

EDM for Sage X3 by V1

Electronic Document Management

PIA for Sage X3 by V1

Purchase Invoice Automation

SOA for Sage X3 by V1

Sales Order Automation

Release 12.1

Quick Start Client Installation Guide

Updated - 16 March 2017

Contents

1.	Intr	oduction	3
2.	Inst	allation Procedure	4
3.	DbS	Scanner Configuration	5
3	.1	EDM	6
3	.2	PIA – PIH - Purchase Invoices	7
3	.3	PIA – BIS – Supplier Invoice	8
3	.4	PIA – DIRECT Invoice	9
3	.5	SOA	10
4.	Exa	mple Screen Shots	11
4	.1	EDM	11
4	.2	PIA – PIH - Purchase Invoices	12
4	.3	AP / AR Purchase Invoices / Credits	13
4	.4	PIA – DIRECT Invoice	14
т			

1. Introduction

This is a quick start guide for installing the client programs necessary for day to day usage of the EDM / PIA / SOA for Sage X3 by V1 Release 12.1 solution.

Assumptions:

- ▶ The Server installation has been fully completed
- ▶ The Sage X3 Application server is named SAGEPU9APPSERVER
- The EDM / PIA / SOA for Sage X3 by V1 Release 12.1 distribution in on the Sage X3 Application server and a share of <u>\\SAGEPU9APPSERVER\R12DISTRIB</u> which if browsed too shows the installation files:

🌗 Translations					
🌗 utils					
autorun.inf					
Oracle.DataAccess.dll					
Oracle.ManagedDataAccess.dll					
🤓 setup.exe					
SkinSoft.VisualStyler.dll					

2. Installation Procedure

- 1. On the client PC, browse to \\SAGEPU9APPSERVER\R12DISTRIB in File Explorer
- 2. Right click on setup.exe and click Run as administrator
- 3. When prompted, select your language, click Next >
- 4. When prompted, select Client installation, click Next >
- 5. When prompted, enter the Sage X3 Application Server. In our example this is SAGEPU9APPSERVER and click Check

This triggers a process to query the Sage X3 application server for the clients you are licensed for

- 6. Confirm the desired location of the clients
- 7. Tick the boxes next to the clients you wish to install
- 8. Click Install
- 9. When completed, close the setup program

Consult the crib sheets on how to use the software or press F1 at any time which logged in to a client to view the help guides.

NOTE: The help guides are only in English.

3. **DbScanner Configuration**

Assumptions:

- > The Client installation procedure has been fully completed
- ▶ The Desktop shortcuts have been created

DbScanner is the only client which requires further configuration beyond the installation as it is tailored to the individual user's day to day requirements.

Follow these step by step actions.

The first time DbScanner is loaded, it attempts to create an acquisition component to allow the importing of files.

This is done in \Program Files for 32-bit clients or \Program Files (x86) for 64-bit clients, as such needs administrative privileges.

- 1. On your desktop, **right click and run as administrator** (you will only need to do this *the first time* you open DbScanner) from the DbScanner shortcut
- 2. When prompted, login as per your DbLogin Admin Console credentials as created by the system administrator
- 3. You will see a popup stating 'Scan source has not been configured', this is normal, click OK
- 4. A Scan Source box appears, it gives you the option to either select a scanner found by the PC, or to have a source to import images. For now, click OK.
- 5. The Acquisition Sources box should now appear displaying your source, click Close
- 6. You can now import the Scanner Profiles you wish to use on a day to day basis, whether that's barcode scanning for import in to EDM, or to export Invoices into PIA or Sales Orders in to SOA.

3.1 EDM

In this example, we will use Purchase Invoices, but the principal applies for all document types available.

- 1. Log in to DbScanner as your configured user
- 2. Go to Configuration > Configure Scan Profiles > Add/Edit Local Scan Profile
- 3. Click Import
- 4. You should see a list of Global Profiles configured out the box, click the EDM PIH Purchase Invoice tick box and click OK
- 5. When asked if you wish to import it, click Yes
- 6. With Purchase Invoice selected in the Scan Profile Management screen, click Edit
- 7. Click the Destination Details Tab
- 8. If you are only using 1 Sage X3 Folder / Endpoint, change the text in the first field to reflect the name of it, if you're using multiple
 - a. Change the Input type to DropDownList
 - b. Click the [...] button in the Default Value cell
 - c. Add all the Sage X3 Folders / Endpoints you wish to scan in to
 - d. Set the most communally used one (if applicable) as default
- 9. Ensure the Default Value of Document Creator ##USER##
- 10. Ensure the Default Value of Submission Date ##DATE##
- 11. Ensure the tick box in the Invoice Number row for Use Document Name is ticked
- 12. Ensure the tick boxes in the Passed for Server Lookup column are ticked for:
 - a. Sage X3 Folder
 - b. Invoice Number
 - c. Document Creator
- 13. Click OK

See the EDM screenshot for an example of a finished configuration.

