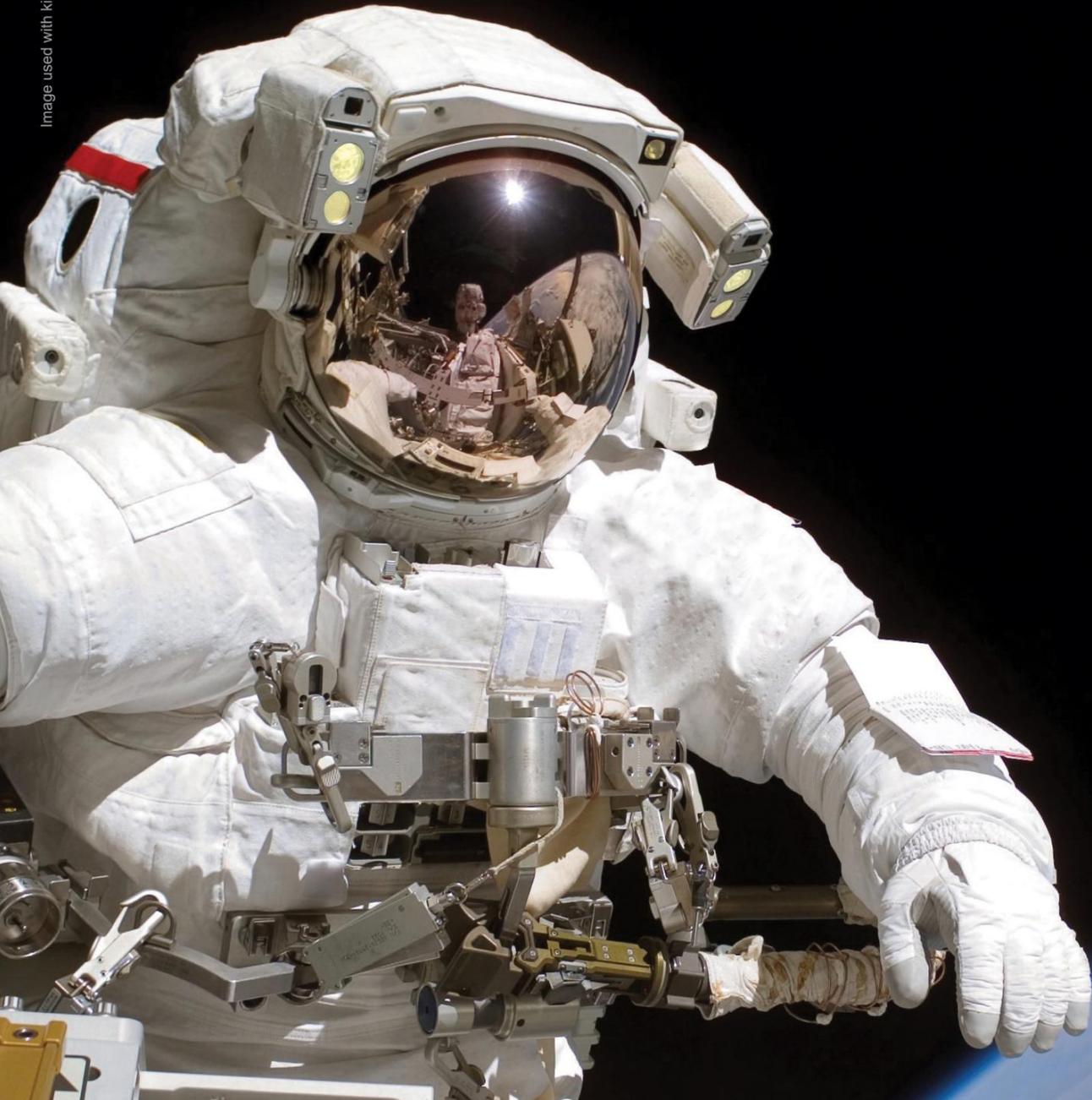


REVELATION

A C C O U N T I N G S O F T W A R E

Training Module: Add-on Module 14 Remote Invoice Export Manager



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Introduction

In today's modern world, it is difficult to comprehend that connectivity is still a huge issue in some parts of the World and indeed in our own Country. This is however a reality that many Businesses have to face. In Order to accommodate Remote Businesses to be able to connect back to their Head Office in areas where no or Limited connectivity is available, Revelation has developed this Stand Alone Solution that will overcome the connectivity issues.

This module will allow you to Invoice, Quote, Place Sales Orders and Receive Payment at the Remote site. When convenient, you may sent the data to back Head Office via an Email or an FTP Connection. If you are use Warehousing, the stock movement will be effected per Warehouse at Head Office level.

This Module is intended to be used in Conjunction with the Remote Invoice Import Manager that should be installed at Head Office.

Head Office can then use the [Remote Invoice Import Manager] to first Import the Remote site data and in turn, return a file that will update the client records on the Remote site, such as Credit Limits and Account Details. This upload will also update the Balances of the client's accounts.

In Order for this system to Work, you will have to Purchase and install a Stand Alone Revelation Package for Each remote site. This may be any of our package range of products and can be any amount of users (You may for instance have a 14 User Enterprise at the Remote site and a 1 User Enterprise at Head Office). You will then have to download and install the Remote Export Manager on ANY of the Terminals that you would like to use as the Export PC.

On the Export of the Data, Revelation will assign a unique 2 character Branch Code for all of the information being exported, in order to allow for these transactions to be identified as new transactions at Head Office. The system will also place a marker at the beginning and at the end of the Export range, in order to stop duplications. So only the new information will be exported and imported every time.

Installing the Add-on module

In order to make the Downloading and Installation of the Listed Add-on Module Simple, we have opted to include the download engine inside the actual Revelation Package.

