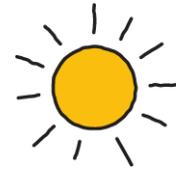


viewpost®



GP Sync Agent User Guide



April 20, 2018



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Overview

If you have successfully registered an account on Viewpost®, installed and initialized the Viewpost® Sync Agent for Microsoft Dynamics GP on your computer, you're now ready to start using the Sync Agent. This guide describes how to use the Viewpost Sync Agent for Microsoft Dynamics GP.

The Sync Agent's job is to sync information between Dynamics GP and Viewpost. The Sync Agent allows you to sync the following:

- Vendors
- Payable invoices for your vendors
- Viewpost payment commands
- Payment remittance for payments made to vendors for non-Viewpost payments
- Payments made to vendors on the Viewpost.com web site into Dynamics GP
- Invoices from your Viewpost-connected vendors
- Customers
- Detailed Receivable invoices
- Payment receipts from your customers

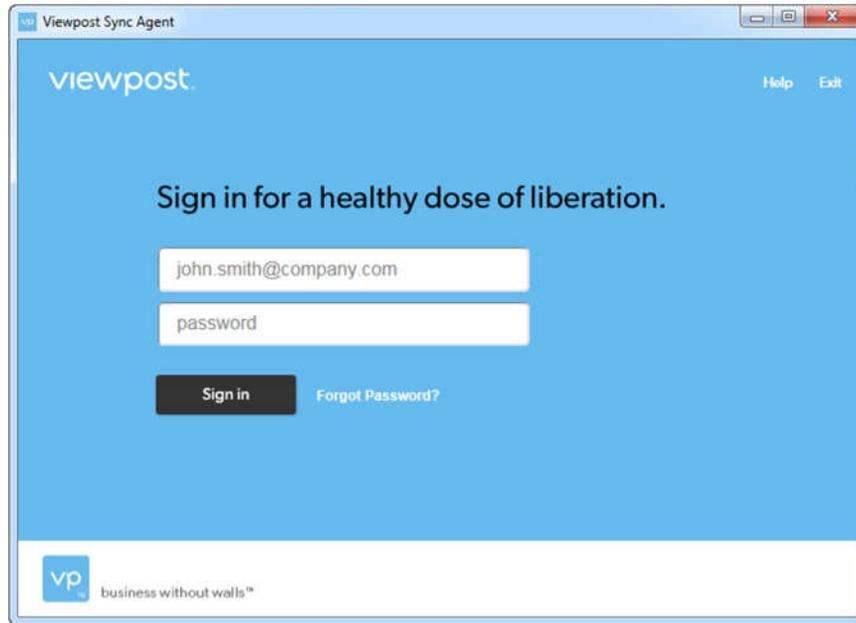
1. Starting the Sync Agent

Since the Sync Agent is already installed and the installation wizard is completed, your Viewpost account is tied to the Dynamics GP companies selected during the installation. Data can be synced to Viewpost from one or multiple Dynamics GP companies. However, the Sync Agent only supports syncing Viewpost data down to Dynamics GP if the single company option was used on installation.

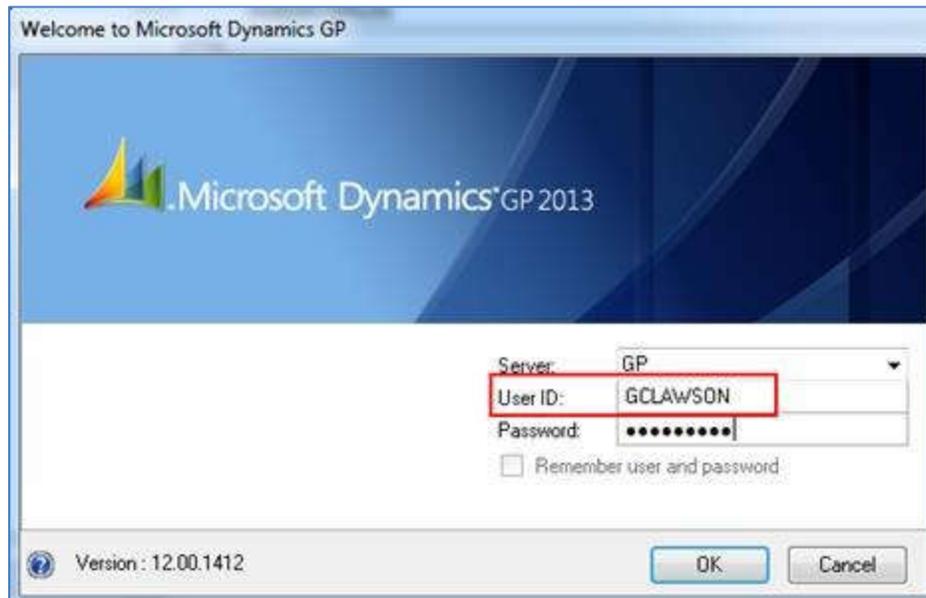
To launch the Sync Agent use the shortcut icon on your Desktop or click:

Start -> All Programs -> Viewpost -> Viewpost Sync Agent

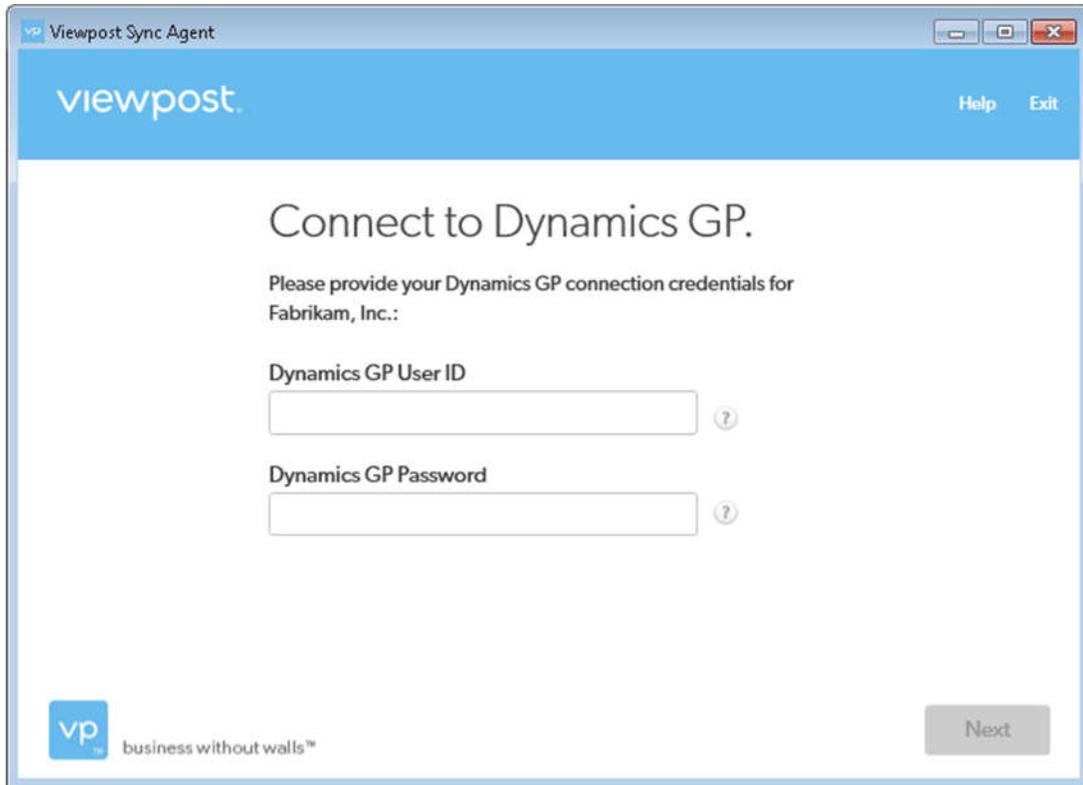
You will be prompted for your Viewpost credentials (this is the email account that you use to log into Viewpost.com).



