



IT'S TIME TO THINK OUTSIDE THE BOX

Greytrix Document Attachment

User Manual



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This Documentation is intended to provide assistance to the users for running of the program that has been developed by Greytrix. Some of the steps that have been covered in the documentation may or may not be applicable in some cases, but we intend to make sure that all the points are covered for smooth working of the program on the system. For any problems or more clarifications that have not been covered in the documentation, we request you to please get in touch with us (Greytrix) on sage@greytrix.com. There are some points that are listed in the notes section of the documentation. These notes have been listed as a reference or knowledge purpose for the reader which can be termed as references to the points mentioned in the user guide.

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Greytrix Document Attachment

Introduction

The Greytrix Document Attachment module for Sage Accpac ERP is a comprehensive add-on that helps you to attach, refer and view the relational documents that you want to see floating along with the transaction screens Viz. Order Entry, Invoice Entry, Journal Entry ...etc. User can store and retrieve the document from anywhere over the network.

- Document Attachment Product has the following modules and Transaction screens.

A. Setup

- Directory Path
- Upgrade/Deactivate

B. Transaction

- A/P Invoice Batch List
- A/P Invoice Entry
- A/P Payment Batch List
- A/P Payment Entry
- A/P Adjustment Batch List
- A/P Adjustment Entry
- A/R Invoice Batch List
- A/R Invoice Entry
- A/R Receipt Batch List
- A/R Receipt Entry
- A/R Adjustment Batch List
- A/R Adjustment Entry
- G/L Batch List

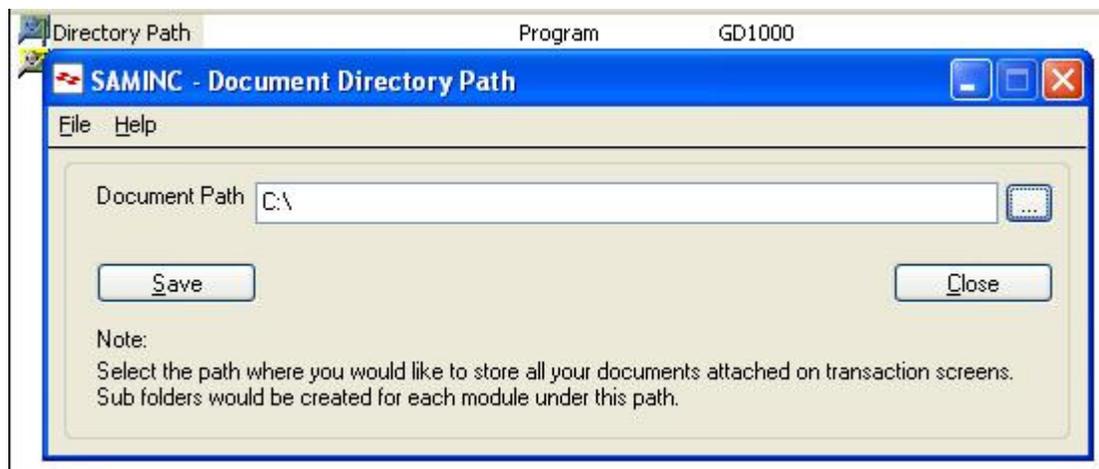
- G/L Journal Entry
- O/E Order Entry
- O/E Shipment Entry
- O/E Invoice Entry
- P/O Order entry
- P/O receipt Entry
- P/O Invoice Entry

NOTE: In A/P Payment Entry, A/R Receipt Entry and G/L Journal Entry screen Document Attachment functionality can be explored through Doc Attach button and in rest of the screen through Doc Attach Tab.

Setup

1. Directory path:

1. Using the Directory path user can set the network path where it desires to save the files.
2. Open Directory Path from Greytrix Document Attachment Setup. Initially it is blank. Enter a valid path and click on "Save" button as shown below.



2. Document Attachment Upgrade/Deactivate:



This UI is used to Upgrade or Deactivate the application. After any of the Operation user will have to Open Accpac Company. This UI will be accessible through “ADMIN” user only. By any other USERS of Accpac this UI will not be accessible.

Transaction

DOCUMENT ATTACHMENT WITH ORDER ENTRY SCREEN:-

1. On Order Entry screen the function of document attachment can be explored through the “Doc.Attach” Tab, Initially when the screen is triggered, “Doc Attach” tab is disabled, as you can see below.

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SAMINC - O/E Order Entry

File Menu

Order No. No. of Shipments Last Shipment No.

Customer No. Last Invoice No.