3.2 PIA – PIH - Purchase Invoices

For our example, we will assume the Sage X3 Folder / Endpoint to be configured is SEED, change to match the actual name of your installation.

- 1. Log in to DbScanner as your configured user
- 2. Go to Configuration > Configure Scan Profiles > Add/Edit Local Scan Profile
- 3. Click Import
- 4. You should see a list of Global Profiles configured out the box, click the PIA PIH Purchase Invoice tick box and click OK
- 5. When asked if you wish to import it, click Yes
- 6. With PIA PIH Purchase Invoice selected in the Scan Profile Management screen, click Edit
- 7. Click the Destination Details Tab
- 8. Select the SEED Purchase Invoices / Credits Profile
- 9. Add the text SEED as a Default Value in the Sage X3 Folder / Endpoint cell
- 10. For the Process cell
 - a. Change the Input type to DropDownlist
 - b. Click the [...] button in the Default Value cell
 - c. Add values POP and DIRECT and select POP as the default value
- 11. For the Transaction Type cell
 - a. Change the Input type to DropDownlist
 - b. Click the [...] button in the Default Value cell
 - c. Add values INVOICE and CREDIT and select INVOICE as the default value
- 12. Accounting Date
 - a. Set the Default Value to ##DATE##
- 13. Scan User
 - a. Set the Default Value to ##USER##
- 14. Scan Date
 - a. Set the Default Value to ##DATE##
- 15. Scan Batch
 - a. Set the Default Value to ##BATCHNAME##
- 16. Tick Hide for all rows except:
 - a. Sage X3 / Folder / Endpoint
 - b. Site Code
 - c. X3 Invoice Type
 - d. Process
 - e. Transaction Type

See the PIA – PIH - Purchase Invoices screenshot for an example of a finished configuration.

3.3 PIA – BIS – Supplier Invoice

For our example, we will assume the Sage X3 Folder / Endpoint to be configured is SEED, change to match the actual name of your installation.

- 1. Go to Configuration > Configure Scan Profiles > Add/Edit Local Scan Profile
- 2. Click Import
- 3. You should see a list of Global Profiles configured out the box, click the Purchase Invoice tick box and click OK
- 4. When asked if you wish to import it, click Yes
- 5. With Purchase Invoice selected in the Scan Profile Management screen, click Edit
- 6. Click the Destination Details Tab
- 7. Select the SEED AP / AR Purchase Invoices / Credits
- 8. Add the text SEED as a Default Value in the Sage X3 Folder / Endpoint cell
- 9. Transaction Type
 - a. Change the Input type to DropDownlist
 - b. Click the [...] button in the Default Value cell
 - c. Add values INVOICE and CREDIT and select INVOICE as the default value
- 10. Document Identification
 - a. Change the Input type to DropDownlist
 - b. Click the [...] button in the Default Value cell
 - c. Add values INVOICE and CREDIT and select INVOICE as the default value
- 11. Accounting Date
 - a. Set the Default Value to ##DATE##
- 12. Scan User
 - a. Set the Default Value to ##USER##
- 13. Scan Date
 - a. Set the Default Value to ##DATE##
- 14. Scan Batch
 - a. Set the Default Value to ##BATCHNAME##
- 15. Tick Hide for all rows except:
 - a. Sage X3 / Folder / Endpoint
 - b. Transaction Type

See the PIA – BIS – AP / AR Purchase Invoices / Credits screenshot for an example of a finished configuration.

3.4 PIA – DIRECT Invoice

For our example, we will assume the Sage X3 Folder / Endpoint to be configured is SEED, change to match the actual name of your installation.

