# Subscription Billing Integrator 2016

An application for Microsoft Dynamics<sup>™</sup> GP 2016



Furthering your success through innovative business solutions

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#### СОNTENTS

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## Introduction

The Subscription Billing Integrator (SB Integrator) Is a tool to assist with your integration into Subscription Billing. This tool provides an intermediate window that will allow the back office to decide how to create the Subscription Billing Contract for the Line items integrated into GP. You can create a new Contract or append existing contracts associated to the Customer.

An integration tool will still be needed to Integrate into GP. With this tool you can take advantage of the defaulting behavior for Contract Header and Contract Line details including Subscription Billing Line Item Defaulting for Line item Deferrals. This will simplify the integration needs into GP.

### Symbols and conventions

This manual uses the following symbols and conventions to make information stand out.

Symbol/Convention	Description
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information may be affected.
Ç	The light bulb symbol indicates helpful tips, shortcuts and suggestions
File >> Print	The ( >> ) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.

### **Additional resources**

Documentation is provided in online or hard copy format as an Adobe Acrobat PDF file. Online help is not available for this version of Subscription Billing Integrator.



#### **Support services**

Please refer to this quick reference table when you need to use Encore's Technical Support services.

Service	Contact
General Calls	204.989.4330
Toll Free (North America only)	888.898.4330
Fax	204.235.2331
E-mail	support@encorebusiness.com
Web	www.encorebusiness.com

#### **Before You Call Support:**

You should have the answers for all of the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?
- What task were you attempting to perform at the time you received the error message?
- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?
- Have you performed any of the table maintenance procedures such as check links?
- If have performed table maintenance procedures and received error messages, what kind of messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?
- What versions of software are you using?



Verify the version numbers for Microsoft Dynamics GP, your database software, Encore product and Windows. Also note service packs.

To locate the version number for Subscription Billing in version 2016, 2015, and 2013 go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration. The Version number is located on the right hand side beside the product name listed. You can also access the About window which can be located by selecting Subscription Billing for SOP and expanding the window. The About window link is located in the bottom left hand corner of the Encore Product Registration window.

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**CHAPTER 1: INSTALLATION & REGISTRATION** 



## **Chapter 1: Installation & Registration**

This chapter describes how to install, and register the Billing Solutions products. You will need separate registration keys to register Subscription Billing and Subscription Billing Integrator.

This chapter contains the following sections:

- Installing Subscription Billing Integrator
- <u>Entering registration keys</u>
- <u>Creating tables</u>
- <u>Setting up Security</u>

#### Installing Subscription Billing Integrator



Subscription Billing Integrator is installed with the core Subscription Billing module. For instructions to Install Subscription Billing please see the Subscription Billing User Manual.

#### **Entering registration keys**

Before you can use Subscription Billing Integrator with your company data, you must register your software. To register your software, enter the product registration key or the drop file provided to you by Encore. If you choose not to enter the registration key, you will only be able to create sample transactions using Fabrikam Inc.—the lesson company.

#### To register your product:

- Open the Encore Product Registration window. (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)
- 2. Select the product you wish to register.



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3. Choose the show detail button to open the scrolling window for entering the product registration key.

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4. Enter the product registration key provided by Encore.

- 5. If you have purchased more than one Encore product, repeat steps 2 to 4 until all of your purchased products are registered.
- 6. Select the About zoom field to open the About window for this product. This window contains the version number for this product and information on how to contact Encore.
- 7. Select OK to close the window.

#### To register your product using a drop file:

- Copy or save the drop file to the directory location for your Microsoft Dynamics GP.
   For Example: C:\ Microsoft Dynamics GP\
- 2. Log in to Microsoft Dynamics GP as a system administrator.
- 3. The system will notify you that it has found a registration file, accept the prompt.
- 4. The system will notify you when the product has been registered.
- Open the Encore Product Registration window to ensure that it is registered. (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)

#### **Creating tables**

Subscription Billing Integrator creating tables process would be completed when the process is performed for the core Subscription Billing module. For instructions on Creating tables please see the Subscription Billing User Manual.

#### **Setting up Security**

For basic security instructions, please refer to Assigning security in Microsoft Dynamics GPs documentation. For Subscription Billing, you must assign the Subscription Billings windows and reports to a security task, and then assign the security task to a specific role in your company. You can use the default Security Tasks and Subscription Billing Power User Role created in Table Conversion and Utilities. Alternatively, you can manually create Security Tasks for Subscription Billing, see <u>Manually create Security Tasks</u> for more details.