Please note: The installation procedure requires an ACTIVE Internet Connection

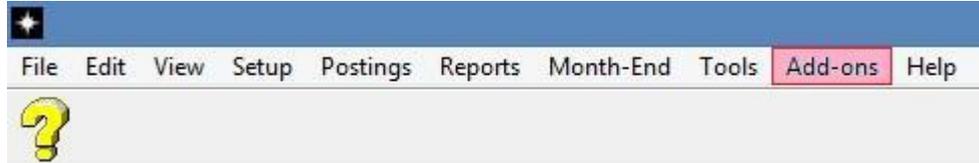
Step 1

First download and install one of the Main Revelation packages from this website. See: the [Demo's] tab on this webpage.

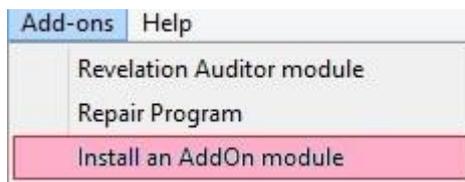
Once Revelation has been installed, either create your own new Company OR load the Demo Company [77].

Step 2

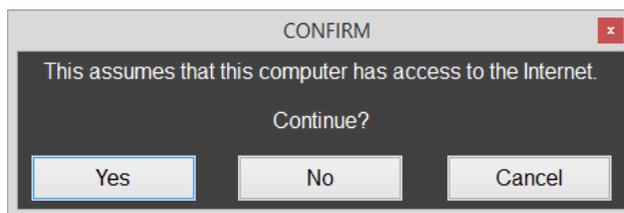
Once the Revelation Package has been installed, look for and click on the **[Add-ons]** tab on the TOP toolbar of Revelation.



Now click on the **[Install an Add-on module]** tab:

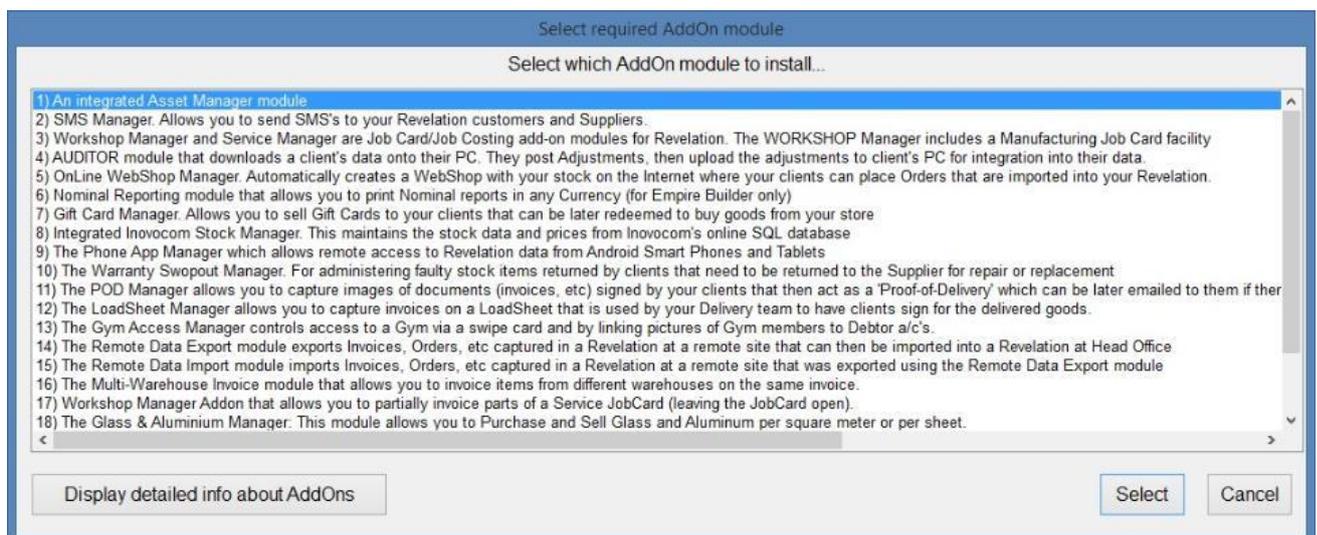


This option Assumes that this computer has access to the Internet. Make sure that your internet connection is active before you click the **[Yes]** button to continue.

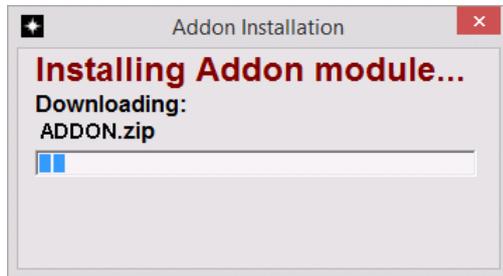


Step 3

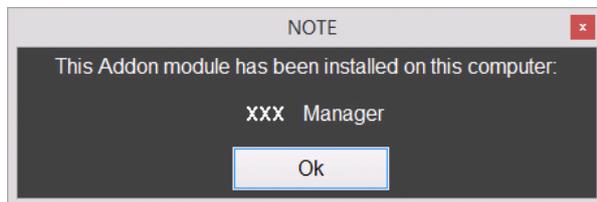
This will take you to our On-line Add-ons List. Simply select the Required Add-on from the List. In this case, select option **14) Remote Invoice Export Manager**.



The module will now automatically be installed on this PC. Follow the above steps for each of the PC's that require access to the Add-on Module/s.



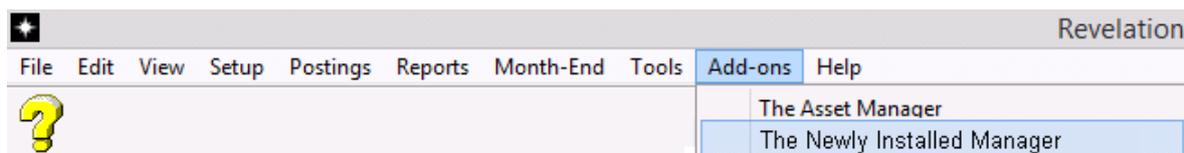
Once the module has been successfully installed, the following message will appear on the screen. You may now access the new Add-on Module from the Add-ons menu.



