



DS0683

Select Checks Automation



Table of Contents

Table of Contents	2
Problem Definition	3
Problem Definition	3
Solution Overview	4
Solution Overview	4
Design Features	5
Select Checks Filter Setup	5
Select Checks Filter Integration	6
Assumptions/Requirements	11

Problem Definition

<i>Problem Definition</i>	CCDA
<p>ACME Co. is a ticket software company which connects thousands of live entertainment fans to the vast network of independent sellers that list tickets for sale.</p> <p>ACME utilizes Dynamics GP as their ERP system. While Vendor's Invoices are held within GP, it is their POS system which details which Vendor Invoices should be paid on a weekly basis. The POS system provides a list of brokers (Vendors) and documents to be selected for payment. The ACME A/P group must manually select each document in the Select Checks window. This manual process takes hours to complete each week.</p> <p>ACME requires a solution where they can import a .csv file obtained from their POS system directly into GP to auto-create the weekly check batch. The .csv file will contain the following columns:</p> <ol style="list-style-type: none"> 1. Vendor ID 2. Document Number 3. Amount 	



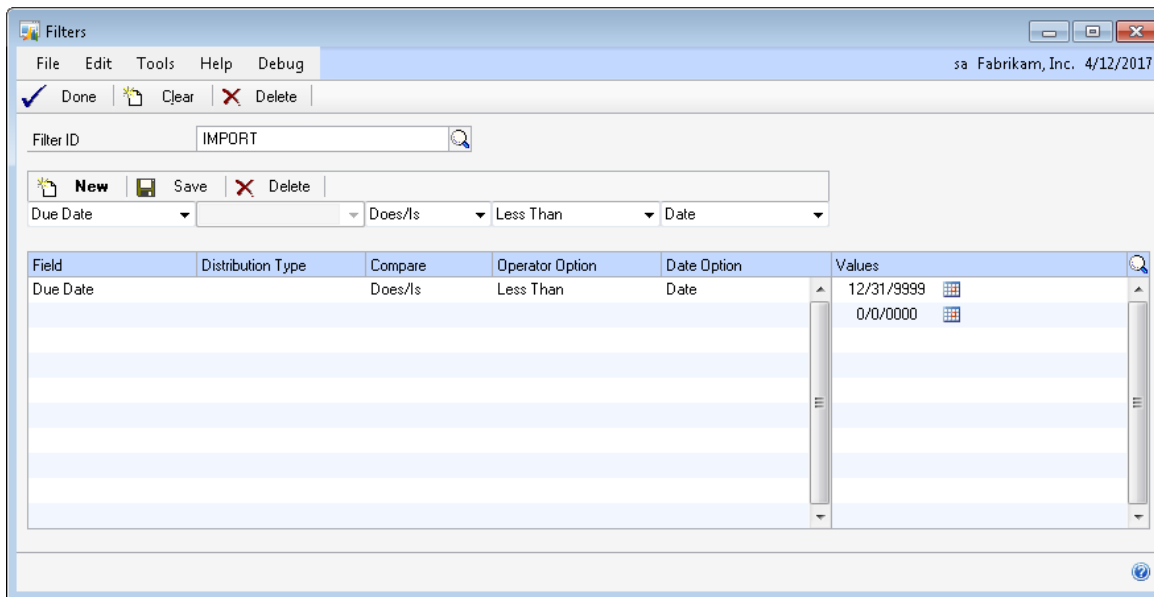
Solution Overview

<i>Solution Overview</i>	CCDA
<p>The solution requires the following:</p> <ol style="list-style-type: none">1. Purchasing the Select Checks Filter module from the GP PowerPack separately.2. Purchasing changes defined in this design specification DS0683.	

Design Features

Select Checks Filter Setup

Using the standard functionality within the Select Checks Filter module, the user will create a Filter ID entitled IMPORT. The filter must match the example below which has been setup to include all Payables Documents where the Due Date is less than 12/31/9999.

