



Subscription Billing Importer 2015

An application for Microsoft Dynamics™ GP 2015



Furthering your success through innovative business solutions

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SUBSCRIPTION BILLING IMPORTER 1



Introduction

The Subscription Billing Importer (SB Importer) allows you to import data needed to set up contracts from data input text files. This is especially useful if you're moving to Microsoft Dynamics GP from an older system or if you use an external Customer Relationship Management system to gather contract information. Before being brought into Subscription Billing Importer the data is exported from the original system to a simple text file: either fixed field, comma delimited, or tab delimited. There is no limit to the number of contracts that can be created using Subscription Billing Importer.

The import utility has a powerful range of contract creating abilities. You can use the following two methods to import data:

- Method 1: Use a simple list of customer numbers (a data input text file with exact matches to Microsoft Dynamics GP Customer Numbers entered at the time of import on the Import window) to create contracts with default line items.
- Method 2: Use a pair of data input text files (the contract header and the contract line items) to import data from another billing product using the data that best matches the Microsoft Dynamics GP file formats. This method allows for the greatest flexibility for individual contracts because the line item file is matched to the Contract Header file, allowing for any combination of line items per contract.

With this utility, you can:

- Set constant (default) values for a large number of fields in both the Header and Line Item contract files

You don't need to have a large amount of knowledge about file formats and structures to successfully import contracts quickly and easily. Subscription Billing Importer makes educated guesses for you in certain instances of data defaults and informs you of the choices made. For example, if you don't include the contract start date in your import, it will automatically default to the User Date, if you don't include Frequency, it will default to Monthly.



- Obtain reports of imported data and data inconsistencies.

Symbols and conventions

This manual uses the following symbols and conventions to make information stand out.

Symbol/Convention	Description
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information may be affected.
	The light bulb symbol indicates helpful tips, shortcuts and suggestions
File >> Print	The (>>) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.

Additional resources

Documentation is provided in online or hard copy format as an Adobe Acrobat PDF file. Online help is not available for this version of Subscription Billing Importer.

To obtain product support services:

Please refer to this quick reference table when you need to use Encore's Technical Support services.

Service	Contact
General Calls	204.989.4330
Toll Free (North America only)	866.472.0824
Fax	204.235.2331
E-mail	support@encorebusiness.com
Web	www.encorebusiness.com



Before You Call Support:

You should have the answers for all of the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?
- What task were you attempting to perform at the time you received the error message?
- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?
- Have you performed any of the table maintenance procedures such as check links?
- If have performed table maintenance procedures and received error messages, what kind of messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?
- What versions of software are you using?

Verify the version numbers for Microsoft Dynamics GP, your database software, Encore product and Windows. Also note service packs.



To locate the version number for Subscription Billing Importer in version 2013, go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration. The About window can be located by selecting Subscription Billing Importer and expanding the window. The About window link is located in the bottom left hand corner of the window.

To locate the version number for Recurring Contract Billing Importer in version 2010 and 10, go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration. The About window can be located by selecting Recurring Contract Billing Importer and expanding the window. The About window link is located in the bottom left hand corner of the window.





Chapter 1: Installation & Registration

This chapter describes how to install, and register the Billing Solutions products. You will need separate registration keys to register Subscription Billing and Subscription Billing Importer.

This chapter contains the following sections:

- [*Upgrading from previous versions*](#)
- [*Installing Subscription Billing Importer*](#)
- [*Entering registration keys*](#)
- [*Creating tables*](#)

Upgrading from previous versions

To upgrade from a previous version to 2015, follow all the steps required to install a new version as explained in the following sections:

- [*Installing Subscription Billing Importer*](#)
- [*Entering registration keys*](#)
- [*Creating tables*](#)

Installing Subscription Billing Importer

You will use an installation program to install Subscription Billing Importer.

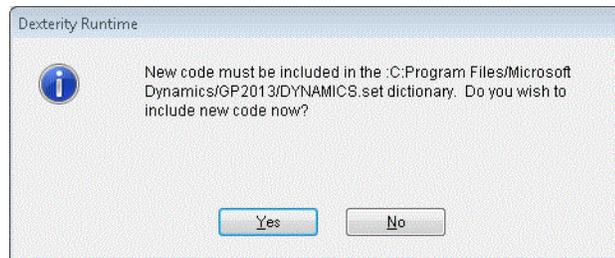
Before you begin installing, do the following:

- Note the directory location of your Microsoft Dynamics GP installation. You will need this information during the installation.
- Verify that the SB2015.00.001.xxx.exe file has been loaded on to your computer. (The x's in the file name will be replaced with numbers.)
- Create a backup of your Microsoft Dynamics GP data before installing Subscription Billing Importer.
- Exit all applications.



