

# viewpost

# GP Sync Agent Getting Started User Guide



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### Introduction

This guide provides the steps involved in downloading, installing, and setting up the Viewpost<sup>®</sup> Sync Agent for Microsoft Dynamics GP so that you can successfully sync your Microsoft Dynamics GP data with Viewpost.

## What is Viewpost?

Viewpost is an invoice presentment and payment platform. You can do a lot more with Viewpost, but let's just stick with the simple description for now. You can exchange invoices with your customers and vendors on Viewpost. You can pay your vendors using Viewpost. You can receive payment from your customers on Viewpost. Viewpost is essentially is a customer/vendor web portal that allows you to interact and share documents and make/receive payments with your trading partners.

### What is the Sync Agent for Dynamics GP?

If you didn't have an ERP application, you could even use Viewpost's capabilities straight from the web site. However, since you do have Microsoft Dynamics GP and we have the Sync Agent for Dynamics GP, it is much more efficient for you to use the Sync Agent for Dynamics GP to sync with Viewpost.

The Viewpost Sync Agent is an application that you install on your computer. Typically, the Sync Agent is installed on the same computer where Dynamics GP is installed. The Viewpost Sync Agent's job is to sync information to/from Dynamics GP and Viewpost. You can sync your vendors, customers, invoices, payments, from Dynamics GP using the Sync Agent. Using the Sync Agent, this information will integrate directly with Dynamics GP without any manual data entry saving time and eliminating data entry errors. No more printing checks and stuffing envelopes.

To get your Sync Agent up and running, you will need to complete the following steps:

- 1. Register your Viewpost.com account.
- 2. Register and verify one or more of your bank accounts on Viewpost.com to enable the sending and receiving of digital payments.
- 3. Complete the Dynamics GP Setup.
- 4. Download and Install the Viewpost Sync Agent.
- 5. Read the Sync Agent guide to learn how Syncing works and then begin using the Viewpost Sync Agent.



## 1. Register your Viewpost account

If you received an invitation email, then click on the blue button and follow the instructions. The clip below shows an example of an invitation email.

## viewpost.

Join th	e Network
ABM Building Services, I	LLC" is invited to join Viewpost.
	Fletcher Construction Ocoee, FL
JOI	N TODAY

Why join? Viewpost enables you to send electronic invoices, track their status, and receive payments by electronic deposit. You get convenient access to payment history and remittance information, plus you can send payments to your suppliers from anywhere, anytime.

The Viewpost Team support viewpost.com

Another option to register your Viewpost account would be to directly go to <u>www.viewpost.com</u> and click the "Join" button in the top right-hand corner of the page.



## 2. Register/Verify your bank account on Viewpost

To make payments to your vendors or receive payments from your customers, you will need to add/register at least one of your bank accounts as a payment method on Viewpost.

For assistance in registering your bank account, please refer to Help article. Creating a Bank Account

#### 3. Setup Users

Multiple users with specific permissions assigned in Viewpost can be created to limit access to certain areas of Viewpost. A selection of permissions can be saved as a group which then can be assigned to one or multiple users.

For assistance with adding users, permissions and groups, refer to the Help articles below.

Adding a User

**User Permissions** 

Permissions required for Syncing

	Sync AR	Sync AP	Send Payments
Approve Bills		$\checkmark$	$\checkmark$
Create Check			$\checkmark$
Manage Connections	$\checkmark$	$\checkmark$	$\checkmark$
Manage Contacts	$\checkmark$	$\checkmark$	$\checkmark$
Modify Bills		$\checkmark$	$\checkmark$
Unvoid Checks		$\checkmark$	$\checkmark$
Unvoid Invoices	$\checkmark$	$\checkmark$	$\checkmark$
Void Checks		$\checkmark$	$\checkmark$
Void Invoices	$\checkmark$	$\checkmark$	$\checkmark$
Modify Invoices	~		
Sign Check (including VPX™)			$\checkmark$



### 4. Dynamics GP Setup

The GP setup outlined in the subsections below must be satisfied for all Dynamics GP companies that you intend to use with the Sync Agent.