Order | Customer | Taxes | Optional Fields | Sales Split | Totals | **Doc. Attach**

Template Code PO No. Status: Source: Entered

Order Date Location Central warehouse - Seattle

Order Type From Multiple Quotes Job Related Project Invoicing Retainage

Ship-To Location Exp. Ship Date Calc. Tax On Hold

Description Reference

| Li.. | Type | Item No./ Misc. Charge | Kit/BOM | Description | Price List | Location | Exp. SI |
|------|------|------------------------|---------|-------------|------------|----------|---------|
| | | | | | | | |

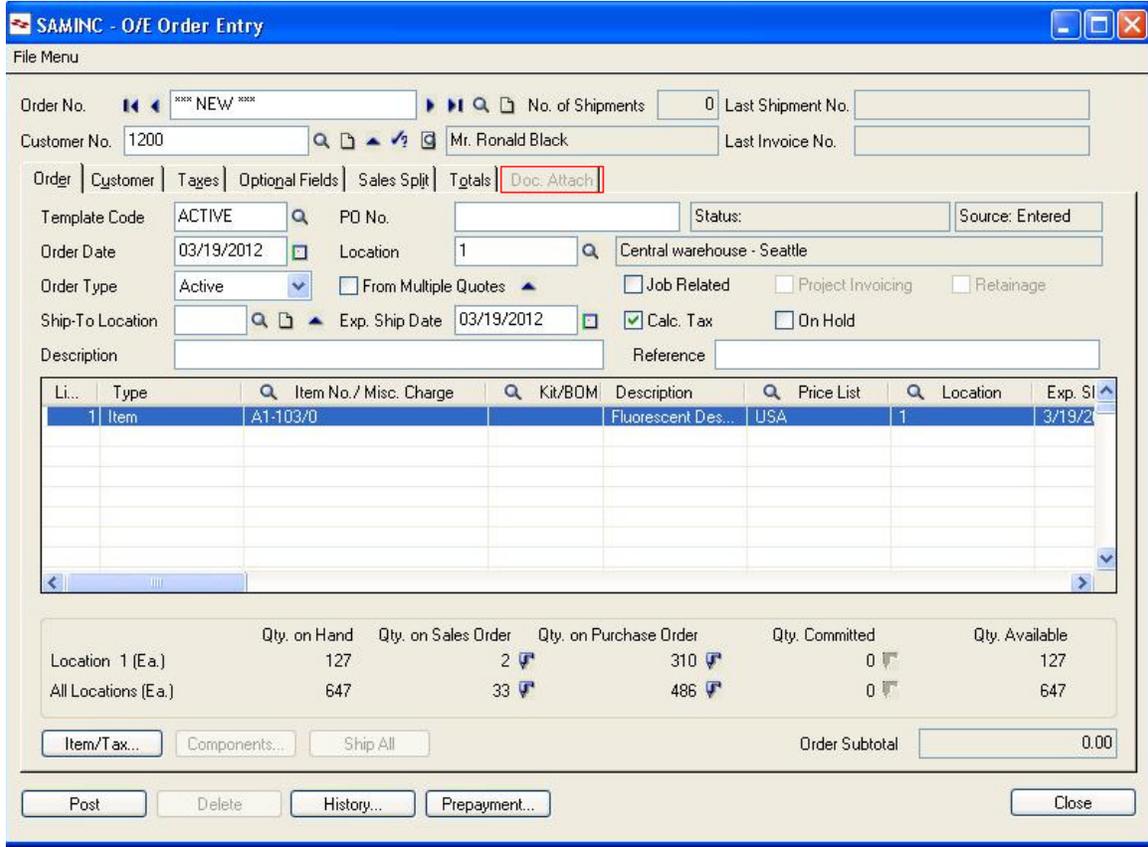
| | Qty. on Hand | Qty. on Sales Order | Qty. on Purchase Order | Qty. Committed | Qty. Available |
|---------------|--------------|---------------------|------------------------|----------------|----------------|
| Location | 0 | 0 | 0 | 0 | 0 |
| All Locations | 0 | 0 | 0 | 0 | 0 |