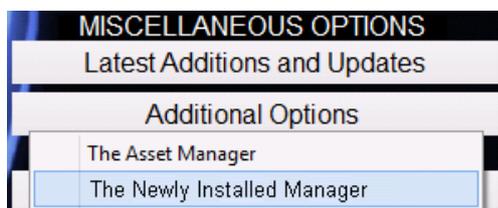
Please Note: The Add-on Module that has just been installed will run in DEMO mode until it has been registered (in order for you to evaluate the module). Please contact your Dealer or Revelation on **086 111 55 33** or **+27 11 391-4705** in order to pay for and Register the required add-on Module.

Accessing the Add-on Module

Once the Additional module has been installed, the system will automatically add the access button to the existing Add-on module's list. This list may be accessed from either the Top Toolbar:



Or, you may use the Additional Options under the **Quick Access Menu** option's Miscellaneous Options.

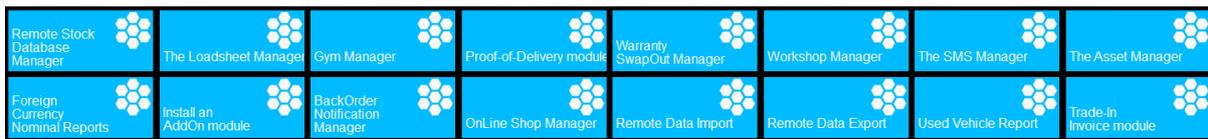


Creating a Shortcut on the Desktop via the Metro Menu

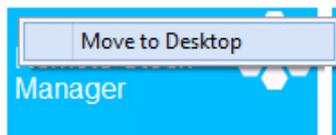
To create an Icon via the new **METRO MENU**, look for the Add-ons Option on the Right Side of the screen. Now click on the Add-ons Icon. (**See:** User Preferences>>General>>Preferred Main Menu Type)



This will display a list of the available Metro Add-ons.



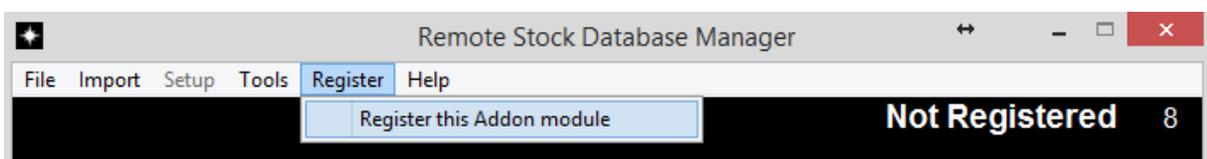
Simply Right click on the Icon option that you would like to move to the Desktop and then left click on the [**Move to Desktop**] option.



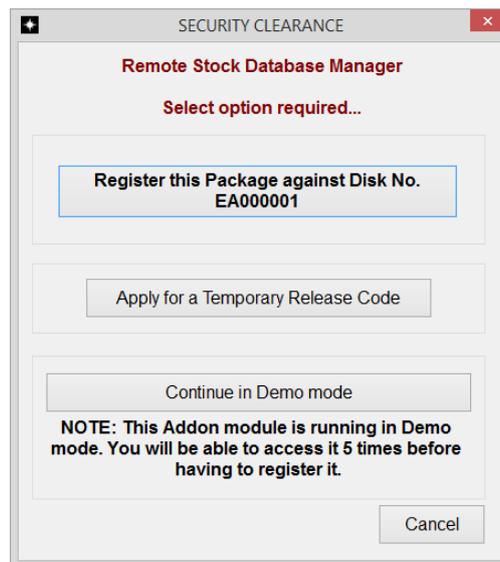
The new Desktop Icon will now appear on your screen. Simply click on the icon in order to access the External Stock Database manager.

How to Register the Add-on module

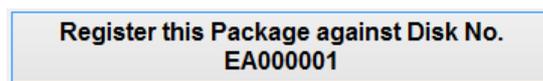
By Default, Revelation allows for 20 Accesses to any Demo Module. This is in order for you to try out the module and decide if it is the correct product for your organisation. After the 20 access, you will have to decide to either Purchase the product or to extend the Demo period. Once you have purchased and Paid for this Add-on Module, you may register the package by contacting your Dealer or Revelation directly. Simply click on the [**Register**] option on the top toolbar and then select the [**Register this Add-on module**]



The standard Security Clearance screen will appear

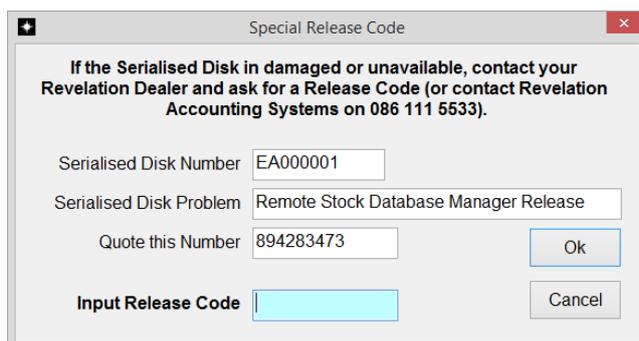


Now Click on the [**Register this Package against Disk no. XX0000XX**] button



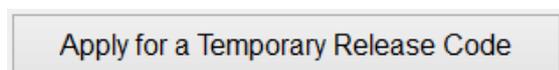
You will now have to phone the Revelation Support Centre in order to Register and obtain a valid release code. In South Africa please phone **086 111 55 33** or International Clients may phone **+27 11 391 4705** during office hours.