### 4.1 Dynamics GP Vendor for Viewpost

All company accounts in Viewpost have *Viewpost North America, LLC* automatically set up as a connected vendor. To enable easy monthly billing and payments for selected services, the Sync Agent requires that you also create a matching Viewpost vendor in Microsoft Dynamics. To add the Viewpost vendor in Dynamics GP:

🔏 Microsoft Dynamics GP 🔹 🛛 T	ransactions + Inquiry + Reports		202		
Financial	Financial Transactions	System Financial			Cards
Accounts	<ul> <li>Financial General</li> </ul>	Purchasing		Vendor	Financial Account
Account Transactions Checkbooks	Clearing Quick Journal Budget Transactions	Payroll	E E	Addresses Summary	Checkbook Vendor Maintenance
<ul> <li>General Ledger Batches</li> <li>Report List</li> </ul>	Batches Series Post	Service Call Management Contract Administration	+ +	1099 Details Buyers	Unit Account Variable Allo
Microsoft Dynamics GP Rep	Bank Deposits	Preventive Maintenance	•	Customer/Vendor	Fixed Allocat Account Hist

**Navigation** 

Create a Dynamics GP vendor record similar to what is shown below.

- The Vendor ID "VIEWFV001" used in this example does not need to be the Vendor ID you use. You can use any valid Vendor ID.
- The Vendor Name must be "Viewpost North America, LLC" as shown below.
- The Vendor Name is not case-sensitive. So, "VIEWPOST NORTH AMERICA, LLC", "viewpost north America, Ilc", and "VIEwpoSt nOrth AmericA, LLC" are all valid. However, "Viewpost North America", "Viewpost North America Ilc", and "Viewpost North America, Inc." are all <u>not</u> valid.

File Edit	Tools Options Help		sa Fabrikam, Inc. 4/12/201
Save 🔤	🖸 Clear 🔀 Delete 👿 Write Letters 🗸		a de la compañía de la
Vendor ID	VIEWFV001 DI Hold	Status:	Active -
Name	Viewpost North America, LLC		
Short Name	Viewpost North	Class ID	USA-US-I 🔎
Check Name	Viewpost North America, LLC		
Address ID Contact		Phone 1	(407) 949-0050 Ext. 0000
Address	2600 Lucian Wau	Phone 2	(000) 000-0000 Ext. 0000
Address	Suite 100	Phone 3	(000) 000-0000 Ext. 0000
		Fax	(000) 000-0000 Ext. 0000
City	Maitland	-	
State	FL	Tax Schedule	USAUSSTCITY+0
ZIP Code	32751	Shipping Method	GROUND
Country Code	US 🔎	UPS Zone	
Country	United States		
		-	
Address IDs:	Vendor Acc	ount	
Purchase	PRIMARY		
<u>Remit To</u>	PRIMARY PRIMARY Comment 1		
Ship From	PRIMARY Domment 2		
1000		1	



### 4.2 Bank Account Requirements

If you registered a bank account on Viewpost in Step 2, then you should have one and only one matching Checkbook in Dynamics GP representative of the bank account you registered on Viewpost. Viewpost will use the Bank Account number from the Checkbook Maintenance card and the Transit number (the bank account's routing number) from the checkbook's Bank Maintenance card to link your Dynamics GP Checkbook with the payment method you registered with Viewpost in Step 1. You can create multiple bank accounts in Viewpost – they each need to link to a check book that you have created in GP.

|--|

👍 Microsoft Dynamics GP 👻	Transactions - Inquiry - Repo	orts + Cards +			
Financial	Financial	System			55
	- An Transform	Financial	•	Account	da
Financial	Financial	Sales	•	Checkbook	cial
Accounts Account Transactions	General Clearing	Purchasing Inventory	*	Account Currencies	ccou heck

The Dynamics GP Checkbook below is an example of a Checkbook that could be used with Viewpost as:

- The Checkbook is active.
- The Checkbook's Description field is completed.
- The Currency ID associated with the Checkbook has an ISO currency code of "USD".
- The Checkbook's "Next Check Number" is an integer that is less than 10 digits. In the example below, the Next Check Number is valid because 555573 is an integer and it is only 6 digits in length.
- The Bank Account number is a valid bank account number.
- A valid Bank ID is assigned to the Checkbook.