- 1. Log in to DbScanner as your configured user
- 2. Go to Configuration > Configure Scan Profiles > Add/Edit Local Scan Profile
- 3. Click Import
- 4. You should see a list of Global Profiles configured out the box, click the Direct Invoice PIA tick box and click OK
- 5. When asked if you wish to import it, click Yes
- 6. With Direct Invoice PIA selected in the Scan Profile Management screen, click Edit
- 7. Click the Destination Details Tab
- 8. Select the SEED Direct Coded Purchase Invoice Profile
- 9. Add the text SEED as a Default Value in the Sage X3 Folder / Endpoint cell
- 10. Transaction Type
 - a. Change the Input type to DropDownlist
 - b. Click the [...] button in the Default Value cell
 - c. Add values INVOICE and CREDIT and select INVOICE as the default value
- 11. Accounting Date
 - a. Set the Default Value to ##DATE##
- 12. Scan User
 - a. Set the Default Value to ##USER##
- 13. Scan Date
 - a. Set the Default Value to ##DATE##
- 14. Scan Batch
 - a. Set the Default Value to ##BATCHNAME##
- 15. Tick Hide for all rows except:
 - a. Sage X3 / Folder / Endpoint
 - b. Site Code
 - c. X3 Invoice Type
 - d. Process
 - e. Transaction Type

See the PIA – DIRECT Invoices screenshot for an example of a finished configuration.

3.5 SOA

For our example, we will assume the Sage X3 Folder / Endpoint to be configured is SEED, change to match the actual name of your installation.

- 1. Go to Configuration > Configure Scan Profiles > Add/Edit Local Scan Profile
- 2. Click Import
- 3. You should see a list of Global Profiles configured out the box, click the SOA SOH Sales Orders, tick box and click OK
- 4. When asked if you wish to import it, click Yes
- 5. With SOA SOH Sales Orders selected in the Scan Profile Management screen, click Edit
- 6. Click the Destination Details Tab
- 7. From the Profile drop down, select SEED Sales Orders
- 8. Add the text SEED in the Sage X3 Folder / Endpoint cell
- 9. In the Grid Source cell:
 - a. Change the Input type to DropDownList
 - b. Click the [...] button in the Default Value cell
 - c. Add the following as options
 - i. Last Order for Customer
 - ii. Quote Number
 - iii. Manually add Grid Content
- 10. User
 - a. Set the Default Value to ##USER##
- 11. Date
 - a. Set the Default Value to ##DATE##
- 12. Tick Hide for all rows except:
 - a. Sage X3 Folder / Endpoint
 - b. Grid Source

See the SOA screenshot for an example of a finished configuration.

4. Example Screen Shots

4.1 EDM

Scan Profile Details _ = 🗙											
Profile Name Purchase Invoice - EDM											
V Make One-Click toolbar											
Default Parameters Process Settings Destination Details											
Table Purchase Invoice											
Name	Input Type	Default Value	Use Batch Name	Use Document Name	Passed for Server Lookup	Disable On View Screen	Hide	Data Propagation			
Sage ERP X3 Folder	Drop-down list	LIVE			V						
Invoice Number	Text										
Document Creator	Text	##USER##			V						
Submission Date	Date	##DATE##									
Invoice Value	Text										
Invoice Date	Date										
Company	Text										
Site	Text										
Туре	Text										
Supplier Name	Text										
Supplier Invoice Number	Text										
Supplier Code	Text										
Document Key	Text										
Document ID Returned	Text										
Revision Number	Text										
							QK	Cancel			
								Gancer			

4.2 PIA – PIH - Purchase Invoices

🖻 Scan Profile Details 🗕 😑 🗙												
Profile Name Purchase Invoice - PIA												
Make One-Click toolbar												
Default Parameters Process Settings Destination Details												
ObArchive ODbCapture OIndeterminate ODocumentSet												
Profile SEED Purchas	Profile SEED Purchase Invoices / Credits											
Name Input Type Default Value Use Batch Name Use Document Name Disable On View Screen Hide Data Propagation												
Sage X3 Folder / Endpoint	Text	SEED										
Query Database	Text					V						
Supplier Code	Text					V						
Supplier Name	Text											
Supplier Currency	Text					V						
Site Code	Text											
X3 Invoice Type	Text											
Process	Drop-down list	POP										
Document Identification	Text					1						
Transaction Type	Drop-down list	INVOICE										
Supplier Document Reference	Text					\checkmark						
Supplier Document Date	Date											
Accounting Date	Date	##DATE##										
Purchase Order Number(s)	Text					V						
Purchase Receipt Number(s)	Text											
Packing Slip Number(s)	Text											
Net Value	lext											
Transport Charge	Text											
Custome Charge	Text					V						
Discount	Text											
Invoice Tax Amount	Text											
Gross Value	Text											
Document Currency Code	Text											
Scan User	Text	##USER##										
Scan Date	Date	##DATE##				V						
Scan Batch	Text	##BATCHNAME				V						
						<u>о</u> к	<u>C</u> ancel					
							,d					