Please tell the Support agent that you are registering an Addon module. Have your **Serial number** and **Quote this number** handy

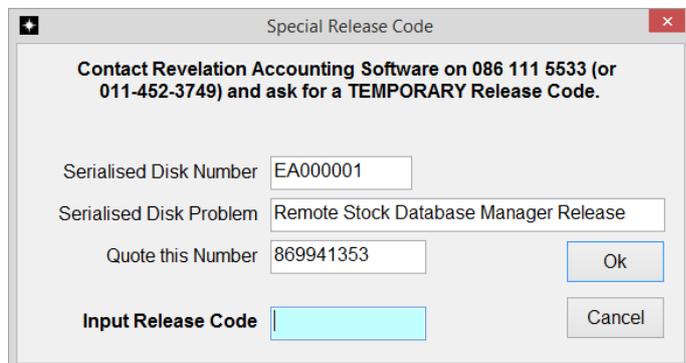


The Support agent will verify your purchase and then give you a release code that you will enter into the **Input Release Code** section.

If however you are not convinced that this is the correct package for you and you would like to extend the trail period on the package, select the [**Apply for a Temporary Release Code**] button. This will extend you accesses to another 20 tries.



Remember to tell the Support agent that you are not sure if this package is the correct one and that you would like to extend the Trail period. Again have the **Serial Disk Number** ready and the **Quote this number** handy.



Special Release Code

Contact Revelation Accounting Software on 086 111 5533 (or 011-452-3749) and ask for a TEMPORARY Release Code.

Serialised Disk Number: EA000001

Serialised Disk Problem: Remote Stock Database Manager Release

Quote this Number: 869941353

Input Release Code: [Empty]

Buttons: Ok, Cancel

The Support agent will give you a release code that you will type into the **Input Release Code** section.

How to Capture Data on the Remote Site

Once you have installed and setup the Stand Alone Revelation package at the Remote site (Branch), it is Critical that you adhere a couple of basic rules for the Companies:

- The Debtors, Creditors and Stock Records must be exactly the same on both sites. If John Black opens an account at the Remote site, Head Office will have to open the Account using the EXACT same account number. It is therefore recommended that Head Office opens the Account first, in order to obtain the correct account number. The Branch will then replicate this account number. The reason for this is that Revelation uses this common record number to link the transactions from the Branch back to Head Office.
- Only one person in the Company should take charge of the Export on the remote site and the export should be done routinely (e.g. Do an Export every evening at 17:00 or once a week on a Friday afternoon)
- It is preferable that the Export is done and then the person that did the export, hang around until the Import file is returned. This is just to make sure that the system is up to date with the latest information from Head Office. Clients could purchase their goods from the Branch, but send the payment to Head Office. This payment must then be Imported from Head Office to the Branch so that the records remain as up to date as possible (There will obviously always be a discrepancy due to the nature of an Offline system).

Tip: It is recommended that the Branch is initially set up by taking a Copy of the Head Office Database, and then Zeroing the Data. This will save you from having to re-capture all the account and stock details.

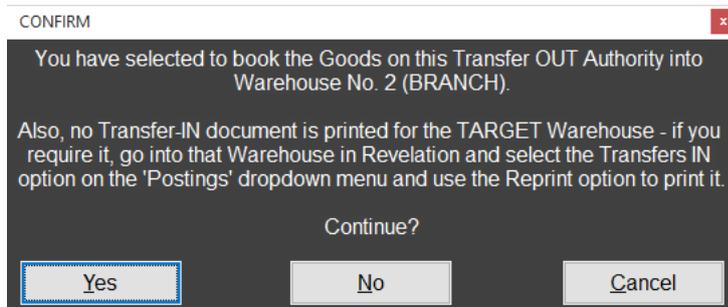
Once the Branch data has been set up, do a stocktake and then you may commence in doing transactions as per normal (like invoicing and Quotes etc.).

Tip: If this is a new Branch, use the Inter-Branch option to create a stock transfer from Head Office Warehouse to the Branch Warehouse at Head Office. This will give the Branch Warehouse stock holding in order for the Import at Head Office to diminish Stock as the Import takes place. Use the same paperwork to send the stock to the actual Branch in Order for them to capture the correct stock figures. (They will use the Branch Transfer Inward)

Hot Tip: Use the [Book Transfer into BRANCH] button to Import the Branch Stock INTO the Branch Warehouse. This will FastTrack your workload but inhibit your control.

Book Transfer INTO BRANCH

This will NOT print a Transfer-IN document for the TARGET Warehouse – if you require it, go into that Warehouse in Revelation and select the Transfer IN options on the Postings dropdown menu and use the Reprint option to print it.



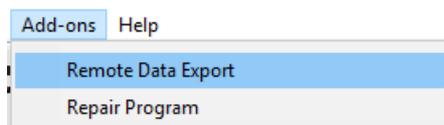
You should now have stock in Both Warehouses:

Warehouse Name	OnHand	Purch.Orders	Sales.Orders	In Production	Available
HEAD OFFICE	94	0	0	0	94
BRANCH	100	0	0	0	100
Totals (ALL Warehouses)	194	0	0	0	194

Available = OnHand + PurchaseOrders - SalesOrders

How to Export the Remote Data

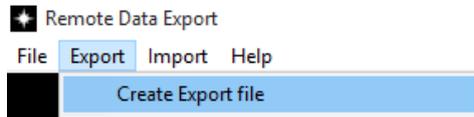
After processing your normal daily transactions, you should prepare an Upload file that will either be emailed, shipped or FTPed to Head Office. When you are ready, find and click on the [Remote Data Export]



Hot Tip: Although the Export file can be copied to a flash drive and transported to Head office or you can Mail the file using the Email facility, we HIGHLY Recommend that you rather make use of the Revelation FTP site in order to send the Export as this is the quickest and most reliable method with the least amount of PT.