	1949		201 - 201 -
File Edit Tools H	Help		sa Fabrikam, Inc. 4/12/20
<b>Save D</b> Clear	X Delete		-
Checkbook ID	FIRST BANK	Inactive	
Description	FIRST BANK		
Currency ID	Z-US\$	Current Checkbook Balance	(\$20,076.34
Payment Rate Type ID	p	Cash Account Balance	\$1,525,703.9
<u>Deposit Rate Type ID</u>	Q		
Cash Account	000 - 1100 - 00	🔎 🗋 🔶 Cash - Operating Acco	unt
New Cheel, Number	0000000000000555572	l - i Di-i - i D-l	0.04
Next Check Number	0000000000000555573	Last Reconciled Balance	\$0.0
Next Check Number Next Deposit Number	0000000000000555573	Last Reconciled Balance Last Reconciled Date	\$0.00
Next Check Number Next Deposit Number	0000000000000555573	Last Reconciled Balance Last Reconciled Date Payables Options	\$0.00
Next Check Number Next Deposit Number <u>Company Address ID</u> Bank Account	0000000000000555573 00000000000000000000	Last Reconciled Balance Last Reconciled Date Payables Options Max Check Amount	\$0.0
Next Check Number Next Deposit Number <u>Company Address ID</u> Bank Account Bank ID	0000000000000555573 00000000000000000000	Last Reconciled Balance Last Reconciled Date Payables Options Max Check Amount Password	\$0.0
Next Check Number Next Deposit Number <u>Company Address ID</u> Bank Account <u>Bank ID</u> User-Defined 1	0000000000000555573 00000000000000000000	Last Reconciled Balance Last Reconciled Date Payables Options Max Check Amount Password Duplicate Check Numbers	\$0.0
Next Check Number Next Deposit Number <u>Company Address ID</u> Bank Account <u>Bank ID</u> User-Defined 1 User-Defined 2	0000000000000555573 00000000000000000000	Last Reconciled Balance Last Reconciled Date Payables Options Max Check Amount Password Duplicate Check Numbers V Override Check Number	\$0.00 0/0/0000
Next Check Number Next Deposit Number <u>Company Address ID</u> Bank Account Bank ID User-Defined 1 User-Defined 2	00000000000000555573 0000000000000000000	Last Reconciled Balance Last Reconciled Date Payables Options Max Check Amount Password Duplicate Check Numbers V Override Check Number	\$0.00 0/0/0000
Next Check Number Next Deposit Number <u>Company Address ID</u> Bank Account <u>Bank ID</u> User-Defined 1 User-Defined 2	00000000000000555573 0000000000000000000	Last Reconciled Balance Last Reconciled Date Payables Options Max Check Amount Password Duplicate Check Numbers V Override Check Number	\$0.00 0/0/0000 # \$0.00 EFT Bank. Direct Deposit



The Dynamics GP Bank ID below is an example of a Dynamics GP Bank that could be used with Viewpost because:

- The Bank has the Name field completed.
- The Bank has a valid US address.
- The Bank has a valid, 9-digit Transit number (the bank account's routing number) to a US bank.
- Note that, if the Country field is blank, Viewpost will assume the Country is "USA".

## <u>Navigation</u>

User and Company User Date	Fi	nancial Transactions				
Edit	1 4	Financial	- 24			
	•	Setup	- <b>F</b>	Setup Checklist		
Maintenance	•	Utilities	) k	System	- 1	
SmartList		Routines	•	Company	•	Company
Reminders		SmartList Builder	•	Posting	•	Account Format
Task List		Customize		Workflow Setup		Fiscal Periods
Process Monitor		Integrate		Financial	- 36	Tax Details
Report Processing Status		Macro		Sales	•	Tax Schedules
User Preferences		Resource Descriptions		Purchasing	•	Shipping Methods
Print Setup	-	Reconcile Bank Statem	ent	Inventory	•	Payment Terms
Print Ctrl+P		Tenneration Metabian		Payroll	- •	Bank
		mansacuon Matching		Field Convice		0 0 1

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Bank ID	REGIONS P			
Name	Regions Bank			
Address	100 Main St.	Phone 1	(000) 000	-0000 Ext. 0000
		Phone 2	(000) 000	-0000 Ext. 0000
		Phone 3	(000) 000	I-0000 Ext. 0000
City	Orlando	Fax	(000) 000	I-0000 Ext. 0000
State	FL		- 107 - 107	
ZIP Code	33333			
Country				
Transit Number	063104668	DD Transit	Number	063104668
Bank Branch				



The Dynamics GP Currency ID below is an example of a Dynamics GP Currency that could be used by a Dynamics GP checkbook setup as a Viewpost payment method because the ISO Code used by the Currency is "USD".

Note: If the ISO code is not specified for the Dynamics GP Currency ID, then Viewpost will use "USD" as the default currency for all transactions that you sync with Viewpost.