To install Subscription Billing Importer:

1. Open Windows Explorer and locate the SB2015.00.001.xxx.exe file. The location of this file will vary depending on how you acquired the application.
2. Launch the SB2015.00.001.xxx.exe file by double-clicking it. The installation program will start.
3. Follow the instructions in each window.
4. After the installation is complete, start Microsoft Dynamics GP. You will receive the following message.



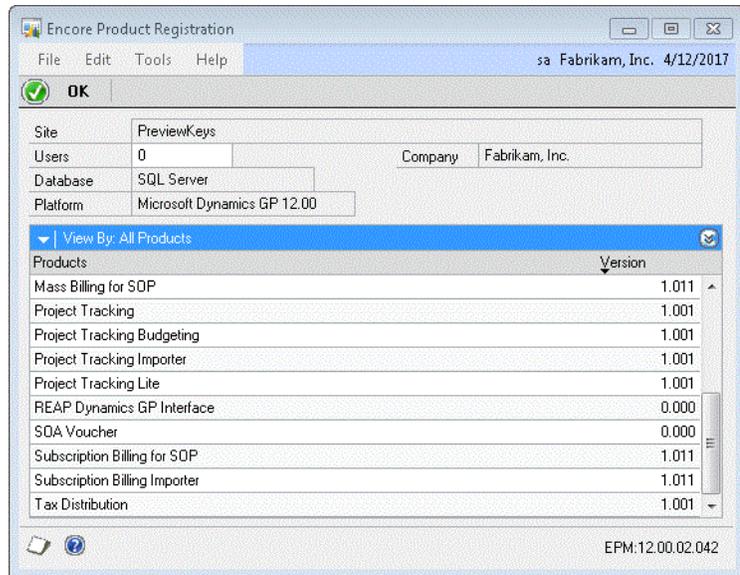
5. Choose Yes. Information for Subscription Billing Importer and Encore Product Registration will be included in the Dynamics.set file.

Entering registration keys

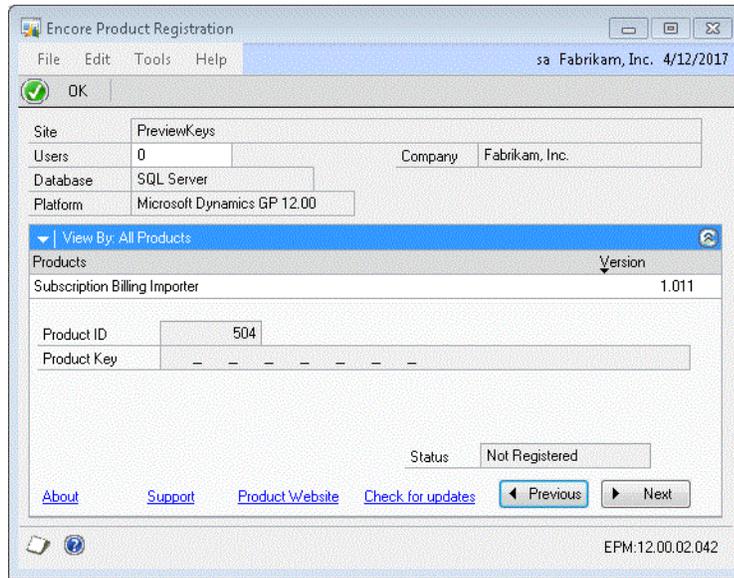
Before you can use Subscription Billing Importer with your company data, you must register your software. To register your software enter the product registration key or the drop file provided to you by Encore. If you choose not to enter the registration key, you will only be able to create sample transactions using Fabrikam Inc.—the lesson company.

To register your product:

1. Open the Encore Product Registration window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)
2. Select the product you wish to register



3. Choose the show detail button to open the scrolling window for entering the product registration key.



4. Enter the product registration key provided by Encore.
5. If you have purchased more than one Encore product, repeat steps 2 to 4 until all of your purchased products are registered.
6. Select the About zoom field to open the About window for this product. This window contains the version number for this product and information on how to contact Encore.
7. Select OK to close the window.

To register your product using a drop file:

1. Copy or save the drop file to the directory location for your Microsoft Dynamics GP.
For Example: C:\Microsoft Dynamics GP\
2. Log in to Microsoft Dynamics GP as a system administrator.

3. The system will notify you that it has found a registration file, accept the prompt.
4. The system will notify you when the product has been registered.
5. Open the Encore Product Registration window to ensure that it is registered.(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)

Creating tables

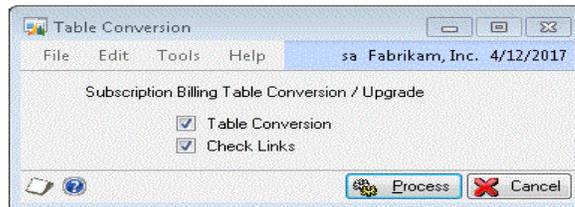
Whether you want to demo or run the product, you must run the Table Conversion/Upgrade process to create tables - this will set up SQL components and convert any existing data.