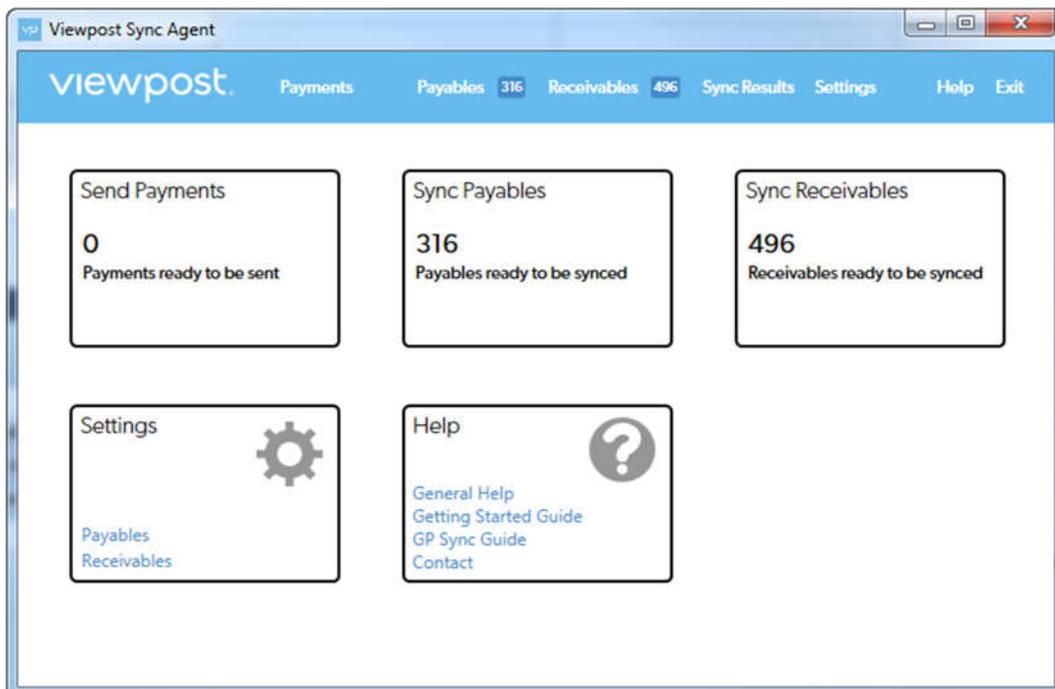
Next, you'll be prompted for your Dynamics GP credentials. This is your Dynamics GP User ID (see below for an example).



The User ID is case sensitive so be sure to enter it exactly the same way as you would enter it when logging into Dynamics GP. Also note that, once you have initialized the Sync Agent, you won't have to provide the Dynamics GP Server name as it was stored during the initialization process in the Sync Agent's configuration file.



Once you have provided your Dynamics GP credentials, click the Next button. The Viewpost Sync Agent Dashboard will appear.





2. Sync Agent Dashboard & Navigation

The Dashboard screen can be accessed by clicking the Viewpost® logo in the upper left corner of the application. It reflects the items also accessible via the main navigation at the top of the Sync Agent and includes the following elements:

- Payments
- Payables
- Receivables
- Sync Results (only main navigation)
- Settings
- Help
- Exit (only main navigation)

The next sections of this guide will explain each of these tabs and how to use them.

3. Settings

To access the Settings screen, click the Settings pane on the Dashboard or the Settings tab in the main navigation.

Settings allow you to control what is sync'd to the Viewpost platform. You can sync as much or as little as you like.

The Settings tab has three sub-tabs:

- General
- Payables
- Receivables



General

Choosing the General tab will display the following screen:

The screenshot shows the Viewpost Settings interface. The top navigation bar includes the Viewpost logo and counts for Payments (3), Payables (284), and Receivables (466). The 'Settings' tab is selected, with sub-tabs for 'General', 'Payables', and 'Receivables'. The 'General' sub-tab is active. The interface displays the following settings:

- Importing from Viewpost into Dynamics GP:** A 'Save' button is present. A message states: "You are currently unable to sync down from Viewpost."
- Syncing Payment Batches to Viewpost:**
 - Only display payment batches that have VIEWPOST or VP as a prefix ?
 - Check for records ready to sync every minutes (Minimum 5)
 - Archive Location:

Syncing Payment Batches to Viewpost

You can elect to only have batches with the prefix “VIEWPOST” or “VP” displayed on the Payments tab for syncing. Using either of these naming conventions will allow your Users to only see the payments batches that you want them to sync to Viewpost.

Check for Records ready to sync every XX minutes

Allows you to set a minimum timeframe at which the totals available to sync will be refreshed in the sync agent. This is helpful if you tend to login to the sync agent and remain logged in for periods of time. These totals are normally only refreshed every time you login to the sync agent.

Archive Location

You can change the archive location for acknowledgement files at any time



Payables

The Payables tab will allow you to choose if you would like payments made on Viewpost to sync from Viewpost directly into Dynamics GP (this is only available if you have implemented for a single GP company). It also lists vendors in Dynamics GP that can be sync'd to Viewpost.

viewpost Payments 3 Payables 284 Receivables 466 Sync Results Settings Help

Settings General Payables Receivables

109 of 109 vendors will be synced. Payables will be synced for 108 of the synced vendors.