User Date	inancial			
E Jia	Transactions			
Edit F	Financial			-
Maintenance	Utilities	Setup Checklist	6 N 7 I	
SmartLint	Routines	Company	Security Tasks	
Reminders	SmartList Builder	Posting •	Alternate/Modified F	orms and F
Task List	Customize +	Workflow Setup	licer	
Process Monitor	Integrate +	Financial 🕨	User Classes	
Report Processing Status	Macro •	Sales 🕨	User Access	
User Preferences	Resource Descriptions	Purchasing	User Security	
Print Setup	Reconcile Bank Statement	Inventory >	Field Level Security	
Print Ctrl+P	Transaction Matching	Field Service	System Password	
Close All Windows	Transaction Matching Groups	Online Services	Activity Tracking	
Exit	P Inquiry		Currency	
	Financial		Exchange Table	
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	00			
Jurrency ID 2-035	P			C
escription US Dollars			ISO Code	USD
ivmbol	Separat	ors:		
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and a second sec	Unit-Sut	ounit Connector	and	
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	Cunenc			
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After Amount     Before Currency Symbol     After Currency Symbol	Cullenc			
After Amount     Before Currency Symbol     After Currency Symbol	Currenc			Accounts



## 4.3 Vendor Record Requirements

The example below depicts a Dynamics GP Vendor.

- The Sync Agent is only concerned with certain fields (these fields are encased in the red squares in the clip below).
- Note that, in this example, the address information for the Address ID "PRIMARY" will <u>not</u> be sync'd to Viewpost. Only the address information for the Remit To address code ("RT" in this example) will be sync'd to Viewpost.
- Only the first email address in the "To..." email address field from the Internet Information window for the Remit To address code will sync to Viewpost.
- Note that the address is a valid US address. The Sync Agent will reject Viewpost Payment Commands that do not have a valid US address.
- The State field can be either a valid US 2-digit state code or the spelling of the state (i.e. "GA" and "Georgia" are both acceptable in this example).
- Note that, if the Country field is blank, Viewpost will assume the Country is "USA".

Vendor Mai	ntenance			Vendor Addres	s Maintenance				
File Edit	Tools Options Help		sa Fabrikam, Inc. 4/12/2017	File Edit To	pols Help			sa Fabrikam, Inc.	4/12/2017
Save	互 Cjear 🔀 Delete 🕅 Write Letters 🗸	•	2	Save 🔄	Clear 🔀 Delete				-
Vendor ID Name Short Name Check Name	TEST0001         P         Hold           Test Vendor 01, LLC         Test Vendor 01,           Test Vendor 01, LLC         Test Vendor 01, LLC	Status:	Active	Vendor ID Name Address ID	TEST0001				
Primary Address Address ID	s PRIMARY	£.;		Contact Address	Jane Wilson PO Box 1234		Phone 1 Phone 2 Phone 3	(407) 555-1212 Ext (000) 000-0000 Ext (000) 000-0000 Ext	. 0000 . 0000 . 0000
Contact	Joe Smith	Phone 1	(407) 555-1212 Ext. 1234	1		1	Fax	(000) 000-0000 Ext	. 0000
Address	100 Main Street Suite 100	Phone 2 Phone 3 Fax	(000) 000-0000 Ext. 0000 (000) 000-0000 Ext. 0000 (000) 000-0000 Ext. 0000	City State ZIP Code	Macon GA 33333		Tax Schedule		Q
City	Atlanta			Country Code	US	Q	Shipping Method		Q
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Country	United States								
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	bu Vendor ID	Options Address	Accounts E-mail	Select Information	for: Vendors				
1			~ *	Vendor ID	TEST0001	D Tes	t Vendor 01, LLC		
	Checkbook Begister			Address ID	I BT	▶ 💭 P0	Box 1234		
	<ul> <li>Financial</li> <li>General Ledger</li> <li>Category</li> <li>Segment</li> <li>Quick Journal</li> </ul>			E-mail Addresses	To     jane. wilson       Cc     Bcc	n@testvendor.com			



## 4.4 Customer Record Requirements

The example below depicts a Dynamics GP Customer.

- The Sync Agent is only concerned with certain fields (these fields are encased in the red squares in the clip below).
- Note that the address information for the Address ID "PRIMARY" will <u>not</u> be sync'd to Viewpost.
   Only the address information for the Bill To address code ("BT" in this example) will be sync'd to Viewpost.
- Only the first email address in the "To..." email address field from the Internet Information window for the Bill To address code will sync to Viewpost. Please make sure to review and update email addresses for Customers you want to invoice via Viewpost.
- The State field can be either a valid US 2-digit state code or the spelling of the state (i.e. "GA" and "Georgia" are both acceptable in this example).
- Note that, if the Country field is blank, Viewpost will assume the Country is "USA".