You must log in as System Administrator to run the Table Conversion/Upgrade process.

To create tables:

1. Open the Table Conversion window.
(Microsoft Dynamics GP menu >> Maintenance >> Subscription Billing >> Table Conversion)



2. Select Process. Tables will be created, permissions will be set, and existing data will be converted.
(Leave both checkboxes marked)



Every time you install Subscription Billing Importer, you must run the Table Conversion/Upgrade process for each company.



Chapter 2: Using Subscription Billing Importer

It is important to have your sales (including customer records) and inventory (including items and pricing) modules completely set up before using the Subscription Billing Importer, because the importer uses default data from Microsoft Dynamics GP. The amount of data in your data input text file can be minimal because Subscription Billing Importer uses default values for a number of fields in the contract header and line item files.

The importer can be used to import non-inventory items which do not need inventory cards set up for them.



We recommend testing out your imports in Fabrikam, Inc. before processing your import with live company data.

This chapter contains the following sections:

- [Selecting an Import method](#)
- [Setting up an Import Setup ID](#)
- [Constant Values](#)
- [Contract Header file fields](#)
- [Update Contract Header](#)
- [Contract Line Item file fields](#)
- [Update Contract Line Items](#)
- [Default Values](#)
- [Importing data using the single text file import method](#)
- [Importing data using the double text file import method](#)

Selecting an Import method

Deciding which method to use is the first step to using the Subscription Billing Importer:

METHOD 1 - Use this method to create contracts using a simple data input text file consisting of a list of customer numbers and the scrolling window to import the line items. Any other fields that you desire for the header may be included in the data input text file or default values. You can select line items that will be used for all contracts in the import. The line item



selection - scrolling window works much like entering line items in either Invoicing or Sales Transaction Entry.

METHOD 2 - Use this method to create contracts using two separate data input text files and by performing two separate imports. The first import uses a data input text file containing contract header information including customer number and contract number. The second import uses a line item file matched to the header file by contract number, allowing for any numbers of line items for each contract. You can set constant values for nearly all fields in both files.

Updating

You can also update the input data on the existing contracts using Update Contract Header and Update Contract Line Items options. You can change any contract header information except Customer Number and Currency ID and any contract line information except Item Number and Non-Inventory Item.

Setting up an Import Setup ID

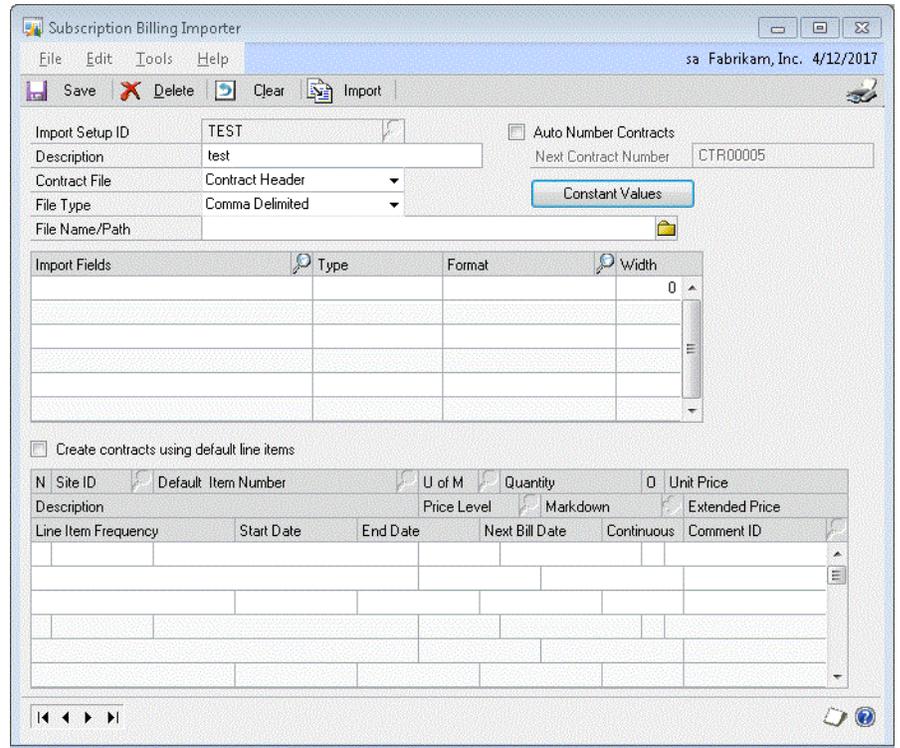
You must set up an Import ID for each data input text file to be read.