Item/Tax... Components... Ship All

Order Subtotal

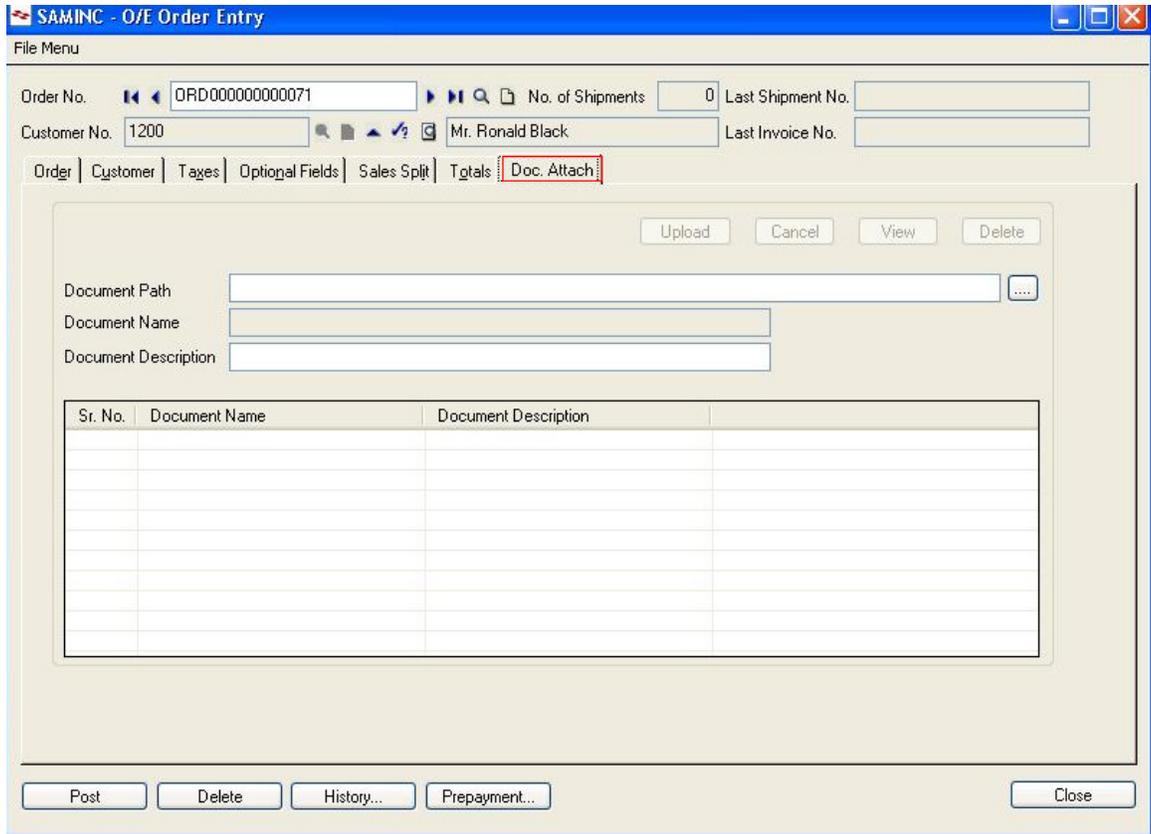
Post Delete History... Prepayment... Close

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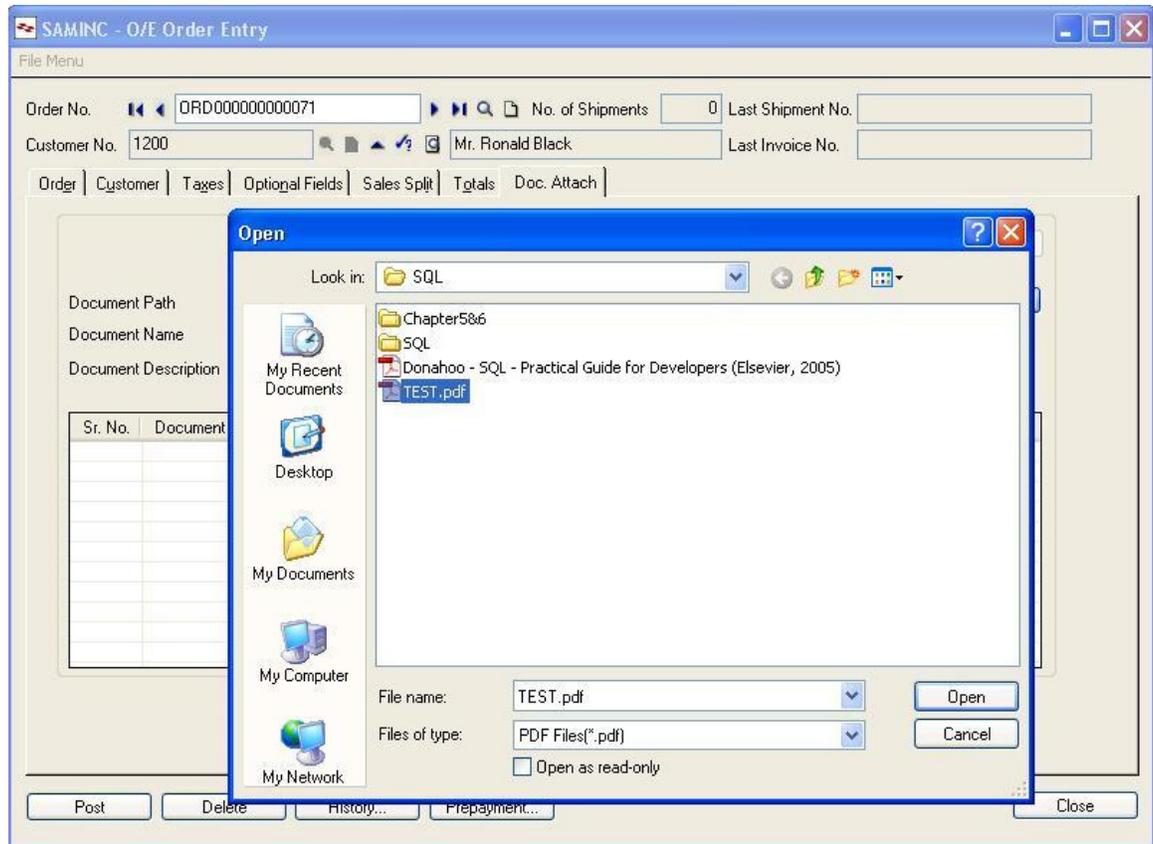
- The "Doc.Attach" tab gets activated only after posting the order, following screen illustrates the same.