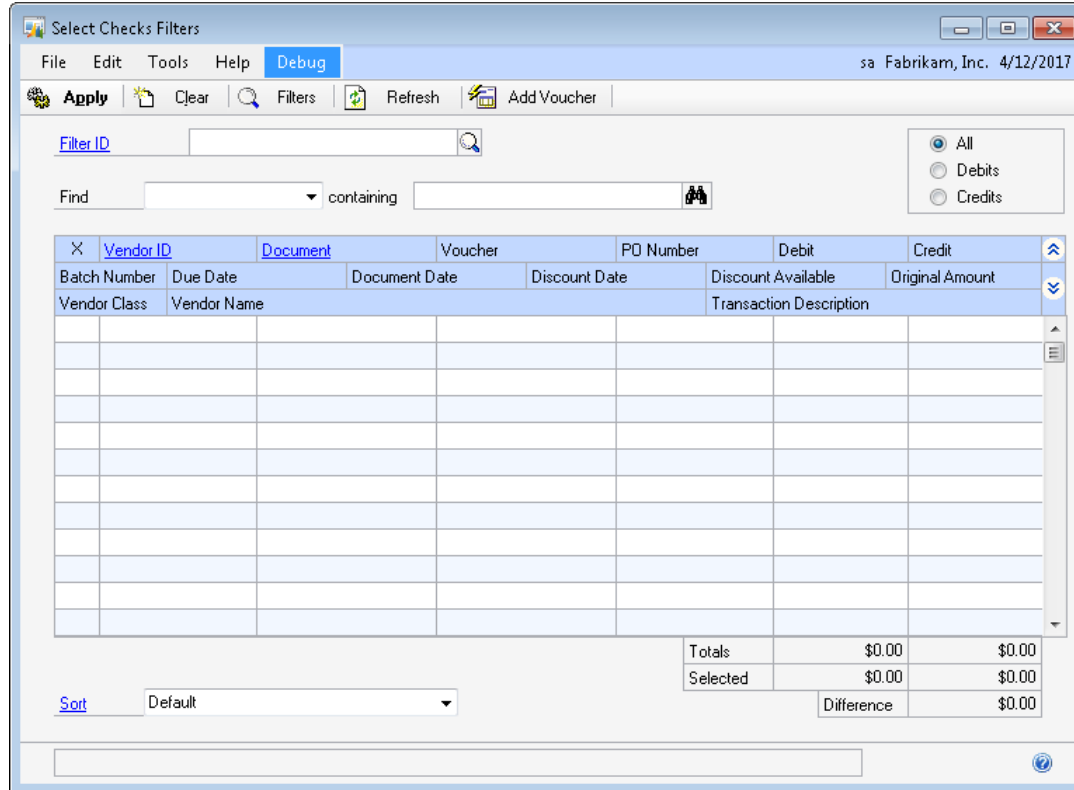


PLEASE NOTE: The IMPORT Filter ID will be utilized in the Select Checks Filter Import Process. Setting up or updating the IMPORT Filter ID so that it does not exactly match the above screen shot will impact the enhancement's ability to import documents.

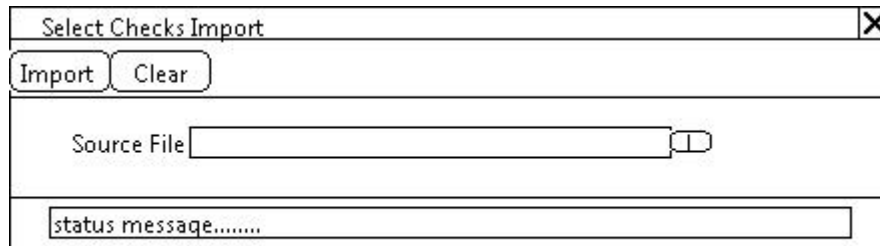
Select Checks Filter Integration

CCDA

The user will enter the Select Checks Filter window.



The user will then navigate to **Additional**→**Select Checks Import** to open the Select Checks Import window. The Select Checks Import window is used to select a Source File to import:



 = Lookup Button

Field	Function
Import Button	The user will click on the IMPORT button to initiate the import process. A Source File must be selected prior to clicking the IMPORT button. Please see below for details on the Source File and Import Process.
Clear Button	The user may click on the CLEAR button to clear the window.
Source File	The user will select a file to load into Dynamics GP. Please see below for details on the Source File.
Status message	During the import process, a status message will display. The status message will read DONE when the import process has completed.