🙀 Customer Mainte	nance				Customer Ad	dress Maintenance			
File Edit Tool	ls Help			sa Fabrikam, Inc. 4/12/2017	File Edit	Tools Additional Help		sa	Fabrikam, Inc. 4/12/2017
🔚 Save 🍠 🕻	Clear 🔀 <u>D</u> elete 🕅 Write	e Letters 🖌		<b>*</b>	Save 🖸	Clear 🔀 Delete			-
Customer ID Name Short Name	TEST1000 PD Test Customer LLC Test Customer L	Hold Inactive	Parent Customer I	D USA-MNWI-T4	Customer ID Name Address ID	TEST1000 Test Customer LLC		UPS Zone	
Address ID	PRIMARY	· · · ·	Priority	1000) EEE 1010 E + 0000	Contact Address	Sarah Williams PO Box 12345		Shipping Method Tax Schedule ID Site ID	000
Address	123 Main Street Suite 200		Phone 1 Phone 2 Phone 3	(000) 000-0000 Ext. 0000 (000) 000-0000 Ext. 0000 (000) 000-0000 Ext. 0000	City	Orlando FL		Salesperson ID Territory ID	Q
City State	Orlando FL 20222		UPS Zone	CPOINT AND COULD IN THE COULD	ZIP Code Country Code Country	33333 US United States	P	User-Defined 1 User-Defined 2	
Country Code Country	US United States	P	Tax Schedule ID Ship Complete	USASTCITY-6*	- Ship To Address Name	Test Customer LLC			
Ship To Bill To Statement To Salesperson ID Territory ID Type User-Defined 2	PRIMARY	Compart 1 Comment 2 Trade Discount Payment Terms Discount Grace Period Due Date Grace Period Price Level	Net 30	0.00% 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Phone 1 Phone 2 Phone 3 Fax	(800) 555-1212 Ext. 0000 (000) 000-0000 Ext. 0000 (000) 000-0000 Ext. 0000 (000) 000-0000 Ext. 0000			EFT Bank
Checkbook Reg	Customer ID 🛛 👻			<i>ی د</i> ر	Internet Infor	mation			×
Setup  Financial General Ledger Category Segment Quick Journal Transaction Mat Multicurrency Rate Types Currency Accou Pack Research	r tching unts			E	File Edit	I cols Help Clear X Delete n for. Customers TEST1000 ↓ BT sarch.will Cc Bcc	P Test C	se Fabrikam, Inc. 4/1 uatomer LLC x 12345	



## 4.5 Purchasing Discount Account Setup

The Sync Agent requires that valid, active posting GL accounts that allow account entry are assigned to the Discounts Available and Discounts Taken accounts in Posting Accounts Setup for the Purchasing series.

The example below shows the Discounts Available and Discounts Taken GL accounts in the Dynamics GP sample company.

t bynamics of +	Transactions	<ul> <li>Inquiry - Reports -</li> </ul>	Cards 👻		
	Financia	al	System	<u>*</u>	
ial ints int Transactions books	Financia Ger Clea Qui	actions al eral aring ck Journal	Financial Sales Purchasing Inventory Payroll	) 	Account Checkbook Account Currencies Unit Account Variable Allocation
Account M	laintenance	1	Real Provide P		
File Edit	Tools I	Help		sa Fabrik	am, Inc. 4/12/2017
Save	🤰 Clear	🔀 <u>D</u> elete			
Account 000 -2		05 -00			
Description	Purchase	es Discounts Available		_	
Alias	PDA		📝 Allow Account	Entry	
Category	Accounts	: Payable			P
Posting Typ	e:	Level of Posting from	n Series:	Include	in Lookup:
Balance	Sheet	Sales:	Detail 👻	Sales	3 8 1
💿 Profit an	d Loss	Inventory Control:	Detail 👻	Purcha	ry Control
		Purchasing:	Detail 👻	Payroll	and the second se
Typical Bala	ance:	Payroll:	Detail 🗸 🗸		
<ul> <li>Debit</li> <li>Credit</li> </ul>		User-Defined 1		. L.	
1		User-Defined 2			
		User-Defined 3			