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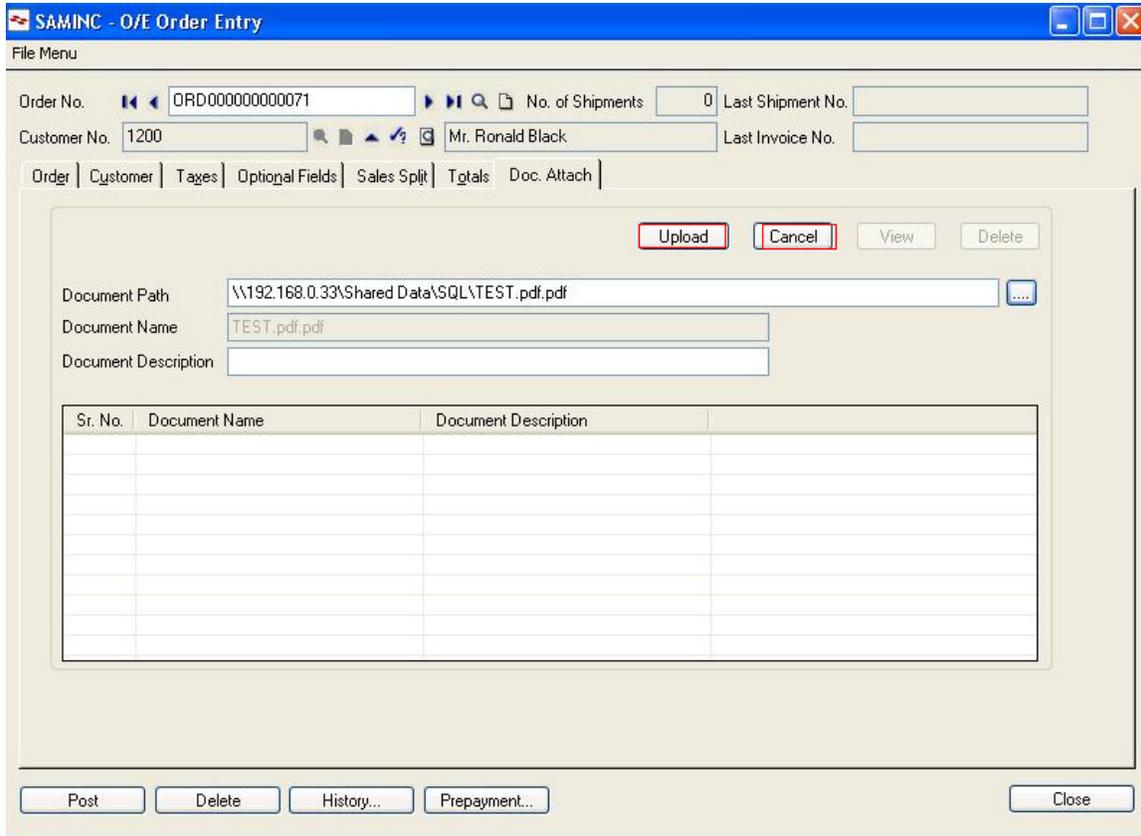
- When the “Doc.Attach” tab is loaded the above screen is unleashed with all the buttons disabled except the browse  button which is enabled, click on the browse button and following action would be performed wherein you can select the document you wish to associate with the transaction screen.

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4. The default file type that is set on the dialog box is “PDF”; apart from this other file formats are also supported.
5. After the selection of the file, “Upload” and “Cancel” button will be enabled. This can be seen in below screen shot.

