTD (Unique No. C01/01/2005BBB001) created.

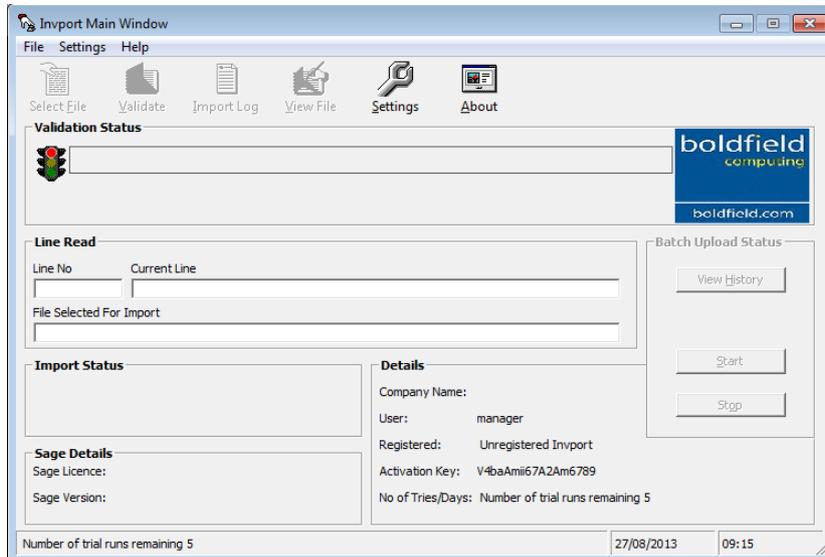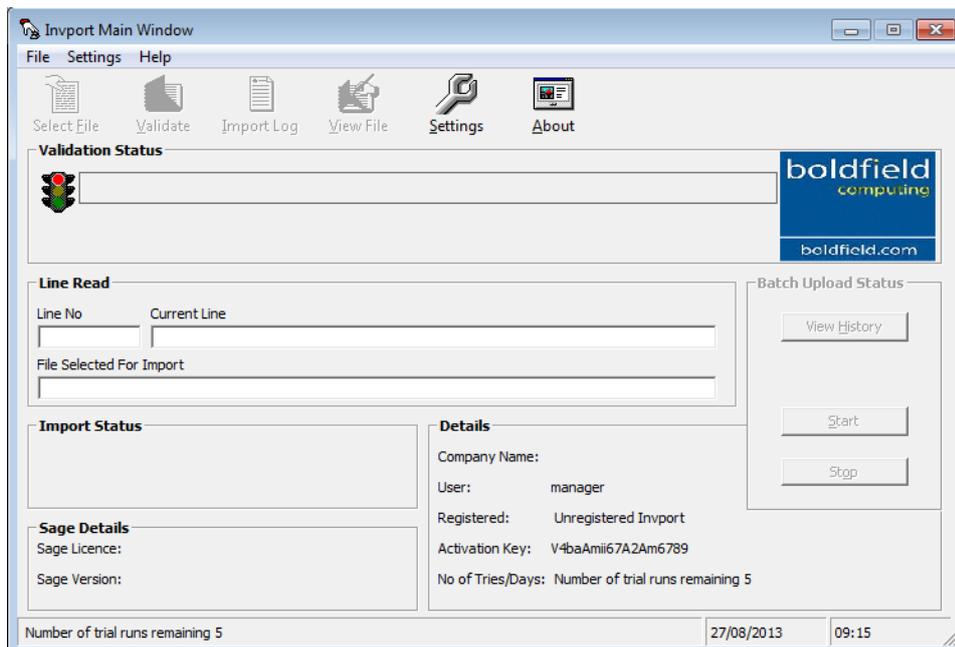| Open in Notepad | Select Printer | ▼ | Print | Close |

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.

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Batch Importing

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

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

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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

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