Document Management System
User Guide for DMS 2014

Software Documentation

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Contents

1. Introducing Document Management System 4
   DMS features are available on the following Modules and Screens 5
2. Program Installation 6
   2.1 Installation Requirements for the DMS ASP.net web components 6
   2.2 DMS Server Installation Steps 6
   2.3 DMS Client Installation Steps 15
   2.4 Activation Process 15
   2.5 Tables 16
   2.6 DMS Settings 16
   2.7 DMS Database Configuration 17
   2.8 Configure email 18
   2.9 Licensing 19
3. Security 20
4. DMS Module Functionality 21
   4.1 AP Invoice batch list 22
   4.2 AP Invoice Entry 23
   4.3 Show Documents 24
   4.4 Attach Documents 25
   4.5 Scan Documents 26
   4.6 Manage Documents 27
   4.7 AP Vendor Activity 28
   4.8 AP Search Documents 29
   4.9 AP Delete Documents 29

Appendix 30
1. Introducing Document Management System

The Sage 300 ERP Document Management System (DMS) is an add-on module from Visionetix Software that allows Sage clients to electronically scan and stores documents associated with Sage 300 ERP transactions. This DMS software brings the notion of a paperless office one step closer. It allows Sage users to view electronic documents directly from inside of the Sage 300 ERP software.

Technical Features:

- It has the same look and feel as SAGE 300 ERP.
- Uses SAGE 300 ERP Lanpak.
- Uses SAGE 300 ERP Security.
- Tight Integration with Sage 300 ERP.
- Developed using the SAGE 300 ERP SDK and ASP.net technologies.

Functional Features:

- Integrated Document Management System added to standard Sage 300 ERP screens.
- Documents are stored on a separate MSSQL database then the Sage 300 ERP company database.
- Upload images, PDF, Word, excel and other supported documents types directly to the DMS module.
- Relate digital documents to SAGE 300 ERP database transactions.
- View digital documents as they relate to SAGE 300 ERP transactions.
- Scan paper documents to a digital format directly from Sage 300 ERP.
- Upload outlook emails by drag and drop into Sage 300 ERP.
- Able to email stored documents directly from the DMS module.
- Easy to use and quick to Implement.
DMS features are available on the following Modules and Screens

**General Ledger**
- GL Journal Entry

**Accounts Payable**
- Invoice Entry
- Payment Entry
- Vendors
- Vendor Activity

**Accounts Payable**
- Invoice Entry
- Receipt Entry
- Customers
- Customer Activity

**Inventory Control**
- Items
- Vendor Details
- Bills of Material
- Receipts
- Shipments
- Adjustments
- Transfers

**Order Entry**
- Order Entry
- Shipment Entry
- Invoice Entry
- Credit/Debit Note Entry

**Return Material Authorization (RMA)**
- Return Authorisation Entry (This screen is under the Order Entry module of DMS)

**Purchase Orders**
- Requisition Entry
- Purchase Order Entry
- Receipt Entry
- Invoice Entry
- Return Entry
- Credit/Debit Note Entry

**Purchasing Workflow**
- Requisition Entry
2. Program Installation

2.1 Installation Requirements for the DMS ASP.net web components

1. DMS is compatible with all the operation systems and MSSQL databases that the related version of Sage 300 ERP is compatible with
2. Internet Information Services version 6.0 or later. If using IIS 7.0 or IIS 7.5 please ensure IIS6.0 compatibility is also installed.

2.2 DMS Server Installation Steps

1. Run the installer package labeled DMS62_Setup.exe This can be downloaded from http://www.visionetix.com

2. Follow the onscreen steps and proceed to the installation folder. Select the Sage 300 ERP directory (path where the current 2014 version of Sage is installed) The installation will create a VX62A folder for DMS module
Follow the installation step on the screen

Select the option to install the DMS database. You will be required to enter valid SQL server login details and have security rights so that the installer can setup the database.
3. The DMS installation has 2 areas, one of which is a module installed under the Sage folder (VX62A) and the 2nd is the DMS server side which uses windows IIS.

Once the module side of the installation is completed, the below screen will appear to start the DMS server side. Select the Start DMS Server setup to launch the DMS ASP.net web server install then press finish. The ASP.net DMS installation package will be launched. Follow the onscreen instruction to setup the web application.

If you uncheck the Start the DMS server Setup at this stage, this can later be installed by running the VX62A \DMS Server setup.msi note the server side installation should be done on the Sage 300 ERP server. If Sage 2014 version is locally installed on each P.C then only the VX62A module side setup is required on each P.C. The DMS server side setup is only required once.

![InstallShield Wizard Complete](image)

Once you click on finish the Database creating /upgrade screen will appear before starting DMS server side installation.

Select the option to install the DMS database. You will be required to enter valid SQL server login details and have security rights so that the installer can setup the database.
The default database for DMS is DMS_DAT, if an existing database also exists then the program will upgrade that database.