File Edit	Tools He	lp		sa Fabrikam, Inc. 4/12/2
Save	🤰 Clear	💢 <u>D</u> elete 🛛		-
Account	000 -4600	-00		Inactive
Description	Purchases	Discounts Taken		
Alias	PDT		📝 Allow Account Er	ntry
Category	Cost of Goo	ods Sold		 
Posting Type: Balance Sheet Profit and Loss		Level of Posting from	n Series:	Include in Lookup:
<ul> <li>Balance 9</li> <li>Profit and</li> </ul>	Sheet Loss	Sales: Inventory Control:	Detail 👻 Detail 👻	Sales Inventory Control Purchasing
<ul> <li>Balance S</li> <li>Profit and</li> </ul>	Sheet Loss	Sales: Inventory Control: Purchasing:	Detail   Detail  Detai	Sales Inventory Control Purchasing Payroll
<ul> <li>Balance \$</li> <li>Profit and</li> <li>Typical Balar</li> <li>Debit</li> <li>Credit</li> </ul>	Sheet Loss	Sales: Inventory Control: Purchasing: Payroll: User-Defined 1	Detail   Detail  Detail  Detail  Detail  V	Sales Inventory Control Purchasing Payroll
<ul> <li>Balance §</li> <li>Profit and</li> <li>Typical Balar</li> <li>Debit</li> <li>Credit</li> </ul>	Sheet Loss	Sales: Inventory Control: Purchasing: Payroll: User-Defined 1 User-Defined 2	Detail   Detail  Detail  Detail  Detail  Control  Detail  Control  Contro  Control	Sales Inventory Control Purchasing Payroll
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<ul> <li>Balance §</li> <li>Profit and</li> <li>Typical Balar</li> <li>Debit</li> <li>Credit</li> </ul>	Sheet I Loss	Sales: Inventory Control: Purchasing: Payroll: User-Defined 1 User-Defined 2 User-Defined 3 User-Defined 4	Detail   Detail  Detail  Detail  Detail  Detail  Detail	Sales Inventory Control Purchasing Payroll

The example below shows how the Discounts Available and Discounts Taken GL accounts are assigned in Posting Accounts Setup in the Dynamics GP sample company.

Microsoft Dynamics GP 👻	Tra	ansactions + Inquiry + Rej	ports 👻	Cards +		
User and Company	1	Financial				
User Date						
Edi+		Transactions				
Edit	<u></u>	▲ Financial	_			
Tools		Setup	•	Setup Checklist	1	
Maintenance	- <b>F</b>	Utilities	•	System	•	
SmartList		Routines	ж.,	Company	- 34	
Reminders		SmartList Builder		Posting	- 1 <b>6</b>	Posting
Task List		Customize		Workflow Setup		Posting Accounts
Process Monitor		Integrate	•	Financial	•	Source Document
Report Processing Status		Macro	ж:	Sales	•	Audit Trail Codes
User Preferences		Resource Descriptions		Purchasing		Payroll Accounts
Drint Cature	- 1	Reconcile Bank Stateme	ent	Inventory	- > ["	



Note that the Display drop down box is set to Purchasing.

File Edit Tools Help		sa Fabrikam, Inc. 4/12/201
Display: Purchasing 🗸		
Posting Account	Accounts	Description
Cash	000 -1100 -00	Cash - Operating Account
Accounts Payable	000 -2100 -00	Accounts Payable
Discounts Available	000 -2105 -00	Purchases Discounts Available
Discounts Taken	000 -4600 -00	Purchases Discounts Taken
Finance Charges	000 -8010 -00	Finance Charge Expense
Purchases	000 - 1300 - 01	Inventory - Retail/Parts
Trade Discounts	000 -4601 -00	Purchases Trade Discounts
Miscellaneous	000 -6780 -00	Miscellaneous Expense
Freight	000 - 4710 - 00	Freight and Handling
Tax	000 -6630 -00	IL State Sales Tax Expense
Writeoffs	000 -6701 -00	Write-Off Expense
Drop Ship Items	000 -2735 -00	Purchases Clearing Acct for Invent +

Both Discounts Available and Discounts Taken are required by the Viewpost Sync Agent but note that the Discounts Available GL account will only be used by Dynamics GP and the Sync Agent if "Track Discounts Available in GL" is selected in Payables Management Setup (see clips below).