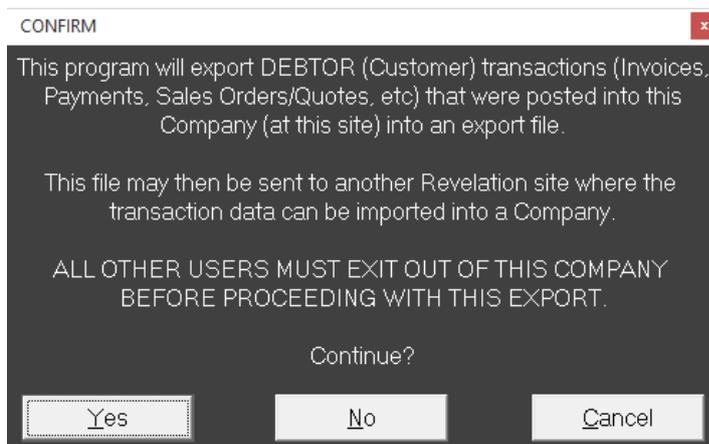
Creating an Export File

To create the export file that will be uploaded to Head Office, look for and click on the [Export] button and then [Create Export file].



This program will export DEBTOR (Customer) transactions (Invoices, Payments, Sales Orders/Quotes, etc.) that were posted into this Company (at this site) into an export file.

This file may then be sent to another Revelation site where the transaction data can be imported into a Company and (if setup at the Remote Site) Warehouse. It is important that all other users must exit out of this company BEFORE proceeding with this export.



Once ready and you are sure everyone is logged out, click on the [Yes] key to continue.

If this is the first time that you are doing the export, you will be promoted to select a unique 2 character Branch Code. This can be any Alpha Numeric code. Make sure from Head Office that you are not using another Branches code as this may cause your Branch Data to be imported against another Branches data.



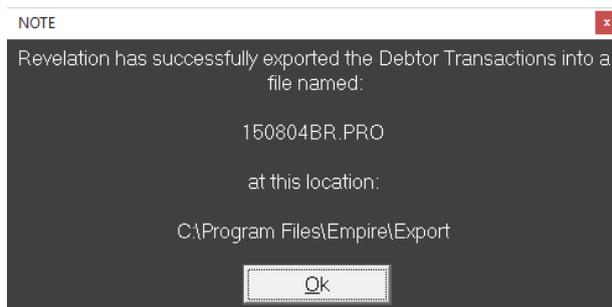
You will now be prompted to select a LOCATION where the file will be stored. This location will be used by either the email or FTP engines to locate the file once you are ready to send it off to Head Office.



Tip: We recommend that you create a new Folder within the existing Revelation Folder to house this data as it will be easy to locate

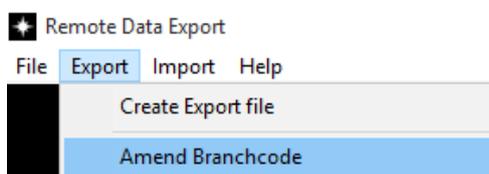
You will also have to give this export a unique Filename in order for you to recognise the file once you are ready to export it. We recommend that you leave the filename as default. Revelation uses a combination of the Branch number and the date to create this unique name.

Once the export was successful, the following prompt will appear with the file location setting.

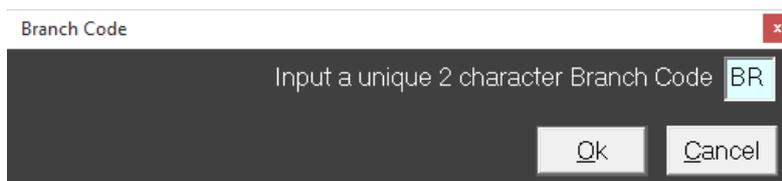


Amending the Branch code

If, for whatever reason. You need to change the Branch code for this particular Branch, look for the [Amend Branch code] option



The original Branch code will be display. Simply override this code with the new Branch code.



Warning: First check with Head Office before changing this code

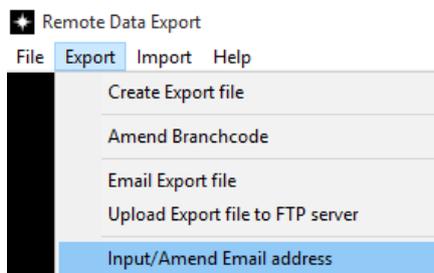
Sending the Data File to Head Office via Email

The most basic way to send the Export file is to place the data on a Flash Drive and send it to Head Office. If however you do have access to email, you may send the data to them via your normal Email facility.

Setting up a Default Email address

Before we can get started with the File sending to Head Office, we need to set up a default email address that will be used to send the data to. Every time you send the Data via the Email link, this address will be used as the default address (You may change the address at the time of sending).

Click on the Export button and then select the [Input/Amend Email address] button

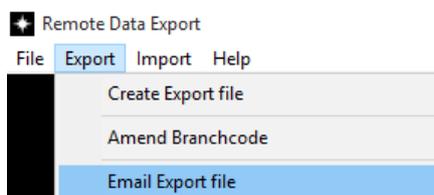


Now type in the default address. Revelation will remember this address and then use it as a default address for any future data export

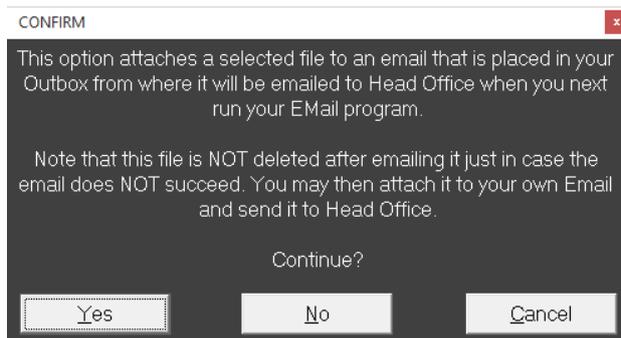


Emailing the Data

Once the Export file has been saved at the location specified and you are ready to send the data via the default email address, click on the [Email Export file].