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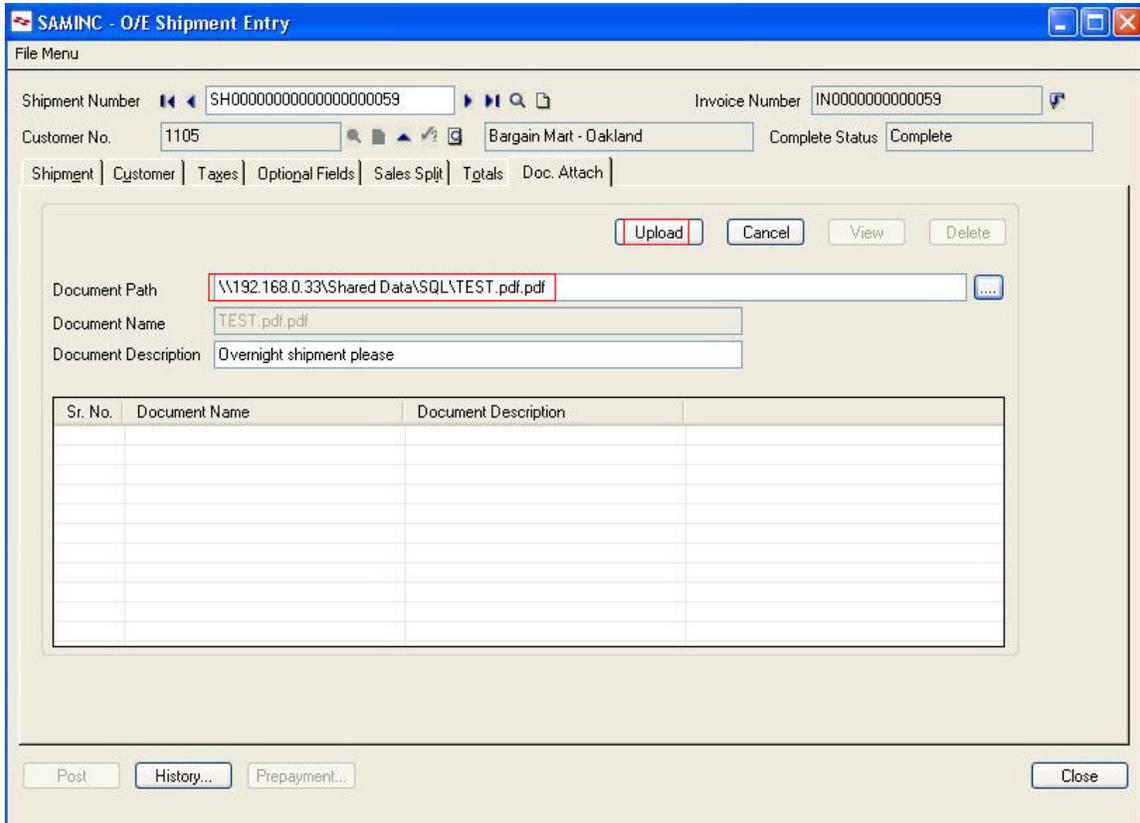
- Now in order to associate the attached document with Order Entry screen you just need to click on “Upload” button and the selected file will get reflected in the below grid, but before clicking on the “Upload” button you need to fill in the “Document Description” field, otherwise you would be restricted from associating the attached document to the transaction screen. Reason for validating this field is the logical document description will help the user to identify the attached file in future; hence the “Document Description” field becomes mandatory!