#### **Default Security Tasks**

If you created default Subscription Billing Security Tasks through the Table Conversion and Utilities window, then Default Security Tasks would have been created for each Subscription Billing window. Each Task will begin with "ENCORE SB". A default Security Roll is also created called "<u>ENCORE SB</u> <u>POWER USER</u>.". This role will have been assigned all the created default Security tasks. For more detail regarding the Security Tasks and power user

role see <u>Default Security Tasks & Role</u> for further details. The specific security task for the Subscription Billing Integrator please see <u>ENCORE SB</u><u>INTEGRATOR</u>.

#### Manually create Security Tasks

 Open the Security Task Setup window. (Tools>>Setup>>System>>Security>>Security Tasks)

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- 2. Create a new Task ID, or select an existing Task ID.
- 3. From the Product list, select Subscription Billing.
- 4. From the Type list, select Windows (or Reports).
- 5. From the Series list, select 3rd Party.
- 6. To select all of the operations, click Mark All, or select the applicable operations.
- 7. Click Save.
- 8. Repeat this procedure selecting Reports from the Type list.

#### To assign the security tasks to a role:

 Open the Security Role Setup window. (Tools>>Setup>>System>>Security>>Security Roles)



- 2. Select a Role ID.
- 3. To select all of the operations, click Mark All, or select the applicable operations.
- 4. Click Save.

#### To assign the Security Role to a user:

 Open the User Security Setup window. (Microsoft Dynamics GP menu>>Tools>>Setup>>System>>User Security)



- 2. Select the User ID.
- 3. Select the company Db.
- 4. Select the Role you wish to add to the user.
- 5. Set the "Alternate/Modified Forms and Reports ID" if one has not been set for the user.
- 6. Click Save.



#### CHAPTER 1: INSTALLATION & REGISTRATION

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## **Chapter 2: Setup**

It is important to have your sales (including customer records) and inventory (including items and pricing) modules completely set up before using the Subscription Billing Integrator, because the Integrator uses default data from Microsoft Dynamics GP. The amount of data in your Integration can be minimal because Subscription Billing Integrator uses default values for a number of fields in the contract header and line item details.

The integrator can be used to import non-inventory items which do not need inventory cards set up for them.

This chapter describes the required fields needed for the Integration into GP for Subscription Billing.

## Setting up Integration into Subscription Billing Integrator

For your integration you will need to integrate into table ME50446 (EBS\_CRM\_Order\_Lines). This is the table used by the Subscription Billing Integrator window.

#### **Subscription Billing Integrator Fields**

This is the field list for the EBS\_CRM\_Order\_Lines table and the integration requirements from your Customer Relationship System:

Column Name	Description	Source Location	Required / Not Required
Integration_Date	Date Integration occurs.	Todays Date	Required
STRTNGDT	Start Date. Start date for Line item.	Source Form	Required
ORIG_DOC_NUMBER	Original Document Number from Customer Relationship System.	Source Form	Required
ME_Contract_Number	Subscription Billing Contract Number. This is typically set by the Integrator window.	Blank.	Not Required.
CUSTNMB	Customer Number.	Source Form	Required**
CUSTNAME	Customer Name.	Source Form	Required**
ITEMNMBR	Item Number.	Source Form	Required**
LNITMSEQ	Line Item Seq Number. From source location.	Source Form	Required
QUANTITY	Quantity.	Source Form	Required
UOFM	Unit of Measure.	Source Form	Required**.
Override_for_Contracted	Contract Price Checkbox. Integer Values: 0=false 1=true	Source Form	Required

Column Name	Description	Source Location	Required / Not Required
MEBillingFrequency	Billing Frequency. Integer Values:	Source Form	Required
	1=daily		
	2=weekly		
	3=biweekly		
	4=monthly		
	5=bimonthly		
	6=quarterly		
	7=semiannually		
	8=annually		
	9=one-time		
	10=user defined Days		
	11=user defined months		
ME_Next_Billed_Date	Next Bill Date.	Source Form	Required
Source_Unit_Price	Unit Price from source location.	Source Form	Required
Source_Price_List	Price List from source location.	Source Form	Required**
Source_Currency_ID	Currency id from Source.	Source Form	Required**
ME_User_Defined_Days	Number of Days / Months if using User Defined Days or User Defined Months Frequency.	Source Form	Required
DEX_ROW_ID	Dex Row ID.	Blank	Blank. Defaults from SQL
Comments_Header	Optional Header Comments. Used to pass additional information into Subscription Billing Integrator window.	Source Form	Not Required
Comments_Detail_LineItem	Optional Line Item Comments. Used to pass additional information into Subscription Billing Integrator window.	Source Form	Not Required



\*\* Value in field must exist in Microsoft Dynamics GP.