Source File

The Source file will always have the same format and will be a .csv file. The first row will contain headers. Documents to be included in the Select Checks Filters batch will begin in row 2.

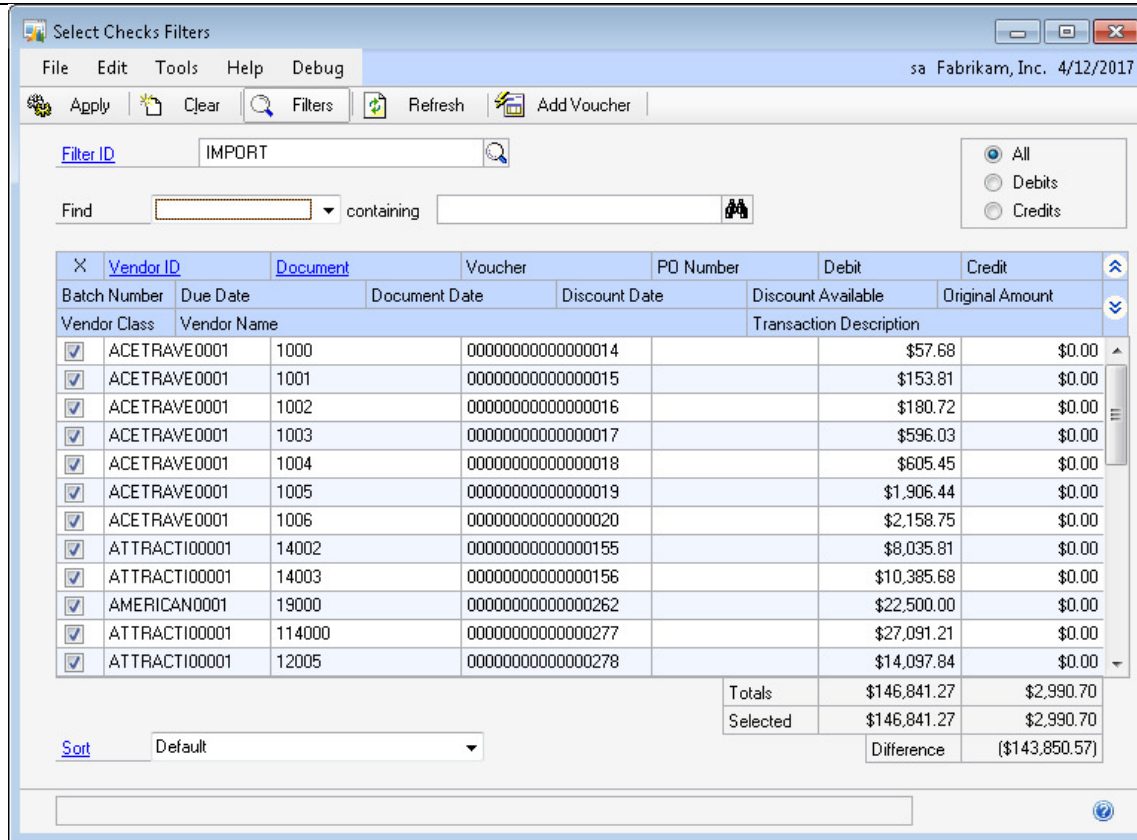
- Column A** will contain the Vendor ID. ACME's Vendor IDs are 5 digits in length. Column A will contain 1, 2, 3, 4, or 5 digits. Records with 1 digit should have 4 zeroes added as a prefix; Records with 2 digits should have 3 zeroes added as a prefix; Records with 3 digits should have 2 zeroes added as a prefix; Records with 4 digits should have 1 zero added as a prefix. Records which are 5 digits in length should not be altered.
- Column B** will contain the Document Number to be included in the check batch. This is the GP Document Number, not the GP Voucher Number.

- **Column C** will contain the Amount to be paid. The Source file will only contain Payment Documents (Invoices, Finance Charges and Misc Charge documents). No Credits or Return documents will be in the Source file.