	• T	ransactions + Inquiry + R	eports 👻	Cards +			
User and Company		Financial					
User Date		Transactions					
Edit		Financial					
Tools	•	Setup		Setup Checklist			
Maintenance	•	Utilities		System			
SmartList		Routines	•	Company	•		
Reminders		SmartList Builder	•	Posting	•		
Task List		Customize	•	Workflow Setup Financial			E
Process Monitor		Integrate					CMC2
Report Processing Stat	tus	Macro	•	Sales	•		
User Preferences		Resource Descriptions	•	Purchasing		Payables	
Print Setup		Reconcile Bank Statement		Inventory	•	Vendor Class	
Print Ctr Close All Windows	rl+P	Transaction Matching Transaction Matching	Groups	Payroll Field Service Online Services	*	Purchase Order Proc Purchase Order Gen	essing erator Map S

	нер				sa Fabrikam, Inc. 4/12/2
ging Periods:	Oue D	ate 🔘 D	ocument Date		Password:
urrent Period	From:	0	To:	0	Remove Vendor Hold ACCESS
- 30 Days		1		30	Exceed Maximum Invoice Amount ACCESS
1 - 60 D ays		31		60	Exceed Maximum Writeoff Amount ACCESS
1 and Over		61		999	Options:
pply By: ) Ooc	ument Date		Due Date	0	<ul> <li>Track Discounts Available in GL</li> <li>Print Historical Aged Trial Balance</li> <li>Delete Unposted Printed Documents</li> <li>Print Tax Details on Documents</li> </ul>
efaults: )efault Summary View	Amou	unts Since Las	t Close		Print Dual Currencies     Age Unapplied Credit Amounts     Exclude Expired Discounts from Payments
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## 4.6 Sales Discount Account Setup

The Sync Agent requires that valid, active posting GL accounts that allow account entry are assigned to the Terms Discounts Taken and Terms Discounts Available accounts in Posting Accounts Setup for the Sales series.

The example below shows the Terms Discounts Taken and Terms Discounts Available GL accounts in the Dynamics GP sample company.





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<ul> <li>Posting Type:</li> <li>Balance S</li> </ul>	sheet	Level of Posting from Sales:	n Series: Detail	Include in Lookup: Sales Inventory Control
<ul> <li>Posting Type:</li> <li>Balance S</li> <li>Profit and</li> </ul>	c Sheet Loss	Level of Posting from Sales: Inventory Control: Purchasing:	n Series: Detail → Detail → Detail →	Include in Lookup: Sales Inventory Control Purchasing Payroll
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<ul> <li>Posting Type:</li> <li>Balance S</li> <li>Profit and</li> <li>Typical Balan</li> <li>Debit</li> <li>Credit</li> </ul>	( Sheet Loss	Level of Posting from Sales: Inventory Control: Purchasing: Payroll: User-Defined 1 User-Defined 2 User-Defined 3 User-Defined 4	n Series: Detail - Detail - Detail - Detail -	Include in Lookup: Sales Inventory Control Purchasing Payroll

The example below shows how the Discounts Available and Discounts Taken GL accounts are assigned in Posting Accounts Setup in the Dynamics GP sample company.

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rocess Monitor		Integrate	•	Financial	•	Source Document
eport Processing Status		Macro	- <b>1</b>	Sales		Audit Trail Codes
Iser Preferences		Perource Descriptions		Purchasing		Payroll Accounts



Note that the Display drop down box is set to Sales.

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Display: Sales 🗸	]		
Posting Account	Accounts	Description	
Cash	000 -1100 -00	Cash - Operating Account	
Accounts Receivable	000 -1200 -00	Accounts Receivable	
Cost of Goods Sold	000 -4510 -01	Cost of Goods Sold - Retail/Parts	
Credit Memos	000 -4110 -01	US Sales - Retail/Parts	11
Debit Memos	000 -7040 -00	Miscellaneous Income	
Term Discounts Taken	000 -4180 -00	US Sales Discounts	-
Trade Discounts	000 -4183 -00	US Sales Trade Discounts	
Term Discounts Available	000 - 1205 - 00	Sales Discounts Available	
Finance Charges	000 -7010 -00	Finance Charge Income	
Inventory	000 - 1300 - 01	Inventory - Retail/Parts	
NSF Charges	000 -7040 -00	Miscellaneous Income	
Sales	000 -4100 -00	Sales	

Both Terms Discounts Taken and Terms Discounts Available are required by the Viewpost Sync Agent. Note that the Discounts Available GL account will only be used by Dynamics GP and the Sync Agent if "Track Discounts Available in GL" is selected in Receivables Management Setup (see clips below).