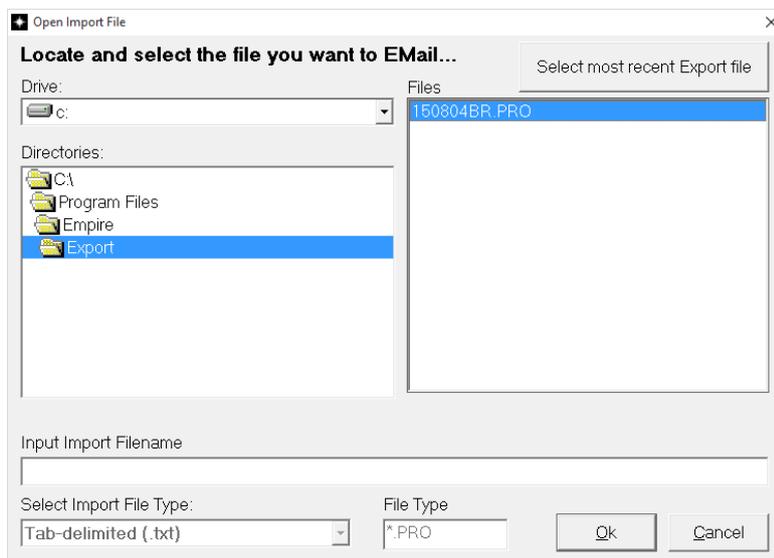


This option attaches the selected file to an email that is placed in your Outbox from where it will be emailed to Head Office when you next run your Email program.



Note: This file is NOT deleted after emailing it, just in case the email does not succeed. You may then resend or copy the file to another PC or Email system in order to send it again.

Once ready, click the [Yes] button to proceed. You will now be prompted for the original file location where the export file was saved in. Once located, simply double click on the required file on the Right.



The file will then call up your Email client and open a new e-mail with the file already attached. Simply insert the required email address (the default will be populated) and click the Send button.

Tip: Use the [Select most recent Export file] option to quickly locate the last file that you sent.

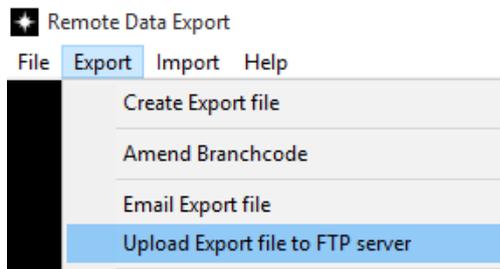


The file is now ready for Importing at the Head Office.

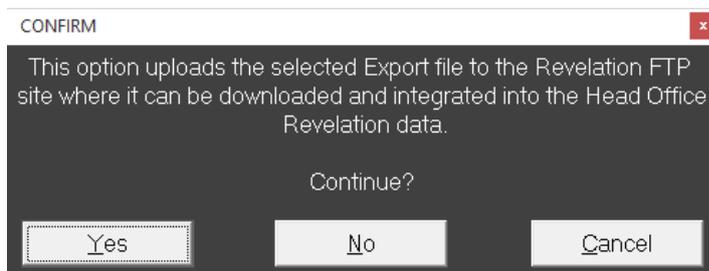
Sending the Data File via a FTP link

As part of the Revelation service, we have setup a default FTP site that you may use to export and Import data such as the Remote Invoice Data to. This has already been setup in the Software and does not need to be configured as with the Email address.

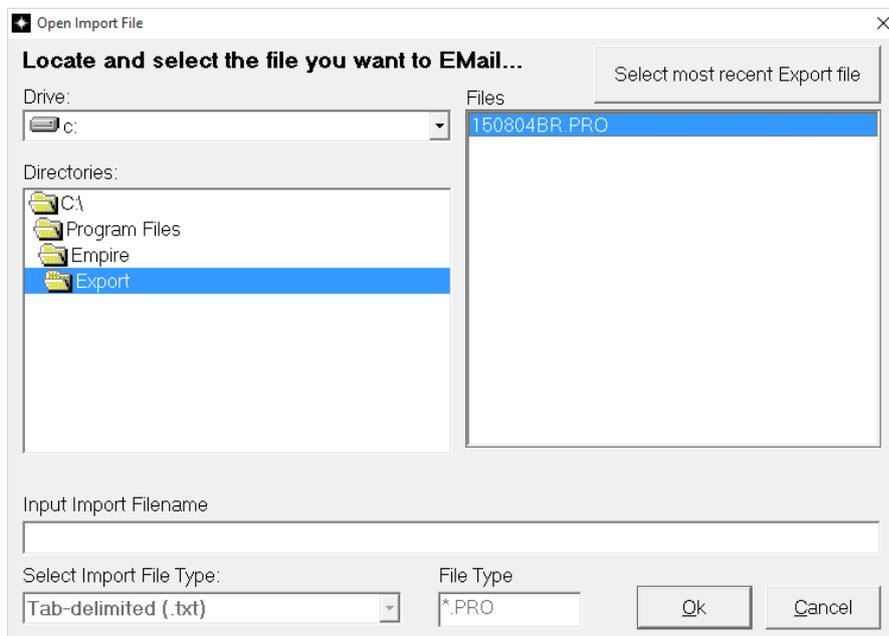
To send the Data to Head Office via the FTP link once the Export file for the period has been created, simply select the [Export] and then [Upload Export file to FTP server] button



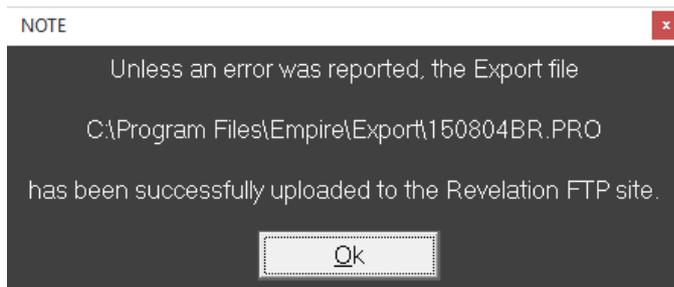
This option will upload the selected Export file to the Revelation FTP site where it can be downloaded and integrated into the Head Office Revelation data. When ready, click the [Yes] button.



As with the eMail option, you will be prompted for the location of the Export file. Select the file and click [Ok] or double click the File name.