Show: All Filter by Vendor name or ID Save

| Vendor | Payables | Vendor ID | Vendor Name | Company | Email |
|-------------------------------------|-------------------------------------|---------------|------------------------------|----------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ACETRAVE0001 | A Travel Company | Fabrikam, Inc. | Edit vp.release+upload@gmail.com |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ADVANCED0001 | Advanced Office Systems | Fabrikam, Inc. | Edit vp.release+ganymede@gmail.com |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ALLENSON0001 | Allenson Properties | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | AMERICAN0001 | AmericaCharge | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ASSOCIAT0001 | Associated Insurance Inc. | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ATTRACTI00001 | Attractive Telephone Co. | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | AUSTRALIA | AUSTRALIA | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | AUTOFINA0001 | Auto Financing | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | BEAUMONT0001 | Beaumont Construction | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | BERGERON0001 | Bergeron Communications Sol. | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | BLOOMING0001 | Bloomington County | Fabrikam, Inc. | Add No Email found |

The “Import Viewpost Vendor Payments into Dynamics GP” checkbox indicates if the Sync Agent should import payments made on Viewpost into Dynamics GP (this is not available for multi GP companies). Keep in mind that, if you leave this checkbox unchecked, then payments made on the Viewpost website will have to be manually entered into Dynamics GP. For example, an authorized user logs into the Viewpost website and pays one or more vendor invoices, the Sync Agent will sync the payment transactions into Dynamics GP as an un-posted Manual Payment batch. The name of the Manual Payment batch will be VP_PAYMTSMMDDYY where ‘MM’ represents the month, ‘DD’ represents the day, and ‘YY’ represents the year. All you would have to do is verify the information in the batch is correct, then post the batch. If the checkbox was not checked, then you would have to enter and post the payment manually.



The two left most columns in the list of vendors are checkboxes. Vendor information for selected vendors will be sync'd to Viewpost. If the "Vendor" checkbox is checked for a particular vendor, then that vendor's information will be sync'd to Viewpost. To sync payable documents (open invoices, credit memos, etc.) to Viewpost, simply leave the "Payables" checkbox checked.

For single GP companies if the "Import Viewpost Vendor Payments into Dynamics GP" is checked then payments made on the Viewpost website will automatically sync from Viewpost into Dynamics GP.

Both the vendor and the vendors' payable documents will sync to Viewpost for all of the vendors except AUSTRALIA. The vendor information for AUSTRALIA will sync to Viewpost, but the payables for that vendor will not sync.

The "Show:" dropdown list allows you to filter the vendor list by All (no filter), Selected (only those vendors that are selected), or Not Selected (only those vendors that have not been selected).

The "Filter by Vendor" text box allows you to filter the list by any part of the vendor's ID or the vendor's name. Simply start typing in the textbox and the Sync Agent will filter the list accordingly.

Also note that, the email address was not provided for most of the vendors in the example below. If you would like Viewpost to send notifications to your trading partners automatically, then add email addresses to your vendors in Dynamics GP (see "Vendor Record Requirements" in the GP Sync Agent Getting Started User Guide). Viewpost will send an email notification to the vendor when syncing payable documents and payment commands provided there is an email address on file for the vendor.

When you are done making your selections, click the Save button.



Receivables

The Receivables tab will allow you to choose if you would like payments received on Viewpost to sync from Viewpost directly into Dynamics GP (this is not available for multi GP companies). It also lists customers in Dynamics GP that can be sync'd to Viewpost.

viewpost. Payments 3 Payables 284 Receivables 466 Sync Results Settings Help

Settings General Payables Receivables

103 of 103 customers will be synced. Receivables will be synced for 102 of the synced customers.

Show: All Filter by Customer name or ID Save

| Customer Receivables | Customer ID | Customer Name | Company | Email |
|-------------------------------------|-------------------------------------|--------------------------------|----------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Aaron Fitz Electrical | Fabrikam, Inc. | Edit vp.release+aaron@gmail.com |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Adam Park Resort | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Advanced Paper Co. | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Advanced Tech Satellite System | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Alton Manufacturing | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | American Electrical Contractor | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | American Science Museum | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Associated Insurance Company | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Astor Suites | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Atmore Retirement Center | Fabrikam, Inc. | Add No Email found |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Baker's Emporium Inc. | Fabrikam, Inc. | Add No Email found |

The “Import Customer Payments received via Viewpost into Dynamics GP” checkbox indicates if the Sync Agent should import Viewpost digital payments received from your Viewpost-connected customers directly into Dynamics GP (this is not available for multi GP companies). Keep in mind that, if you leave this checkbox unchecked, then you will have to manually enter payments received via Viewpost into Dynamics GP. For example (if the “Import Customer Payments received via Viewpost into Dynamics GP” checkbox is checked), one of your Viewpost-connected customers pays you for one or more receivables invoices. The Sync Agent will sync the payment receipt (cash receipt) transaction into Dynamics GP as an un-posted Cash Receipts batch. The name of the Cash Receipts batch will be VPPYMTRECMDDYY where ‘MM’ represents the month, ‘DD’ represents the day, and ‘YY’ represents the year. All you would have to do is verify the information in the batch is correct, then post the batch. If the checkbox was not checked, then you would have to enter and post the payment receipt manually.