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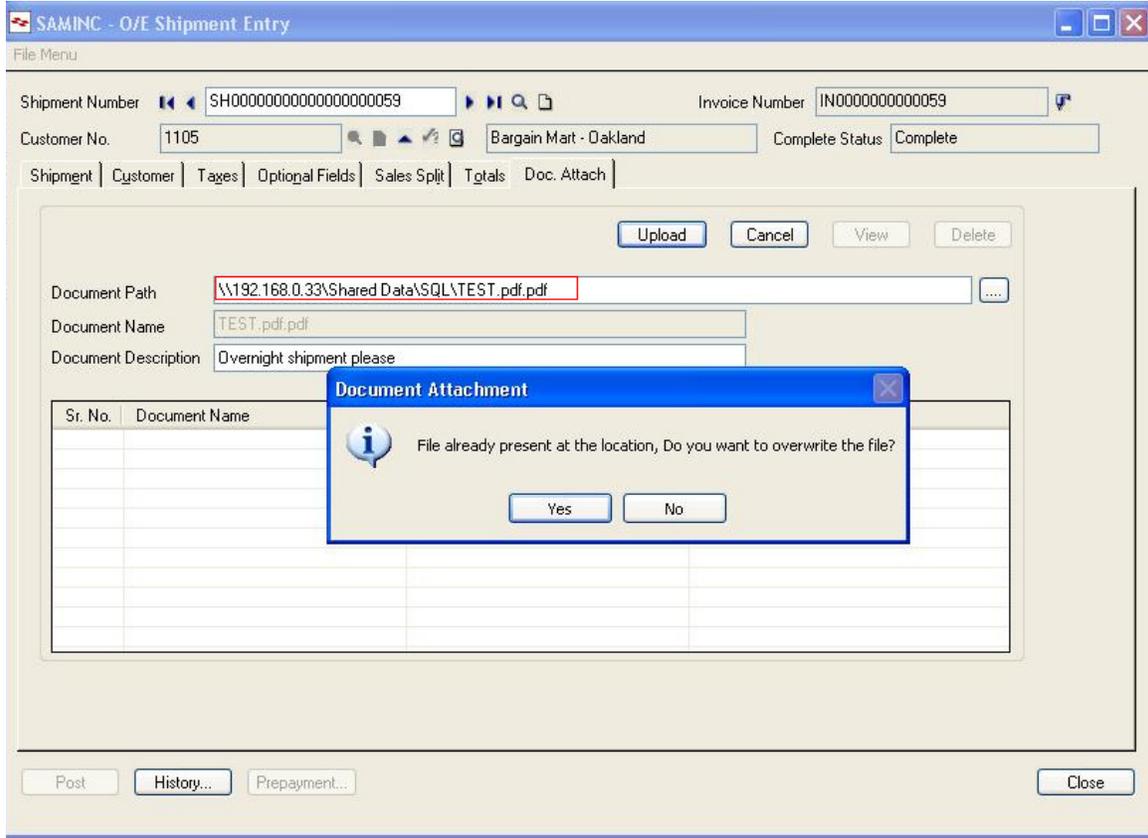
The screenshot displays the 'SAMINC - O/E Order Entry' application window. At the top, there is a 'File Menu' and a navigation bar with tabs for 'Order', 'Customer', 'Taxes', 'Optional Fields', 'Sales Split', 'Totals', and 'Doc. Attach'. The main area contains several input fields: 'Order No.' (ORD000000000071), 'Customer No.' (1200), 'No. of Shipments' (0), 'Last Shipment No.', 'Mr. Ronald Black', and 'Last Invoice No.'. Below these are buttons for 'Upload', 'Cancel', 'View', and 'Delete'. The 'Upload' button is highlighted with a red box. Underneath, there are fields for 'Document Path' (\\192.168.0.33\Shared Data\SQL\TEST.pdf.pdf), 'Document Name' (TEST.pdf.pdf), and 'Document Description'. A table with columns 'Sr. No.' and 'Document Name' is visible, but it is partially obscured by a modal dialog box. The dialog box, titled 'SAMINC-Document Attachment', contains an information icon and the text 'Enter the Document Description.' with an 'OK' button. At the bottom of the main window, there are buttons for 'Post', 'Delete', 'History...', 'Prepayment...', and 'Close'.

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same module then the user will be warned with the message of overwriting the existing file. Since the copy of it is already retained for the previous transaction screen. See below illustration.



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9. The description from the header of the screen is carried to the Document Description field of "Doc.Attach" tab facilitating the user from re - entering the information; also user can edit this description. See below illustration.

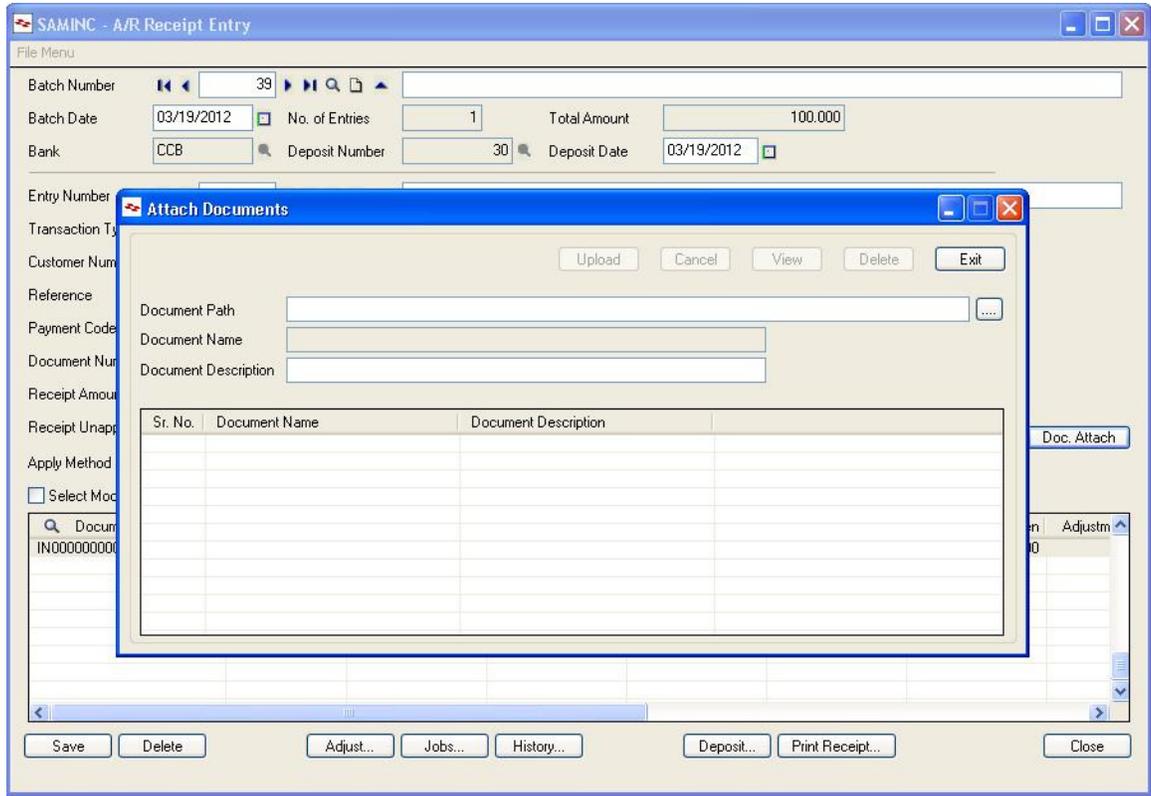
DOCUMENT ATTACHMENT WITH ACCOUNT RECEIVABLE SCREEN:-