Required fields may not be needed to be customized in the Customer Relationship system. However, they are required to be integrated even if integrating with default values from the integration tool.



**CHAPTER 3: USING SUBSCRIPTION BILLING INTEGRATOR** 



## **Chapter 3: Using Subscription Billing Integrator**

This chapter will detail how to use the Subscription Billing Integrator window once you have completed Integration into this window.

This chapter contains the following sections:

• Accessing Subscription Billing Integrator

#### Accessing Subscription Billing Integrator

 Open the Subscription Billing Integrator window. (Transactions >> Sales >> Subscription Billing Integrator)

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The window will open with all records integrated into the window displayed. Use the Range filter options to limit the records for review.

- 2. To use Integration date range filter set the From and To date.
- 3. To Filter by Customer ID select or enter the Customer ID.
- 4. To Filter By Item Number, select or enter the Item number.
- 5. To locate a specific String use the Find By option. For this option select the variable from the Find By pulldown menu options:
  - Originating Doc Number
  - Customer ID
  - Contract Number
  - Item Number
  - Customer Name

Once the Find By option is selected enter the string you wish to search for.

6. Press Redisplay if any range filter was set or Find By option Used.

**?** 

Any line item that will unable to be integrated into Subscription Billing will have a Red Flag in the Errors field. You will need to resolve the error before you can proceed to integrate the line item into Subscription Billing. Checking the Select Checkbox next to the item will provide further information on the nature to the error.

- 7. If the Line item is a non inventory Item then the Non Inv checkbox will be checked. The Contract Price Checkbox will need to be checked as well for Non Inventory Items.
- By Default the Contract Number field will be blank unless if the Integrator detects the Customer ID already has an existing contract. If a Contract already exists to the Customer ID then the Contract Number field will display the first Contract associated to the Customer ID.

Before you generate a Contract from the Line item you must set the Contract Number. To Assign a new Contract Number from the next available Number:

- press the Generate Button. This will Generate the next available Contract Number.
- Select the Line item you wish to assign this contract number to
- Press the Assign button.

You can instead manually select the Contract Number by using Contract Number lookup Magnifier. This will display all Contract Numbers currently assigned to this Customer id.

You can also manually enter in a new Contract Number in the field provided.



Multiple Line items in this window can be assigned to the same Contract Number as long as they are the same Customer id.

- 9. If the Unit Price Listed is incorrect you can adjust it by ensuring the CP flag is set and manually adjust the Unit price listed.
- 10. Adjust the Start date if necessary or choose to accept the defaulted date that was integrated in.
- 11. Adjust the Frequency if necessary or choose to accept the defaulted frequency that was integrated in.

- 12. Adjust the Next Bill date if necessary or choose to accept the defaulted Date that was integrated in.
- 13. If you integrated in Header Notes or Line Item Notes then flags will appear in the Notes column on the line. Selecting the Line will then display the appropriate note in the Notes field provided.

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- 14. check the Selected checkbox for the line item when you are ready to generate the Contract.
- 15. Once you have all the line items selected that you wish to create contract for press the Create Contracts Button.
- 16. The Create Contracts confirmation window will appear.





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ustomer Name Aaron Fitz Electrical					
riginal Doc # Feb 3-1					
nteg Dt Start Dt Item	Billing Freq	Nxt Bill Dt Qty	Unit Price	UofM CP	NonInv
/16/201 2/16/2016 128 SDRAM	Bimonthly		0 \$171.11	EACH Tru	
,,					
Total Contracts: 1 7	otal Contract Lines:	1			

#### 18. Press Create Contract to have the Contracts created.

#### 19. You will be provided the option to print the created report.

	Microsoft Dynamics GP
0	Process completed. Do you want to print the report?
	Yes No



#### CHAPTER 3: USING SUBSCRIPTION BILLING INTEGRATOR



## **Appendix A:Data Tables & Default Security Tasks**

The following chapter will review the <u>Data Tables</u> and <u>Default Security Tasks & Role</u> for Subscription Billing

#### **Data Tables**

The following charts list all related data tables and Views created in Subscription Billing and their descriptions.