Unless an error was reported, the Export file would have been sent to be uploaded to the Revelation FTP site for processing by Head Office.



How to Import Data received back from Head Office

Once the Data has been processed at Head Office, they in turn will be able to update the Branch PC with the latest information relevant to the Debtors Accounts. The clients will be receiving their statements from Head Office and may elect to do Payments directly to HQ. In this event, the Branch needs to be updated with this information. The Head Office will then prepare an Export on their side and then either:

- Email you the Export
- Send the Export to the FTP Site
- Send you a Disk with the Export File

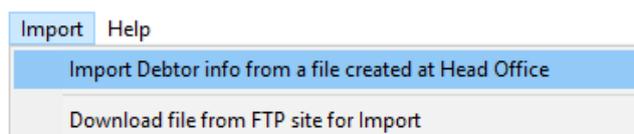
Head Office will send the Branch a file name with usually the Date and 2 Digit Branch Code with and UPD extension (e.g. 150805BR.UPD)

Importing Debtors info from a file (Email/FTP/Disk) created at Head Office

Head Office would have either sent you a Disk with the File that their prepared, or if an active Email is available, they would have sent the File to the relevant mail Box. If Possible however, we recommend that they send the file via the FTP engine as this is the quickest and most reliable. Whichever method you used to obtain the file (Email/FTP/Disk), simply copy the Attachment (???.UPD) to a location where you would be able to locate it once the Import explorer calls for it.

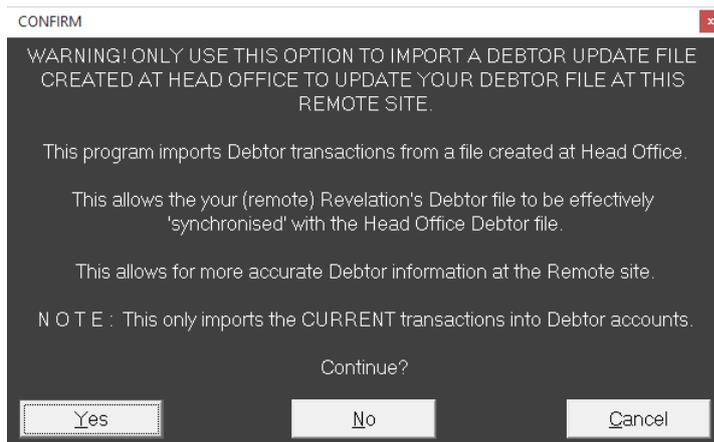
Warning: It is Important that all the EXPORTS to Head office was already done and Sent to Head Office before receiving and Importing this File as this import deleted all the TRANSACTIONS on the Branch Debtor.

Now go to the Remote Data Export Manager and select the [Import] section and then [Import Debtor info from a file created at Head Office]

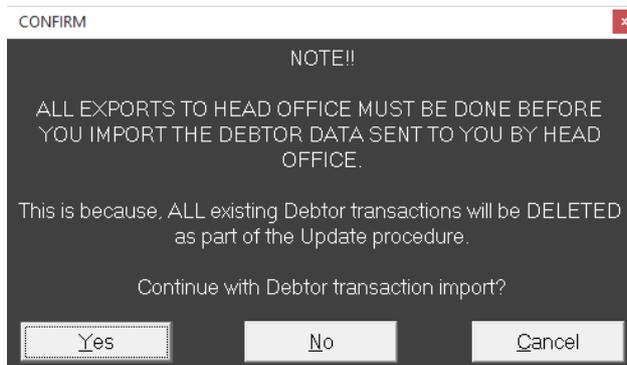


The warning screen will come up explaining the effects and reason for the import. When you are ready, click the [Yes] button.

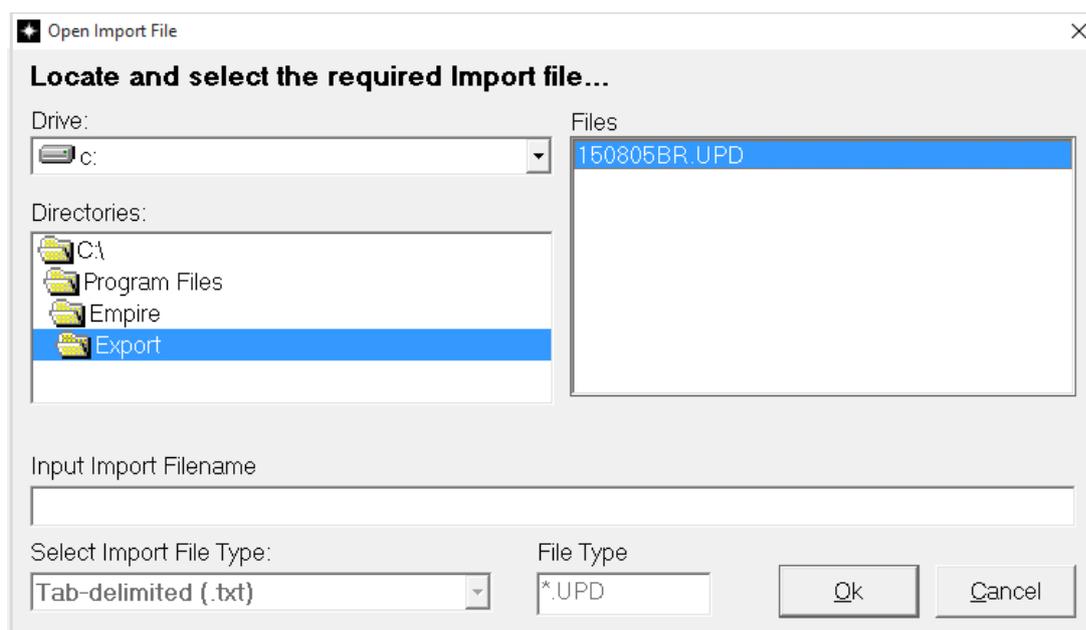
Please Note: This only imports the CURRENT transactions into Debtors accounts.