The two leftmost columns in the list of customers are checkboxes. Customer information for selected customers will be sync'd to Viewpost. If the “Customer” checkbox is checked for a



particular customer, then that customer's information will be sync'd to Viewpost. If you would also like the Customer's receivable documents (their open invoices, credit memos, etc.) sync'd to Viewpost, then leave the "Receivables" checkbox checked.

For single GP companies if the "Import Customer Payments received via Viewpost into Dynamics GP" is checked then payment receipts made by your customers via Viewpost will automatically sync from Viewpost into Dynamics GP. Also, in the example, both the customer and the customers' receivable documents will sync to Viewpost for all customers except AMERICAN0001. The customer information for AMERICAN0001 will sync to Viewpost, but the receivables for that customer will not sync.

The "Show:" dropdown list allows you to filter the customer list by All (no filter), Selected (only those customers that are selected), or Not Selected (only those customers that have not been selected).

The "Filter by Customer" text box allows you to filter the list by any part of the customer's ID or the customer's name. Simply start typing in the textbox and the Sync Agent will filter the list accordingly.

When you are done making your selections, click the Save button.

4. Payments

A Viewpost Payment is a vendor payment that originates from Dynamics GP that is processed on your behalf by Viewpost. A Viewpost Payment is not dependent on the Sync Agent Payables settings. It does not matter if a vendor is selected in the Settings tab of the Sync Agent.

If you know how to print checks in Dynamics GP, then sending/sync'ing Viewpost Payments should be easy. You can send Viewpost Payments to any US-based vendor. It does not matter if you and your vendor are connected on Viewpost. If your Vendor is enrolled in the virtual card program then they will receive payment via virtual card. If you are connected to your vendor on Viewpost and your vendor has added their bank account and elected to receive ACH payments, then your vendor will receive your payment digitally via Viewpost. If neither of these apply then they will receive your payment via a paper check that is printed and mailed by Viewpost to your vendor.

Creating Viewpost Payments follows, almost the exactly, the same workflow that you would use to create a Dynamics GP computer check batch. The procedure to send Viewpost Payments is:

1. Create the "VIEWPOST" or "VP" prefixed Dynamics GP computer check batch.
2. Print the check images to a file (pdf, xps, etc.). No need to waste your paper.
3. Post the "VIEWPOST" or "VP" prefixed Dynamics GP computer check batch.



4. If required, transmit your “positive pay” or “safe pay” file to the bank (typically part of your normal procedure).
5. Use the Viewpost Sync Agent to send your Payments.
6. Done.

How to create Payment Commands in Dynamics GP

The Viewpost Sync Agent will send Payments from Dynamics GP to Viewpost for all Dynamics GP Payables computer check batches. The Dynamics GP Batch ID is 15 characters. As a best practice it is recommended that each batch name start with “VIEWPOST” or “VP”. Batches starting with other prefixes can be configured to not be displayed in the sync agent under the Settings/General tab. So you could create your Viewpost Payment batches with “VIEWPOSTMMDDYY” where MM=Month, DD=Day, and YY=Year. Below is an example of a Viewpost Payment batch in Dynamics GP. Note the following details:

- The Payment Method is “Check”.
- The check date can be no more than 10 days in the past.
- The check date cannot be greater than the date when the Payments are Sync’d to Viewpost (i.e. they cannot be post-dated).
- The Checkbook associated with the Viewpost Payment Method must be verified.
- The ISO currency code assigned to the Currency ID must be either USD or blank (the Sync Agent will assume USD by default if the ISO currency code is blank).

Payables Batch Entry GCLAWSON Fabrikam, Inc. 10/20/2014

File Edit Tools Help

Save Clear Delete Post

Batch ID: VIEWPOST102014 Origin: Computer Check

Comment: Viewpost Payment Commands

Payment Method: Check EFT

Frequency: Single Use

Posting Date: 10/20/2014

Check Date: 10/20/2014

Recurring Posting: 0

Days to Increment: 0

Checkbook ID: FIRST BANK

Currency ID: 4US

File Format: Domestic

Times Posted: 0

Last Date Posted: 0/0/0000

| | Control | Actual |
|--------------|---------|--------|
| Transactions | 0 | 0 |
| Batch Total | \$0.00 | \$0.00 |

Approved User ID: Approval Date: 0/0/0000

Transactions



The Viewpost Sync Agent will only sync payments for Dynamics GP computer check batches that have been posted in Dynamics GP.