Import Process

When the IMPORT button is clicked, the enhancement will do the following:

1. Get the first record in the Source File:
 - Update the Vendor ID to 5 digits (as described in the section entitled Source File),
 - Validate that the Vendor ID/Document Number combination exists as an open Payables document which is a Payment Document Type (such as Invoices, Finance Charges and Misc Charge documents) with a current transaction amount not equal to 0. If this is not true, the enhancement will move to the next record in the Source File.
 - Validate the Document's current transaction amount is equal to the amount provided in Column C. If the amount does NOT equal, the Document will still be selected to be included in the check batch, however, the Document number will appear on the Error Report.
2. Import all validated records into the Select Checks Filters window. All Documents will be marked. The Filter ID of "IMPORT" will be used during the Import Process.



Select Checks Filters
sa Fabrikam, Inc. 4/12/2017

Filter ID: IMPORT

Find: [] containing []

Radio buttons: All, Debits, Credits

Vendor ID	Document	Voucher	PO Number	Debit	Credit
ACETRAVE0001	1000	00000000000000014		\$57.68	\$0.00
ACETRAVE0001	1001	00000000000000015		\$153.81	\$0.00
ACETRAVE0001	1002	00000000000000016		\$180.72	\$0.00
ACETRAVE0001	1003	00000000000000017		\$596.03	\$0.00
ACETRAVE0001	1004	00000000000000018		\$605.45	\$0.00
ACETRAVE0001	1005	00000000000000019		\$1,906.44	\$0.00
ACETRAVE0001	1006	00000000000000020		\$2,158.75	\$0.00
ATTRACTI00001	14002	00000000000000155		\$8,035.81	\$0.00
ATTRACTI00001	14003	00000000000000156		\$10,385.68	\$0.00
AMERICAN0001	19000	00000000000000262		\$22,500.00	\$0.00
ATTRACTI00001	114000	00000000000000277		\$27,091.21	\$0.00
ATTRACTI00001	12005	00000000000000278		\$14,097.84	\$0.00
Totals				\$146,841.27	\$2,990.70
Selected				\$146,841.27	\$2,990.70
Difference				(\$143,850.57)	

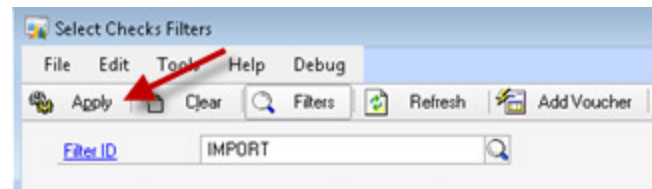
Sort: Default

3. Print an Error Report if any records in the Source File could NOT be imported. The Error Report will contain the following the fields:
- Vendor ID
 - Document Number
 - Error Message

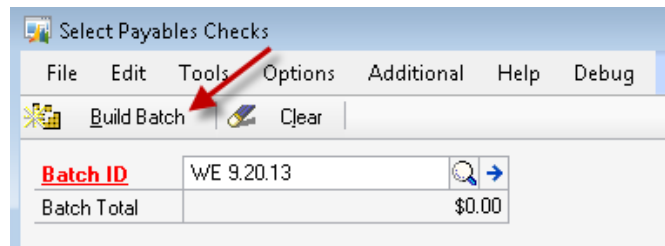
The Error Message which prints will be one of the following:

- Vendor ID/Document ID does not exist
- Document Amount does not match file

The user will then utilize the Select Checks Filters standard functionality to complete the Check Batch process. The user may de-select Document numbers and/or add additional Vouchers to the selection. When ready, the user will select the APPLY button which will return them to the Select Payables Checks window:



The user will then select the BUILD BATCH button on the Select Payables Checks window to build the Check Batch. Only those documents marked in the Select Checks Filters window will be added to the batch.



PLEASE NOTE: A Document may appear marked in the Select Checks Filters window after the import has completed. Until Documents have been added to the Check Batch by clicking on the BUILD BATCH button on the Select Payables Checks window, another user may create a Check Batch or create a Manual Check for the Document. It is recommended that ACME implement internal process controls to ensure that other users are NOT creating Check Batches or Manual Payments as the enhancement will NOT prevent users from doing so.

<i>Assumptions/Requirements</i>	
<ul style="list-style-type: none">• Multi-Currency is not utilized	