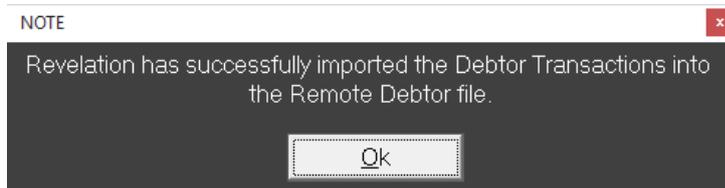
Take note of the Message and make sure that you have already exported the Data to Head Office. We recommend that you make a backup of the data just before you do the import, especially in the beginning days. Click [Yes] to start the Import.



You will now be prompted for the location of the *.UPD file that was sent from Head Office. After locating the File, click the [Ok] button or Double click on the file name.



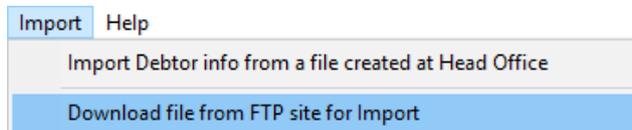
Once the import is complete, you will receive the following confirmation. To finish, click the [OK] button.



You may now go and check one or two of the Debtor Accounts in order to make sure that the upload was correct.

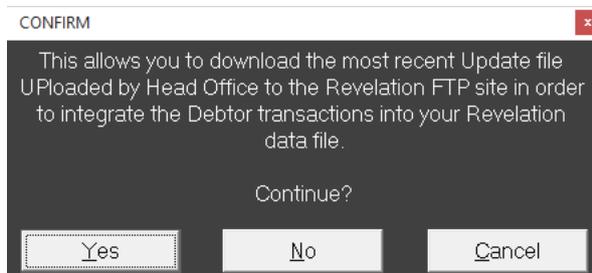
Downloading and importing a file from the FTP site uploaded by Head Office

If Head Office elected to send you the File via the FTP link, select the [Import] button and then [Download file from FTP site for Import]



This allows you to download the most recent Update file Uploaded by Head Office to the FTP site in order to integrate the Debtors transactions into your Revelation data file.

Click the [Yes] button to continue the download



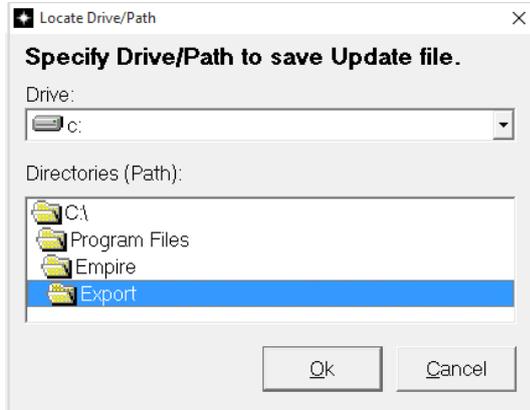
In order to prevent data mismatch (In the case of Multiple Branches), the Head Office module Prompted the upload for a Disk Number OF THE BRANCH BEING UPLOADED TO. The Datafile was then married to this Disk number. The idea is that the different Branches should not know each others Disk numbers and therefore should not get confused with which file to download.

You will now be prompted for your Branch Serial Number



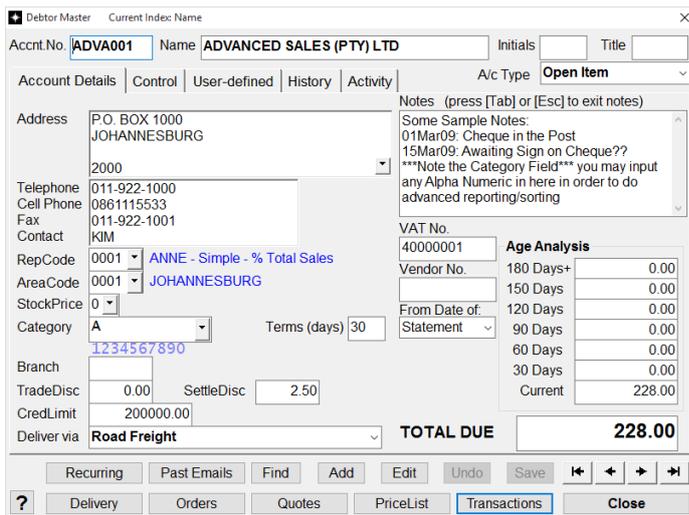
Hot Tip: To obtain your serial Disk Number, click on the [Help] file on the top left of the Revelation main screen. The Disk number is the one in brackets (e.g. EA000001)

You will now browse to the Location where you would like to save the Import File to. Once located, click the [OK] button.

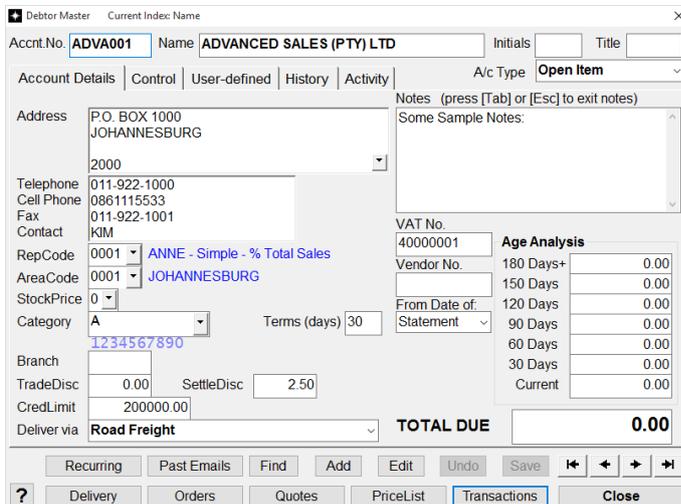


Example of an Import Update:

Before the Import – Balance due 228.00



After the Import – Balance due 0.00 (as a payment was made at Head office)



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