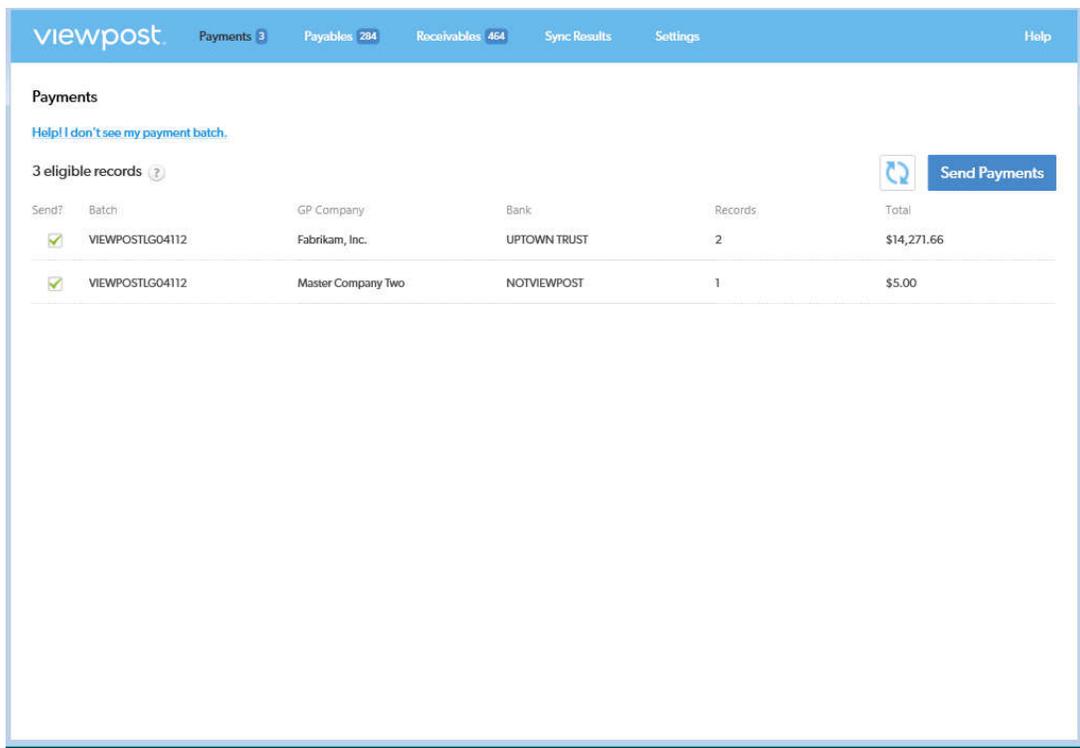
Also remember to only create Viewpost Payment batches using a Dynamics GP checkbook that has been verified as a Payment Method on Viewpost.

Finally, before you can post a Dynamics GP computer check batch, Dynamics GP requires that you print the checks. Because your checks (your Viewpost Payments) will be sent either digitally or via a Viewpost paper check, there is no need to print your Viewpost Payments to physical paper or your check printer. Instead, as a suggestion, when Dynamics GP forces you to print the checks, print them to an Adobe PDF file or a Microsoft XPS file.

The Sync Agent will send all Viewpost Payments to Viewpost for the batches that you select.

The Sync Agent will not send the same Viewpost Payment to Viewpost more than once.

Once you've verified your Dynamics GP checkbook as a Payment Method on Viewpost and you have a posted Viewpost Dynamics GP computer check batch, you are ready to send Viewpost Payments to your vendors. Switch to the "Payments" tab and click the "Send Payments" button.



The Sync Agent will sync your Viewpost Payments to Viewpost and present you with the Sync Results window when completed.

