V1 Document Management

Invoice Automation for Microsoft Dynamics NAV

Pre-Installation Customer Information

09th August 2018

Contents

Introduction

The following information must be completed by the client / Microsoft Navision partner who have implemented the Microsoft NAV installation to ensure the V1 Project can proceed.

Before proceeding, a mandatory assumption is that the Platform Requirements document has been reviewed.

Dynamics NAV Database Server

The V1 installation can be on any server with TCP-IP connectivity to the Dynamics NAV Database server, however the preference is they are both on the same server,

Item	Please Complete	Notes
Server Name/IP address		
Virtual / Physical Server		e.g. Virtual
Server Specification		e.g. RAM/ Processor
Operating System		e.g. Windows 2012 R2
SQL Tools installed on the NAV database server	i.e. SQL Management Studio	
Installation drive for the V1 components		
Mail Server Name		
Mail Server Authentication		
Mail boxes(s) to polled for PDF attachments		
Mail boxe(s) user / pass		
Remote Server Access method		e.g. VPN / WebEx – details to be provided

Sign Off

Representative	Date	Signature
V1 Project Manager		
Customer		
Microsoft NAV Partner (if applicable)		

Microsoft NAV Environment

The following are specific details about the Microsoft NAV Environment.
Given that the Invoice Automation solution is an 'add-on', Microsoft NAV 2017 must be in a UAT or preferably LIVE state that the customer can advocate *prior* to the implementation:

Item	Please Complete	Notes
Microsoft NAV Test Company		
Microsoft NAV Login for Test Company		
Microsoft NAV Production Company		
Microsoft NAV Login for Production Company		
Have any Pages been modified beyond standard?		
Do your Vendors have their VAT Posting Groups Assigned? *Recommended*		
Do your Vendors have VAT numbers assigned? *Recommended*		

Sign Off

Representative	Date	Signature
V1 Project Manager		
Customer		
Microsoft NAV Partner (if applicable)		

V1 Clients

There are a number of clients used day to day by users to allow them utilize and administrate all the features of Invoice Automation for Microsoft NAV by V1:

Item	Please complete	Note
Client PCs operating system		e.g. Windows 8
Admin username / password		Most local users should have local admin rights or will have it provided
Number of clients to be used		Based on licensed clients
Microsoft .NET Framework 3.5 installed		Yes / No
DbScanner Scan station Operating System		e.g. Windows 8
All scanner hardware available. Firewire connection for certain scanners		Yes / No
Admin username / password		To be confirmed during install
Scanstation on same network as servers		Yes / No
Scanstation has internet access (for license registration)		Yes / No
Remote PC Access method		VPN / WebEx – details

Sign Off

Representative	Date	Signature
V1 Project Manager		
Customer		
Microsoft NAV Partner (if applicable)		

Scanners / Printers

A scanner is technically an optional component as images can be imported via other means, however if the customer receives paper copies of Invoices / other documents and intend to add barcodes to index them they will require a scanner or multi-function device.

Item	Please complete	Note
Scanner Make / Model and number re / MFD?		e.g. 3 Kodak i1405's
Scanner is on site (delivered)		Yes / No
Connectivity to scanstation		Normally Usb
Barcode recognition / Kofax VRS (per scanner) has been received		If procured by V1 then VRS is standard
Printers to use are PDF enabled	i.e. if you 'copy test.pdf \\printserver\printer' a PDF is printed	

Sign Off

Representative	Date	Signature
V1 Project Manager		
Customer		
Microsoft NAV Partner (if applicable)		

Server / Client Communication Details

The following table is for reference and information with regards to the individual modules and setting required for those modules.

Item	Port	Protocol	Bi-direction	Source	Destination
DbCSArchive server	31417	TCP	Yes	V1 Server	Client PCs
DbCSArchive server	31418	TCP	Yes	V1 Server	Client PCs
SmartSuite	5002 5012 5024 8444 6181	HTTP	Yes	V1 Server	Client PCs
DbCapture	31450 31451 31452	TCP	Yes	V1 Server	Client PCs
DbMail	25* 110	SMTP	Yes	V1 Server	Mailserver
Scan Station	31417 31418 32000 31450	TCP	Yes	Client PC	V1 Server
DbLogin	32000	TCP	Yes	Client PC	V1 Server
UNC Accessibility to Microsoft NAV Database Server	i.e. clients must be able to see \\NAVSERVER\<share> and server must be able to see location of barcode printer on client as a share				

This is dependent on the type of mail connectivity

Sign Off

Representative	Date	Signature
V1 Project Manager		
Customer		
Microsoft NAV Partner (if applicable)		

Final Sign off

When all the previous sections have been satisfied, the following sign offs are a requirement to begin a project:

Representative	Date	Signature
V1 Project Manager		
Customer		
Microsoft NAV Partner (if applicable)		