1. AR Receipt screen also possess same functionality through Doc Attach button, below is the illustration of A/R Receipt Entry screen from where you can call the Document Attachment screen.

The screenshot shows the 'SAMINC - A/R Receipt Entry' window. It features a 'File Menu' bar and several input fields for transaction details. A table at the bottom lists document numbers and their corresponding balances. A 'Doc. Attach' button is highlighted with a red box.

| Document Number | Payment Num... | Current Balance | Net Balance | Discount Available | Applied Amount | Discount Taken | Adjustm |
|------------------------|----------------|-----------------|-------------|--------------------|----------------|----------------|---------|
| IN00000000000000000002 | 1 | 757.75 | 657.75 | 0.00 | 100.00 | 0.00 | |

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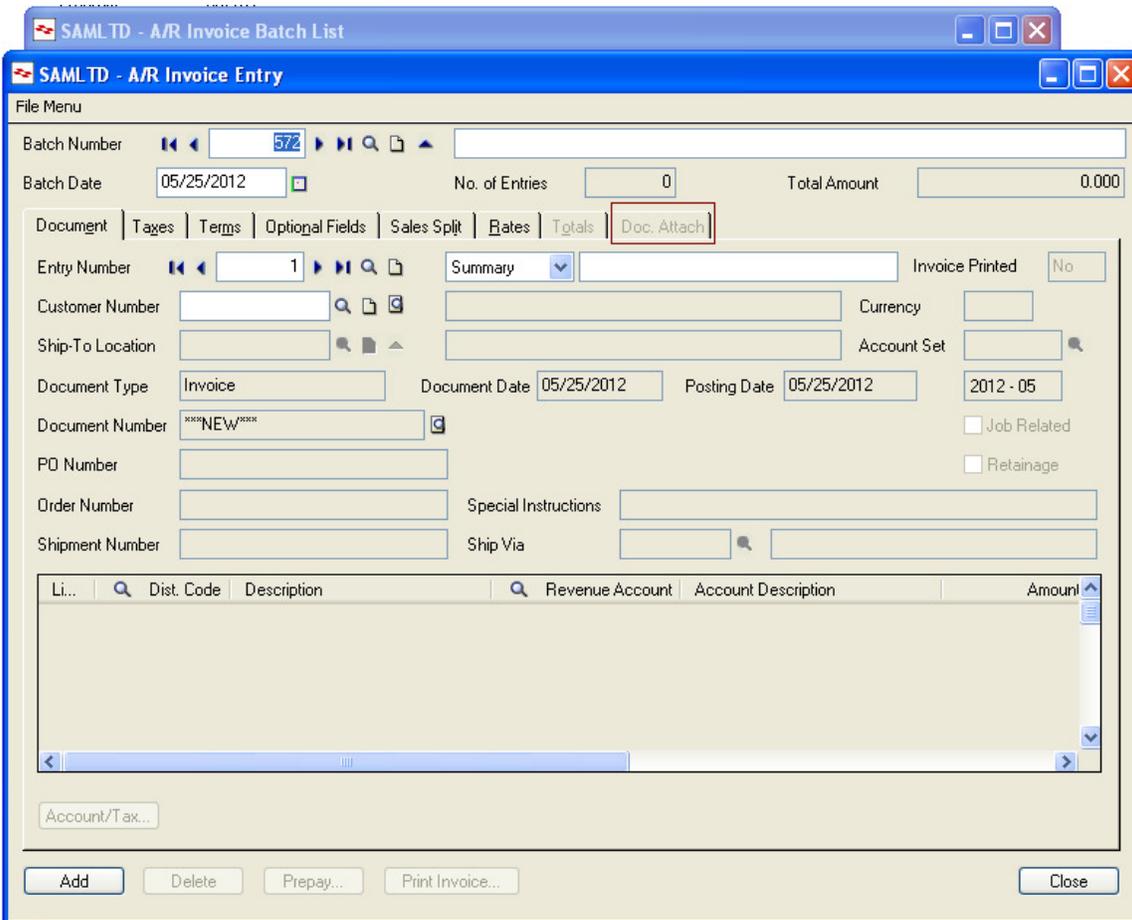
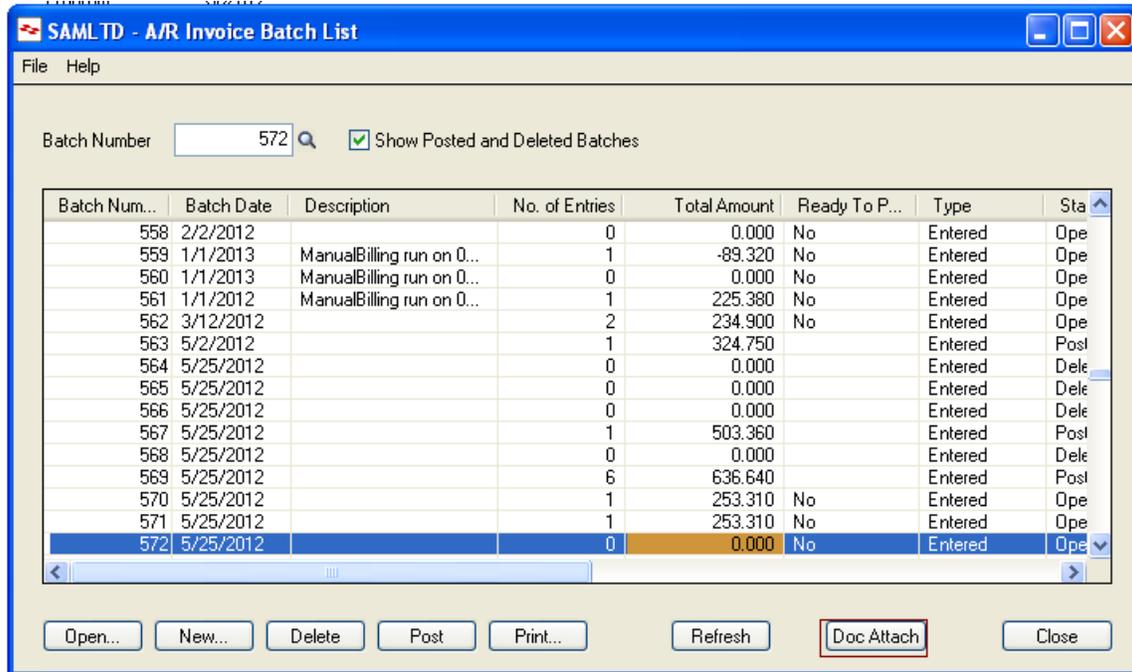


Note: - Rest of the screen mentioned above works in the similar way.

DOCUMENT ATTACHMENT WITH A/R INVOICE BATCH LIST:-

1. Document attachment functionality can also be accessed through Batch List UI. Below is the illustration of A/R Invoice Batch List screen from where you can call the Customized Document Attachment A/R invoice screen by clicking on Doc Attach button.

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2. Rest of the Batch List screen works in the similar way.



About GUMU

GUMU is a data frame providing migration and integration solutions created by Greytrix.

GUMU using web enabled or desktop applications can integrate the systems bi-directionally as well as migrate the information from current less efficient to more powerful and robust system.

GUMU has served the organizations who wish to take a giant leap in the process which drives its organization, IT being an invariable parameter of it.

GUMU has reached tens of thousands of its users, who are now celebrating its presence, as GUMU has empowered their business information flow process and projected the exponential growth of their business.

About The Greytrix Company

We are the only company in the world with a unique business model which is reseller centric for providing vertical add-ons, integration and migration solutions as well as a one stop service for MULTIPLE product lines in the SME segment.

We started at a time, when the entire IT industry was moving towards the Dot Coms (ended up being dot bombs!) but decided to take the road less travelled and entered the SME business application market, adding a fresh, new and unique way of facilitating businesses in this segment.



For Further details or Clarifications kindly contact us at: - sage@greytrix.com

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