You can also create the database later by starting the same program from VX62A\DMSDatabasesetup.exe

Once the database setup screen is close the DMS server side installation will start

Follow the instruction on the screen

If the Installation doesn’t start or doesn’t allow you to select next ensure you have IIS6.0 compatibility installed for IIS (This is done from windows component installation)
When the DMS Server side installation is complete, open the Internet Information Services Management Console (IIS). (Depending on the IIS version the instruction will vary)

Below is the instruction for IIS 7.5

Create an application POOL call DMS

Right click on Application Pools and click on Add Application Pool, select the below settings

![Add Application Pool dialog](image-url)
Once DMS application pool is created right click on DMS application pool and select Advance setting

Ensure V2.0 for .NET Framework Version

Ensure Enable 32bit Applications is set to TRUE (This option will only appear on 64bit P.C's)

In the Identity select a network user who has full rights to the Sage programs
Sage Shared data
Inetpub\wwwroot\DMS folder

Or select local system user and ensure this user has all the rights to the above folder.
4. Once the application pool is setup go to Default web Site and highlight DMS folder, right click and go to Manage application and click on Advance Settings. The below screen will appear.

Change the Application pool to DMS from DefaultAppPool and save the changes.

5. Navigate to the root folder of IIS (typically C:\inetpub\wwwroot). Locate the DMS virtual folder. Go to the folder properties and add the Write security rights to the asp.net account (typically ASPNET). This is so the configuration file can be written to from the DMS ASP.net website.
### DMS Properties

**Group or user names:**
- Administrators (REMOTE\Administrators)
- ASP.NET Machine Account (REMOTE\ASPNET)
- CREATOR\OWNER
- SYSTEM
- Users (REMOTE\Users)

**Permissions for ASP.NET Machine Account**

<table>
<thead>
<tr>
<th>Permission</th>
<th>Allow</th>
<th>Deny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Read &amp; Execute</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>List Folder Contents</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Read</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Write</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

For special permissions or for advanced settings, click Advanced.

[![Image](image_url)](image_url)
6. Checking DMS server side setup is working

Restart IIS

Now if you go to Default web Site and highlight DMS folder and right click and go to Manage application and click on browse the below screen should appear.
Or if you go to internet explorer and enter http://localhost/DMS the same screen should appear.

![Welcome to the Acctpac Document Management System.](image)

If the Internet explorer display the DMS screen as above then the DMS server side (IIS) installation is correct. If there are any errors then it’s related to IIS. Refer to Appendix A for common errors.
Also refer to our www.visionetix.com web site under FAQ Or email support@visionetix.com or helpdesk@microchannel.com.au
2.3 DMS Client Installation Steps

1. Run the same installer package labeled DMS6.2_Setup.exe on each workstation that Sage 300 ERP is installed locally on. Stop once the installation prompts for the DMS Server side installations. If Sage 300 ERP has a workstation setup then no installation is required, just run the Regacc.exe from the server to register the DMS OCX files.

2.4 Activation Process

1. Log in to Sage 300 ERP.
2. Select ‘Data Activation’ from Administrative Services.
2.5 Tables

The activation process will create the following table within the Sage 300 ERP database for a company that is currently open. All the DMS documents are stored on a separate database from the Sage 300 ERP database.

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VXOPT</td>
<td>Options</td>
</tr>
</tbody>
</table>

2.6 DMS Settings

Before the DMS can be used in a Sage 300 ERP company the settings need to be configured.

**DMS Setup**

Ensure the DMS URL settings are correct then click the Configure DMS Server button to validate the connection between the DMS server and the Sage 300 ERP Company.

The DMS URL path should be [http://server/DMS](http://server/DMS)

Where the server is the name of the IIS server on which the DMS server side is installed on.
2.7 DMS Database Configuration

The Configure DMS Server button will open the ASP.net DMS website where you are required to enter the details of your database connection. However, these only need to be setup once and the details are transferred to each Sage 300 ERP company that uses the DMS.

Max File size – This defines the maximum file size that can be uploaded to the DMS system. File exceeding the limit number will be rejected and a message will be displayed.

Protect Configuration – if enabled the DMS Server configuration file will be encrypted when saved.

Enter the MSSQL server and the user name and password and also enter the DMS database (DMS_DAT) this is the database on which the DMS files will be stored in
2.8 Configure email

On the setup screen click on configure email and the below screen will appear. Enter the MSSQL server details on this screen as well. You also have an option to enter an email template so when documents are email from DMS it will automatic enter the template wording in the email. MAPI is used for emailing from DMS.
2.9 Licensing

The license details are entered in licensing tab of the setup screen.