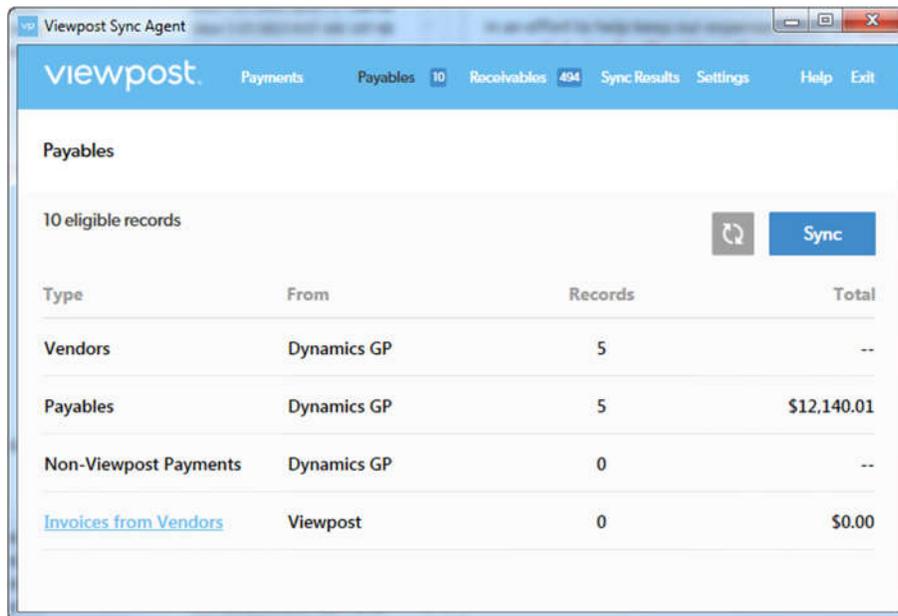


Once the Sync Agent has completed syncing your Viewpost Payments to Viewpost, you will be presented with the Sync Results window and the selected Sync Agent tab will automatically switch to the Sync Results tab (see the Sync Results tab later in this document).

5. Payables

The Payables tab of the Sync Agent allows you to sync Accounts Payable related information to and from Viewpost. There are five types of records that can sync:

- **Vendors** – Any vendor that has been enabled in Settings will have their information sync'd to Viewpost to connect and enable the easy and fast exchange of business data .
- **Payables** – Payable documents (invoices, credit memos, etc..).
- **Non-Viewpost Payments** – Payments and other settlement remittance for payments/settlements performed outside of Viewpost.
- **Invoices from Vendors** – When your vendors send you invoices/bills, the Sync Agent will sync those invoices into a queue. You can then click on the link to review the invoices and, at your option, submit them to Dynamics GP in an un-posted Payables transaction batch. Please note that the Sync Agent will only handle non-PO invoices at this time.
- **Payments made on Viewpost** – If you pay a vendor directly from the Viewpost web site, the Sync Agent (depending on your Payables Settings) will sync those payments into an un-posted Manual Payment batch in Dynamics GP (this is not available for multi GP companies).





If you click on the Payables pane in the Dashboard or the Payables tab in the header, you will be presented with the Payables form. Notice the “10” next to the Payables tab in the example. That “10” indicates that there are 10 items (in this case 5 vendors and 5 payables) that are ready to sync Viewpost. The total amount of the 5 payables that are ready to sync to Viewpost is \$12,140.01.

When you click the Sync button, the Sync Agent will, in this example, sync the 5 Vendors and 5 Payables (payable documents) up to Viewpost and sync any payable transactions that occurred on Viewpost down into Dynamics GP and/or into the “Invoices from Vendors” queue.

Once the Sync Agent has completed syncing your Dynamics GP data to Viewpost, you will be presented with the Sync Results window and the selected Sync Agent tab will automatically switch to the Sync Results tab (see the Sync Results tab later in this document).

6. Receivables

The Receivables tab of the Sync Agent allows you to sync Accounts Receivable related information to and from Viewpost. There are three types of records that can sync:

- **Customers** – Any customer that has been enabled in Settings will have their information sync’d to Viewpost.
- **Receivables** – Detailed Receivable documents (invoices, credit memos, etc..).
- **Payments received on Viewpost** – If you receive a digital payment from a Viewpost connected Customer, depending on your Receivable Settings, that payment receipt will sync into an un-posted Cash Receipts batch in Dynamics GP (only available for single GP companies).

7. Sync Results

The Sync Results window displays the sync results representing the most recent sync. It will indicate the total number of records sync’d, how many records were successful, how many failed, the date, and the time of the sync. All non-zero numbers are clickable and will display the following information:

- **Total** – Will display all the records for the Transaction Type.
- **Success** – Will display all the records for the Transaction Type.
- **Failure** – Will display which records that failed and why they failed. You can then use this information to make corrections in Dynamics GP and re-attempt the sync.

Note that, in most cases, failures are correctable. If the number in the “Failure” column is greater than zero, then the number will become a “clickable” link that will open a CSV (comma-separated values) file representative of the Transaction Type. Examine the failed records.



Typically, failures occur due to a bad address or some other correctable, data-related problem in Dynamics GP. Correct the problem in Dynamics GP and attempt to sync again. The Sync Agent will attempt to sync all failures until the issue has been resolved.