- If you are using Method 1, you will need to define one Import ID for the contract header information being imported.
- If you are using Method 2, you will need to define two Import IDs; one for the contract header information being imported and one be the contract lines that are matched to the contract header file.

Before you create an import ID, make a map of your data input text file, that is, the fields in the file, the fields order, the size of each field in number of characters (if your file is Fixed Field Width), and the format of each field (dates, currency etc.).

To create an Import Setup ID:

1. Open the Subscription Billing Importer window.
(Transactions >> Sales >> Subscription Billing Importer)





2. Enter the Import Setup ID. This ID will be used to store your import setup so that it can be reused - a descriptive name will be helpful.
3. Enter a description for the Import Setup ID.
4. Choose the Contract File (Contract Header, Contract Line Items, Update Contract Header or Update Contract Line Items) - the file that is to be filled by the imported data. Once the Contract File is chosen for a given Import ID, it **cannot be** changed.
5. Choose the file type format that matches your data input text file: Tab Delimited, Comma Delimited or Fixed Field Width.
6. Enter the Header File name and location - browse to the location of the data input text file to be read. This field is not required in order to save the Import ID and is often entered at the time of importing the data.
7. To auto-number contracts as they are created, mark the Auto-Number Contracts check box.



Subscription Billing Setup must be completed first to initialize the contract numbering.



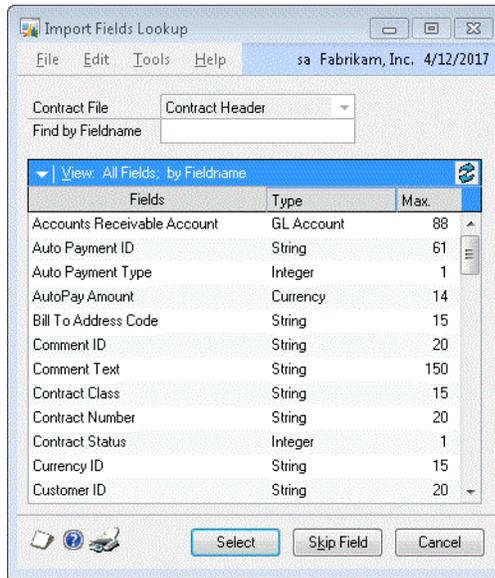
If the contract number is defined in the scrolling window and the Auto Number Contracts is marked, the system generated contract number will override the contract number in the file.

8. Enter the Import field's data using the Import Fields lookup window (CTRL+L).



The import field name is case sensitive. So if you type the name, it must match the case is displayed in lookup window.

For your convenience this lookup window can be pinned down.



You must list the fields in the order in which they are found in your input data text file. If you want the Importer to ignore a field in the file, open the lookup window and choose the Skip Field button for that field. If you accidentally miss entering a field in the correct order of your data input text file, highlight the field name of the field that is just after the field you missed, choose Edit >> Insert Row. Then insert the field that was missed.

Depending on the field type, you may need to enter more information as follow:

- For any Fixed Field Width format fields, enter the number of characters.
- For any Currency fields, indicate whether or not the data contains a decimal place.
- For any Date fields, select the date format that matches the format of the data in your data input text file.



9. To set a constant value for a specific Contract file field that is not part of the data input text file, choose the button [Constant Values](#) to open the constant values window. In this window you select the field that you want to set a constant value for and enter the desired constant value.
10. To print a report that lists the fields for the contract file and other information about each field, choose the Print button.
11. Select Save.

Constant Values

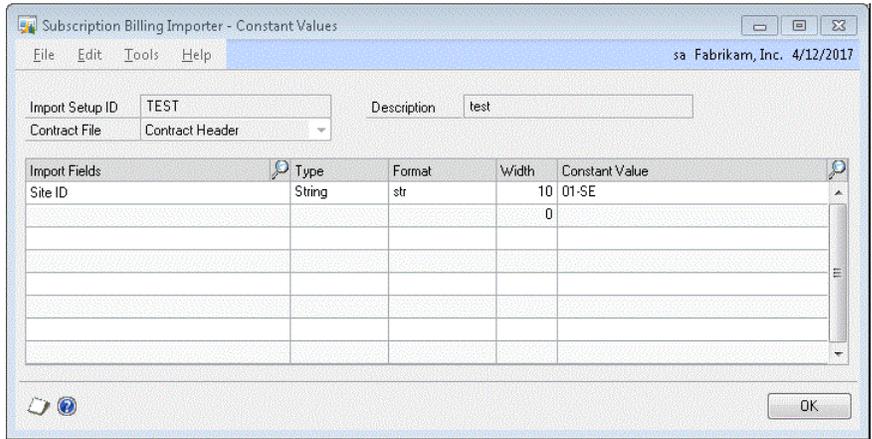
Before importing a file, you must check that the required fields have been entered. If the required field is not in your import file, it can be added as a constant value.