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	Reminders		SmartList Builder	•	Posting	•	
	Task List		Customize	э× –	Workflow Setup		
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	Report Processing Status		Macro		Sales	•	Receivables
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## 4.7 GP Company Viewpost Payment Receipt Remit-To Address Requirement

When you send a Viewpost-connected partner a receivable invoice through Viewpost, Viewpost will send payment receipt remit-to address information as part of your receivable invoice. In order to send your remit-to address information as part of your receivable invoice, a "VPREMITTO" Address ID must be created in Company Address Setup. The "VPREMITTO" Address ID should reflect where, if your trading partner were to send payment to you outside of Viewpost, they should send the payment.

The example below shows the "VPREMITTO" Address ID setup in the Dynamics GP sample company.

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ask List	Customize +		Workflow Setup		Fiscal Periods	
Process Monitor	Integrate 🕨		Financial		Tax Details	
Company Name	Fabrikam, Inc.		Company ID	GPTWO		
Address ID			Llear Dafined 1		?	
Name	Fabrikam, Inc.	1	User Defined 2			
Contact	Taylor Stewart-Cray	-	Tax Exempt 1			
Address	4277 West Oak Parkway		Tax Exempt 2			
-			Tax Registration			
			Sales Tax Schedu	e	COMPANYSALES	Q
City	Chicago		Purchases Tax Sc	<u>hedule</u>	COMPANYPUR	Q
State	۱L.					
ZIP Code	60601-4277					
County		0	🔽 Security			
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Country	United States	_				
	(312) 436-2671 Ext. 0000	-				
Phone 1						
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Address ID		
Name	Fabrikam, Inc.	
Contact	Jane Smith	
Address	100 Maitland Blvd.	
City	Maitland	
State	FL 22222	
County	33333	
Country Code	US	Q
Country	United States	
Phone 1	(000) 000-0000 Ext. 0000	
Phone 2	(000) 000-0000 Ext. 0000	
Phone 3	(000) 000-0000 Ext. 0000	
Fax	(000) 000-0000 Ext. 0000	

## 5. Contact Viewpost

To download and install the Viewpost Sync Agent for Microsoft Dynamics GP, please contact our company.

- Launch your browser and go to Viewpost.com (Viewpost works best with Google Chrome or Firefox).
- Sign into Viewpost.com using the account (username and password) that you have already registered.
- Click on "Sync" at the top of the page.

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#### Click the Microsoft Dynamics GP tile.

viewpost.	Involces	Bills	Payments	Network	Sync	۵	New GP Sync 🛛 💌
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#### Click the **Contact Me** button.

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Microsoft Dynamics GP is a registered trademark of Microsoft Corporation.



One of our team members will contact you with the steps to download and install the Viewpost Sync Agent for Microsoft Dynamics GP. Our team member will assist you in completing the GP setup if needed and then the installation of the Sync Agent.

## 5. General Information on the Sync Agent

The Viewpost Sync Agent for Microsoft Dynamics GP runs as a separate application and should be installed on the same computer where Microsoft Dynamics GP is installed. It can be installed locally on a user's workstation Computer or on a Terminal Server, Citrix server, or XenApp server. Confirm that your environment and the computer where the Sync Agent will be installed meet the below System Requirements.

## 6. System Requirements

#### Ports

The following TCP ports must be open:

- 80
- 443

#### URLs

The computer where the Sync Agent will be installed must have Internet access and able to access the following URLs:

- <u>https://www.viewpost.com</u>
- <u>https://api.viewpost.com:8443/oauth/ping</u>

#### Email

The Viewpost users will receive, and must be able to act upon, email messages from:

- <u>noreply-vp@viewpost.com</u>
- <u>contact@viewpost.com</u>
- <u>network@viewpost.com</u>

Emails to Viewpost users will be in HTML format and contain links that the user must be able to click.

#### **SQL Server Version**

SQL Server versions 2005 – 2016 are supported.

#### **Dynamics GP Version**

The Dynamics GP client application must be installed on the same machine where the Viewpost Sync Agent will be installed. Dynamics GP versions 10.0, 2010, 2013, 2015, and 2016 including all service packs are supported.

#### **.NET Framework 4.5**

The computer running the Viewpost Sync Agent must have the Microsoft .Net 4.5 Framework installed.



## 7. Download and Install the Viewpost Sync Agent

A Viewpost team member will guide you through the download and installation of the Sync Agent software.

## 8. Read the GP Sync Agent Guide

The GP Sync Agent User Guide explains how syncing works, use this as a guide as you begin using the Viewpost Sync agent.

You can find it at https://support.viewpost.com/hc/en-us/articles/205104328-Syncing-with-Microsoft-Dynamics-GP