The example below shows the Sync Results window after syncing Payables. All the Vendors and Open Payables were successful. However, three Invoices from Vendors failed.

| Transaction Type | From | Total | Success | Failure |
|---------------------------------------|-------------|-------|---------|---------|
| Vendors | Dynamics GP | 5 | 5 | 0 |
| Open Payables | Dynamics GP | 5 | 5 | 0 |
| Non-VP Payments | Dynamics GP | 0 | 0 | 0 |
| Payments Made | Viewpost | 0 | 0 | 0 |
| Invoices from Vendors | Viewpost | 3 | 0 | 3 |

If we clicked on the “3” the Import Invoices from Vendors window will display. If you mouse-over the Import Error, the Sync Agent will display why the record is not eligible to submit to GP.

| Import Into GP? Vendor ID | Vendor Name | Document # | Amount | Due Date | PDF | Delete |
|---------------------------|-------------|-------------------|---------------|-----------------|-----------|--|
| Import Error | APTEST | Test Inbound AP I | INV0629-01 | \$20.65 | 7/29/2015 | PDF Delete |
| Import Error | APTEST | Test Inbound AP I | INV0889347823 | \$26,800,000.00 | 8/19/2015 | PDF Delete |
| Import Error | APTEST | Test Inbound AP I | INVAAAAAAAAAA | \$45.00 | 8/19/2015 | PDF Delete |

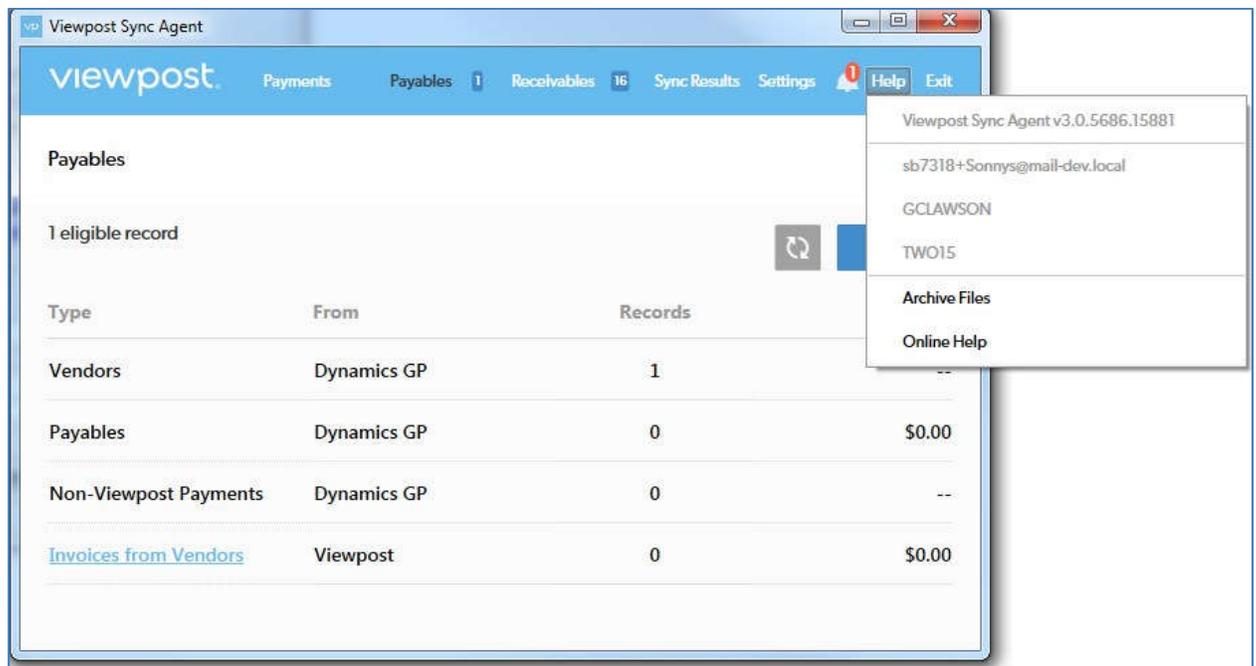
In this example, the vendor ID “APTEST” does not exist in Dynamics GP.



8. Help

The Sync Agent Help drop down list contains:

- Viewpost Sync Agent version number.
- The Viewpost credentials being used by the Sync Agent. The Dynamics GP User ID being used by the Sync Agent.
- The Dynamics GP Company name of the company being sync'd with Viewpost by the Sync Agent.
- Archive Files – This link will open Windows Explorer to the file location of the Sync Agent archive files. The Sync Agent stores all sync'd information in CSV (comma-separated values) in the archive file location.
- Online Help – this link will open your default browser and direct you to the online help documentation available on Viewpost's web site.



9. Exit

Will prompt you to confirm, then close the Viewpost Sync Agent.