As the import file is being imported, any specified constant values will either set the value or override the value in the import file.

To set up constant values

1. Open the Contract Import window (Transactions >> Sales >> Subscription Billing Importer).
2. Enter the Import Setup ID.
3. Choose the Contract File (Contract Header, Contract Line Items, Update Contract Header or Update Contract Line Items).

- Click on the "Constant Values" button to open the Constant Values window.



- Using the Import Fields lookup window (Ctrl+L), add the fields that you want to set a constant value for.



The constant value field is case sensitive. So if the value is an existing GP field, be sure to match the case as well as the spelling.



Only the fields that can be selected as constant values are available in the lookup window.

- Enter the desired constant value in the last field of the line or select the value from the Constant Value Lookup window.
- Select OK.



Contract Header file fields

Field	Default	Values
1. Account Receivable Account	Microsoft Dynamics GP	Use GL account lookup
2. Auto Payment ID	None	
3. Auto Payment Type	None	1=EFT Active 2=EFT Hold Billing 3=Bill without EFT
4. AutoPay Amount	\$0	Any value greater than \$0 will cause the invoicing to generate an auto-payment
5. Bill To Address Code	Customer Default	
6. Comment ID	None	
7. Comment Text	None	
8. Contract Class	None	
9. Contract Number	In text file or auto number	
10. Contract Status	Active	1=active 2=inactive 3=hold 4=expired* * this status cannot be set through the importer
11. Currency ID	System default	
12. Customer ID	REQUIRED	
13. Deferral Profile Group	None	The Microsoft Dynamics GP Deferral module must be installed before import deferral profile groups.
14. Freight Amount	\$0	
15. Last Billed Date	None	
16. Misc. Amount	\$0	
17. PO Date	None	
18. PO Number	None	
19. Payment Terms ID	From Customer Maintenance Card	
20. SB User Defined Text 1	None	
21. SB User Defined Text 2	None	
22. SB User Defined Text 3	None	
23. SB User Defined Text 4	None	
24. SB User Defined Date 1	None	
25. SB User Defined Date 2	None	

Field	Default	Values
26. SB User Defined Date 3	None	
27. SB User Defined Date 4	None	
28. SB User Defined Numeric 1	None	
29. SB User Defined Numeric 2	None	
30. SB User Defined Numeric 3	None	
31. SB User Defined Numeric 4	None	
32. SB User Defined Check Box 1	None	1=Yes, any other value=No
33. SB User Defined Check Box 2	None	1=Yes, any other value=No
34. SB User Defined Check Box 3	None	1=Yes, any other value=No
35. SB User Defined Check Box 4	None	1=Yes, any other value=No
36. Sales Territory	From Customer Maintenance Card	
37. Salesperson ID	From Customer Maintenance Card	
38. Ship To Address Code	From Customer Maintenance Card	
39. Site ID	REQUIRED	
40. Trade Discount Amount	\$0	
41. User Defined 1	None	
42. User Defined 2	None	
43. User Defined 3	None	
44. User Defined 4	None	
45. User Defined 5	None	
46. User Defined Date 1	None	
47. User Defined Date 2	None	
48. User Defined Table 1	None	
49. User Defined Table 2	None	
50. User Defined Table 3	None	
51. Ship to Address ID	From Customer Maintenance Card	Manual input only as there is no lookup available
52. Shipping Method	From Customer Maintenance Card	
53. Tax Schedule ID	From Customer Maintenance Card	

Update Contract Header

When the Update Contract Header option is selected, the user can change the header fields on an existing contract. The contract number must be



included in the import file. The system will match the row in the import file with the contract based on the Contract Number.

The importing contract will be updated with the other fields specified in the import file. You can use the Constant Values window to apply the same updates for all contracts.



Neither the Customer ID nor the Currency ID can be updated.

Contract Line Item file fields

Field	Default	Values
1. Bill End Date	None	Must be on or after Bill Start Date
2. Bill Start Date	User Date or from Header (if specified)	- Must be on or before Bill End Date - Must be on or before Next Bill Date
3. Billing Day	When Billing Frequency is Monthly (or Bimonthly, Quarterly, Semiannually, Annually): Day of the month for the Next Bill Date	
4. Billing Frequency	Monthly or from Header (if specified)	1=daily 2=weekly 3=biweekly 4=monthly 5=bimonthly 6=quarterly 7=semiannually 8=annually 9=one-time 10=user defined 11=user defined months
5. Comment ID	None	
6. Continuous Billing	False or from Header (if specified)	0=false 1=true
7. Contract Number	REQUIRED	
8. Contracted Price	False	Set to false if not using item price 0=false 1=true
9. Cost of Sales Account	From Microsoft Dynamics GP	Use GL account lookup
10. Item Description	From Microsoft Dynamics GP	Overrides description from item if entered. Enter this if this is a non-inventory item.
11. Item Number	REQUIRED	Even if non-inventory item
12. Last Billed Date	None	
13. Markdown Account	GL Account	
14. Markdown Amount	\$0	
15. Markdown Percentage	0	
16. Markdown Type	0	0=Percentage 1=Amount