The DMS module is license as follows:

**Financials series** – Allows DMS Functions with: General Ledger / Accounts Receivable / Accounts Payable modules

**Operational series** - Allows DMS Functions with: Inventory Control / Order entry / Purchase Order / RMA / Purchase workflow modules

**Enterprise series** – Includes both Financial and Operational series.
3. Security

The Document Management System uses the same security setup in Sage 300 ERP 2014 ERP as other Sage 300 ERP 2014 ERP Modules.

The Document Management System uses security groups to restrict user access to data. Use Administrative Services to define security groups for the interface options and assign them to users.

First select the tasks that members of each security group can perform, and then assign individual users to the security groups you have defined. Use Database Setup to turn on security.

Note that to restrict access to the Document Management System, first turn on security for the system database using Database Setup.
4. DMS Module Functionality

The DMS module adds Show Documents, Scan Documents, Attach Document and Manage Document buttons to the standard Sage 300 ERP screens.

**Show Document** – The Show document button simply displays all the documents that are link to the related transaction in the DMS module.

**Scan Document** – This button allows the users to directly scan the documents from the Sage DMS Screens, DMS can use the scan driver or the twain driver to scan documents.

**Attach Document** – if the user already has the electronic copy of the document they can upload it using the attach screen. Also Documents can be drag and drop in the attach screen.

**Manage Documents** – This button allows the user to delete a store document from DMS and also update the description related to the document that was record during initial upload.

Below is an example of how DMS is used in the Accounts Payable Module, the same concept applies to all other DMS Screens.
4.1 AP Invoice batch list

The AP batch list screen extends the functionality of the standard Sage 300 ERP AP batch list screen by integrating the DMS functionality.
4.2 AP Invoice Entry

The DMS AP Invoice entry screen adds the DMS functionality directly to the main Sage 300 ERP screen. Documents can be scanned, attached, viewed and managed from the Sage 300 ERP Screens.
4.3 Show Documents

The Show documents screen allows for documents to be viewed, downloaded, printed or emailed.

Each transaction can have unlimited number of documents linked to it. Outlook emails can be stored and viewed as well.

Once view is click the document is displayed
4.4 Attach Documents

The DMS Attach Documents screen allows the user to attach previously saved documents. These documents can then be related back to Sage 300 ERP transactions.

Documents that are already in electronic format can be uploaded by clicking on browse and selecting the document also users can just drag and drop the document into this screen. The user can upload outlook email as well once you click on the upload email to DMS button the below pop up screen will appear on the top of the screen then just go to outlook and drag and drop the email into the pop up screen and the email will be uploaded to the related transaction.
4.5 Scan Documents

The DMS Scan Documents screen allows the user to scan documents directly from Sage 300 ERP. These documents can then be related back to Sage 300 ERP transactions.

Use Scanner Driver – Uses the scanners driver for the scanning interface and settings.

Automatic Document Feeder – Scan multiple documents if supported by the scanner.

Duplex – Scan both sides of documents.

Convert to File Type – Select the file type to convert the scanned images to. If multiple pages are to be merged select the multi-page option. This is supported by the PDF and TIF file formats.

Save As – Save a copy of the scanned image locally.

The user can review the scan and match it against the related transaction to upload to and then click on Upload to DMS and then the document will be uploaded to the DMS MS-SQL database which later can be viewed using the show Documents button.
4.6 Manage Documents

The Manage Documents screen displays a list of documents attached to a specific Sage 300 ERP transaction. These documents can be viewed, downloaded, emailed or deleted. The edit function allows modification of a document’s filename and its description.
4.7 AP Vendor Activity

The DMS AP Vendor activity screen also allows the users to use the DMS features directly from the Activity screen, documents that were added in the Invoice & Payment entries can be viewed from the Vendor Activity screen. Users can use all the 4 DMS functionality directly from the vendor Activity screen. (Documents can be scanned, attached, viewed and managed)
4.8 AP Search Documents

The AP Search Documents screen enables a quick search for documents matching a user’s criteria. Example if a DMS document was uploaded to the invoice entry with a particular description the user can search by that description in this screen and the program will return all the batch and entry that has that description.

4.9 AP Delete Documents

The AP Delete Documents screen allows documents to be deleted by batch number.
Appendix A

When accessing the Http://localhost/DMS returns the below 404.17 error then review the IIS component.
Please ensure the below IIS component are installed, depending on the operation system this components are generally installed via windows features

**Under Application and Development**

Select Role Services

Under Security

Role Services
When accessing the Http://localhost/DMS  returns the below 500.0 error then 32bit is not set to true under application pool on a 64bit Server

Error 500.0

HTTP Error 500.0 - Internal Server Error
Calling LoadLibraryEx on ISAPI filter "C:\Program Files (x86)\Common Files\Sage\Sage 300 ERP\Tomcat\Jakarta\isapi_redirect.dll" failed

Most likely causes:

- IIS received the request, however, an internal error occurred during the processing of the request. The root cause of this error depends on which