4.3 AP / AR Purchase Invoices / Credits

			Profile Details		2						
Profile Name AP Invoice - PIA											
V Make One-Click toolbar											
Default Parameters Process Settings Destination Details											
○ DbArchive											
Profile SEED AP / AR	Purchase Invoices /	-									
Name	Input Type	Default Value	Use Batch Name	Use Document Name	Disable On View Screen	Hide	Data Propagation				
Sage X3 Folder / Endpoint	Text	SEED									
Query Database	Text										
Supplier Code	Text										
Supplier Name	Text					V					
Supplier Currency	Text		m		m	V					
Site Code	Text					V					
X3 Invoice Type	Text					V					
Collective	Text					V					
Document Identification	Text	INVOICE									
Transaction Type	Text	INVOICE				V					
Supplier Document Reference	Text										
Supplier Document Date	Date					V					
Accouting Date	Date	##DATE##									
Net Value	Text					V					
Invoice Tax Amount	Text										
Gross Value	Text										
Pay Approval	Text										
Comment	Text					V					
Number Of Lines	Text										
Scan User	Text	##USER##				V					
Scan Date	Date	##DATE##									
Scan Batch	Text	##BATCHNAME##									
						01/	01				

4.4 PIA – DIRECT Invoice

🖻 Scan Profile Details _ = 🗙											
Profile Name Direct Invoice - PIA											
Make One-Click toolbar											
Default Parameters Process Settings Destination Details											
ObArchive ObCapture OIndeterminate ODocumentSet											
Profile SEED Direct Coded Purchase Invoi											
Name	Input Type	Default Value	Use Batch Name	Use Document Name	Disable On View Screen	Hide	Data Propagation				
Sage X3 Folder / Endpoint	Text	SEED									
Query Database	Text					V					
Supplier Code	Text					V					
Supplier Name	Text					V					
Supplier Currency	Text					V					
Site Code	Text										
X3 Invoice Type	Text										
Document Identification	Text					V					
Transaction Type	Drop-down list	INVOICE									
Supplier Document Reference	Text					V					
Supplier Document Date	Date					V					
Accounting Date	Date	##DATE##				V					
Net Value	Text					\checkmark					
Transport Charge	Text					\mathbf{V}					
Insurance Charge	Text										
Customs Charge	Text					V					
Discount	Text					\checkmark					
Invoice Tax Amount	Text										
Gross Value	Text					\checkmark					
Pay Approval	Text					V					
Number Of Lines	Text					V					
Scan User	Text	##USER##				1					
Scan Date	Date	##DATE##				V					
Scan Batch	Text	##BATCHNAME				V					
					-	01/-	Control				
						<u>0</u> K	<u>C</u> ancel				

4.5 SOA

8		— Scan F	Profile Details				_ в х				
Profile Name Sales Orders	s - SOA										
V Make One-Click toolbar											
Default Desperators - Descars Cattings - Destination Details											
Derault Parameters Process Settings Destination Details											
○ DbArchive ④ DbCapture ○ Indeterminate ○ DocumentSet											
Profile SEED Sale:	s Orders	-									
Name	Input Type	Default Value	Use Batch Name	Use Document Name	Disable On View Screen	Hide	Data Propagation				
Sage X3 Folder / Endpoint	Text	SEED									
Query Data	Text										
Customer Code	Text										
Customer Name	Text										
Customer Currency	Text										
Sales Site	Text					V					
Sales Type	Text										
Customer Order Reference	Text										
Order Date	Date					V					
Shipping Site	Text										
PaymentTerms	Text										
Tax Rule	Text					V					
Sales Representative	Text										
Grid Source	Drop-down list	Last Order for Customer									
Grid Source Number	Text										
Number Of Lines	Text										
Order Total	Text										
User	Text	##USER##									
Date	Date	##DATE##									
Send Acknowledgement	Text										
AcknowledgementEmail	Text										
						ок	Cancel				
						<u>o</u> rc	<u>o</u> unce.				