Field	Default	Values
17. Next Bill Date	Bill Start Date	Cannot precede start date cannot be null
18. Non-Inventory Item	False	Set to true for any item which does not have an Inventory Card setup– Price Level pricing unavailable for non-inventory item 0=false 1=true
19. Number of Payments	0	Enter only if the contract is for a specified number
20. Number of Times Billed	0	
21. Price Level	From Microsoft Dynamics GP	Or blank if Contract Price is checked
22. Quantity	1.0	
23. Sales Account	From Microsoft Dynamics GP	Use GL account lookup
24. Sales Territory	From Customer	
25. Salesperson ID	From Customer	
26. Site ID	From Microsoft Dynamics GP	
27. Unit Cost	From Item	
28. Unit Price	From Item (for inventory items) REQUIRED (for non-inventory items)	
29. Unit of Measure	From Microsoft Dynamics GP (for inventory items) Each (for non-inventory items)	
30. User Defined Days in Cycle	0 REQUIRED (if Billing Frequency is user defined)	

Update Contract Line Items

When the Update Contract Line Items option is selected, the user can update Line Item fields in previously entered contracts.

To identify the line to be updated you must specified the Contract Number, and either the Item Number or the Line Item Sequence number.

The Item Number can only be used when it is the only active item on the contract. The Line Item Sequence number is not visible in any of the Subscription Billing Contract windows. The Line Item Sequence is found in the Me_Batch_Invoice_MSTR_DTL (ME50403) table.

Default Values

If a field is not specified by the Importer, the Importer can automatically enter default information to contracts as they are being created based on existing data in your Microsoft Dynamics GP. Because of this, it is possible to mass create contracts from just a Customer ID list or from a Customer ID list and a line items data input text file. All other fields in the contract file will default to preset values if the user does not include them in the data input file being imported or as constant value.

Importing data using the single text file import method

To import data using the single text file import method, you must set up a Contract Header Import ID for a text file containing the contract header information.

The Contract File selection must be Contract Header. The Create Invoices Using Default Line Item check box must be checked. This will make it possible for you to select the line items in the scrolling window that will be used for all of the contracts that will be created. A site must be selected as well as an item.

The Contract Header file Import ID must contain the following field names:

- Customer ID - an existing Microsoft Dynamics GP Customer ID
- Contract Number - in the text file or Auto Numbered Contracts
- Site ID - in the text file or as the constant value.

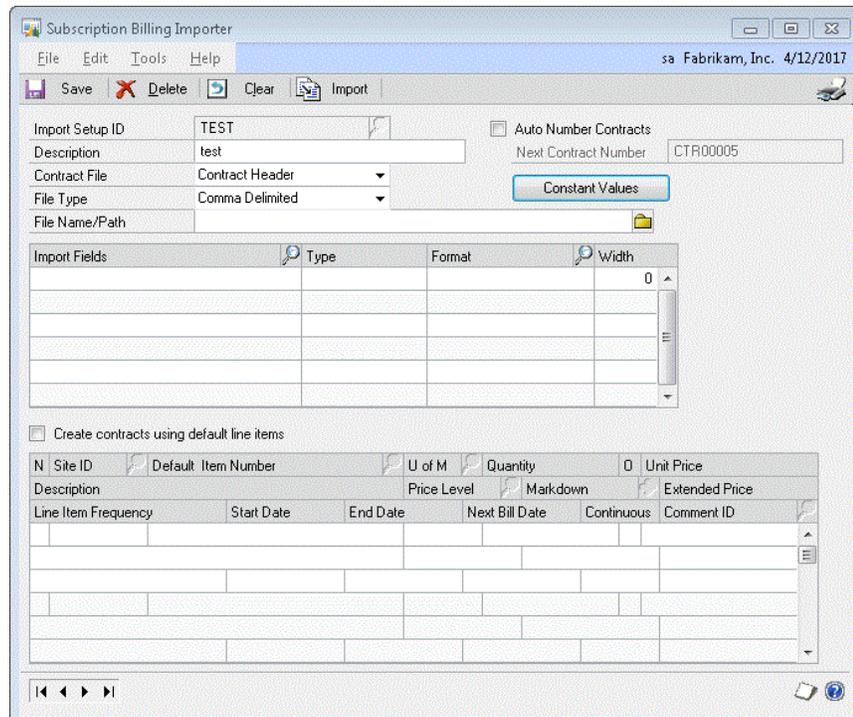
The Import ID may include any of the other fields to be imported into the Contract Header table either in the text file or as the constant values.

To import data using a single text file:

1. Open the Contract Import window.
(Transactions >> Sales >> Subscription Billing Importer)



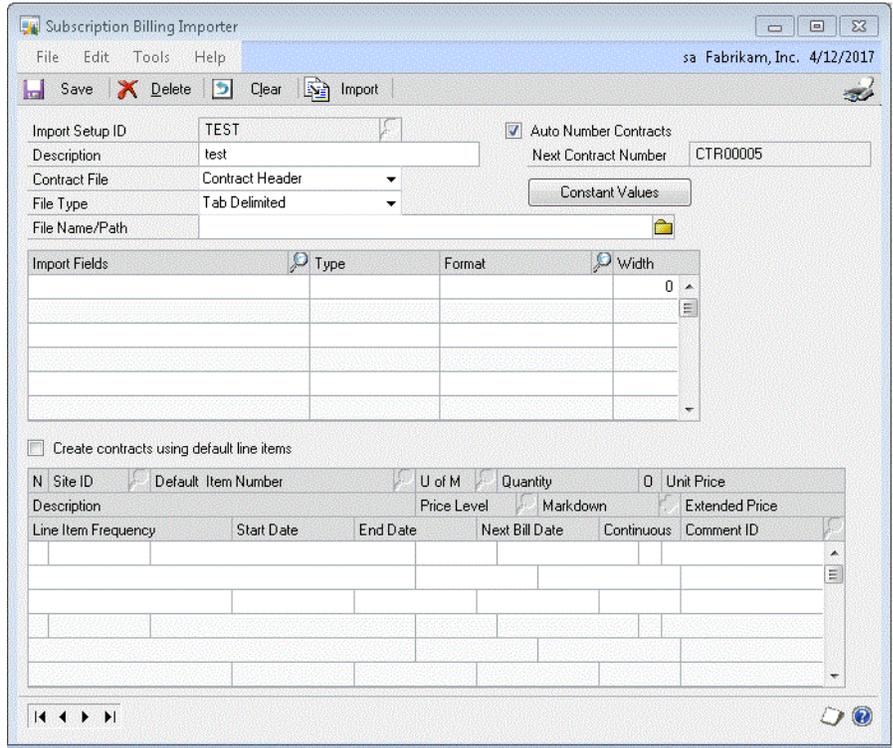
2. Enter the Import ID for the Contract Header file.
3. To auto-number the contracts, mark the Auto-Number Contracts check box.
4. Verify that the Contract file is Contract Header.
5. Enter or verify the header file name and the path.
6. Mark the Create contracts using default line items check box. The



scrolling window will now allow you to select line items that will be used for all of the contracts that will be created.

7. Enter the line Items to be associated with each contract in the line items scrolling window as follows:
 - If the item is a non-inventory item, mark the N check box.

- If the item is an inventory item, select the Site ID.
- Select the item.
- Enter the quantity.
- Select the line item frequency—how often the item is to be billed.
- Enter the start date for the billing.
- If you want the billings to continue past the end date, mark the Continuous check box.



8. Choose Import. The contract header text file will be imported.

Importing data using the double text file import method

Use this method to mass create contracts from two separate data input text files by performing two separate imports—one to create the contract header information and a second import to add line item data to the contracts created in the first import. The first import uses a data input text file containing contract header information including customer numbers



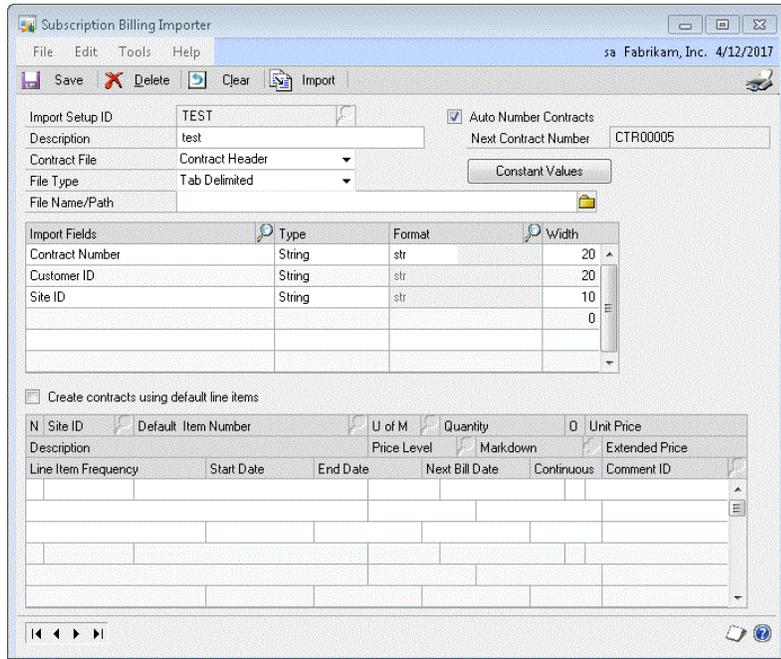
and contract numbers. The second import uses a line item file matched to the header file by contract number, allowing for varying line items for each. Both the header file and the line item file must include the Contract Number field.



Be sure to set up your customers before importing.

To import data using the double text file import:

1. Open the Contract Import window.
(Transactions >> Sales >> Subscription Billing Importer)



2. Enter the Import Setup ID for the Contract Header file. The Import ID must contain the following fields:

- Contract Number
- Customer ID – must be an existing customer in the Microsoft Dynamics GP.
- Site ID - Either include the Site ID in the file which will appear in the top scrolling window OR enter a constant value in the Constant Values window.

3. To auto-number the contracts, mark the Auto-Number Contracts check box.
4. Enter the file and path for the Header text file. The contract header text file must contain the Contract Number field.
5. Choose Import. The contract header file will be imported.
6. Enter the Import Setup ID for the Contract Line Items file. The scrolling window must include the Item Number field in the Import Fields scrolling window. The item number must be an existing Microsoft Dynamics GP inventory item or must be marked as a non-inventory item.
7. Enter the file and path for the Line Items defaults text file.
8. Select Import. The Contract line items file will be imported.



What's New in SB Importer for 2015

Subscription Billing Importer has been upgraded to be fully compatible with Microsoft Dynamics GP 2015.

What's New in Encore Products for 2013

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2013.

Recurring Contract Billing has been renamed Subscription Billing to better describe the solutions feature set.

What's New in RCB Importer for 2013

Recurring Contract Billing Importer has been upgraded to be fully compatible with Microsoft Dynamics GP 2013.

Recurring Contract Billing Importer has been renamed Subscription Billing Importer to better describe the solutions feature set.

What's New in RCB Importer for 2010

Recurring Contract Billing Importer has been upgraded to be fully compatible with Microsoft Dynamics GP 2010 and Windows 7.

The Ship to Address ID, Shipping Method, and Tax Schedule ID values can now be imported for contract lines items. The Ship to Address ID field is a



writable field that users can define manually as a constant but cannot lookup.

If no values are imported, the Ship to Address ID, Shipping Method and Tax Schedule ID default with values defined in the Customer Card Maintenance Window.

What's New in RCB Importer for 10.0 SP5

The Recurring Contract Billing Importer now supports multicurrency functionality. This means that you can now create contracts in a non-functional currency using the Recurring Contract Importer.

What's New in RCB Importer for 10.0 SP3

With this release the Recurring Contract Billing Importer has been enhanced and given the exciting new functionality of updating contracts.

Both Contract Headers and Line Items can now be updated using the Importer - see [Update Contract Header](#) and [Update Contract Line Items](#) sections in the user manual for details.

We have changed the functionality for account number fields to make it easier. Previously if an import file contained the Cost of Sales Account, Markdown Account or Sales Account, the account index needed to be entered in the import file. With this release, the account number is entered in the import file.

The lookup window is now available for all applicable fields.

The Constant Value column has been removed from the scrolling window and "Constant values" button has been added instead to open the new Recurring Contract Importer - Constant Values window.

New fields have been added to the list of available fields for the Contract Header file:

- Deferral Profile Group
- Comment Text



- Recurring Contract Billing user defined fields (4 Text fields, 4 Date fields, 4 Numeric fields, 4 Check box fields)
- Fields in regards to the RCB/SDK (Auto Payment ID and Auto Payment Type)
- The Accounts Receivable Accounts field was moved from the Contract Line Items file.

For the Contract Line Item file the Billing Day field has been added.

Some of the fields have been renamed to reflect the naming used in Recurring Contract Billing:

- Customer PO changed to PO Number
- Location Code changed to Site ID
- Billing Status changed to Contract Status
- Territory changed to Sales Territory
- EFT Instructions changed to Auto Payment Type.

What's New in RCB Importer for 10.0

Recurring Contract Billing Importer has been upgraded to be fully compatible with Microsoft Dynamics GP version 10.0.

Known Issues

- Choose the fields from the Import Fields Lookup window in the order in which they are found in input data text file including any skipped fields.

Documentation Feedback

Do you have any feedback or comments about this product? We value your opinion. Please send your comments to encore@encorebusiness.com.



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