#### **Tables**

#### **Sales Series**

Physical Name	Technical Name / Display Name	Description
ME50402	ME_Batch_Invoice_SETP	SB Setup
ME50403	ME_Batch_Invoice_MSTR_DTL	Contract Entry Line
ME504031	ME_Rollback_Archive_DTL	Archived Contract Entry Document Rolled Back Contract Line
ME50403ARCH	ME_Batch_Invoice_MSTR_DTL_ARCH	Archive Contract Entry Line
ME50403TEMP	ME_Batch_Invoice_MSTR_DTL_Temp	Contract Entry Line Work Table
ME50405	ME_Batch_Invoice_MSTR_HDR	Contract Entry Header
ME504051	ME_Rollback_Archive_HDR	Archived Contract Entry Document Rolled Back Contract Header
ME50405ARCH	ME_Batch_Invoice_MSTR_HDR_ARCH	Archive Contract Entry Header
ME50405TEMP	ME_Batch_Invoice_MSTR_HDR_Temp	Contract Entry Header Work Table
ME50406	ME_Line_Item_TEMP_Spool	SB Create SOP Document Work Table
ME50408	ME_Batch_Invoice_Contract_CLASS	Contract Class Definitions (most fields are reserved for future use)
ME50411	ME_BIC_Invoices_LOG	SB Document History Log
ME50411ARCH	ME_BIC_Invoices_LOG_ARCH	SB Document History Archive Log
ME50412	ME_Exceptions_Report_Table	SB Created SOP Document Exceptions
ME50413	ME_BIC_Invoices_LOG_DTL	SB Document History Line Log
ME50413ARCH	ME_BIC_Invoices_LOG_DTL_ARCH	Archive Document History Line Log
ME50415	ME_Create_Recurring_Invoices_Selection	SB SOP Documents Template
ME50417	ME_LINE_CMT_WORK_HIST	Contract Entry Line Comment
ME50423	SB_LineItemDefaults	SB Line Item Defaults
ME50430	ME_Import_Fields	SB Contract Importer Fields
ME50431	ME_Import_SETP	SB Importer Setup
ME50432	ME_Import_SETP_DTL	Importer Setup Details
ME50434	ME_Recurring_Batch_Activity	Matching Invoicing Batch Activity
ME50435	ME_Contract_Line_Item_Note	Contract Line Details Notes
ME50436	ME_Import_Line_Items	Importer Default Line Items
ME50437	ME_BilledContract_Object_HDR	Contract Entry Rolled Back Contract Header
ME50438	ME_BilledContract_Object_DTL	Contract Entry Rolled Back Contract Line



Physical Name	Technical Name / Display Name	Description
ME50439	ME_Import_SETP_Constants	Importer Setup Constants
ME50440	ME_Deferral_Profile_Group	Deferral Profile Group
ME50445	ME_Deferral_Profile_Group_LINE	Deferral Profile Group Lines
ME50446	EBS_CRM_Order_Lines	SB Integrator Line
ME50447	EBS_CRM_SB_Contract_Lines	SB Integrator Line Details
ME50448	EBS_Contract_Copy_Template	Copy Contract Template.
ME50452	SB_Report_Templates	SB Report Template
ME50453	ME_Create_Recurring_Invoices_User_Template	Create SOP Documents User Template

#### Views

#### **Sales Series**

Physical Name	Technical Name / Display Name	Description
ME50406AV	ME_Header_Spool_VIEW	SB Create SOP Document Work Table Work Header View
ME50406BV	ME_Line_Spool_VIEW	SB Create SOP Document Work Table Work Line View
ME50411V	ME_BIC_Invoices_LOG_VIEW	SB Document History Log View
ME50413V	ME_BIC_Invoices_LOG_DTL_VIEW	SB Document History Line Log View
ME50450V	EBS_Batch_Invoice_MSTR_HDR_DTL	SB Contract Detail View

#### **Default Security Tasks & Role**

When using Table Conversion and Utilities to create Security Tasks for Subscription Billing the following Tasks will be generated:

- ENCORE SB ARCHIVE
- ENCORE SB CONTRACT ENTRY
- ENCORE SB CREATE DOCUMENT
- <u>ENCORE SB IMPORTER</u>
- ENCORE SB INQUIRY
- ENCORE SB INTEGRATOR
- ENCORE SB MASS BILLING
- ENCORE SB MASS UPDATE
- ENCORE SB PURGE
- <u>ENCORE SB REPORTS</u>
- <u>ENCORE SB SETUP</u>
- <u>ENCORE SB SMARTLIST</u>
- <u>ENCORE SB SMARTLIST OBJ</u>
- ENCORE SB TABLE CONV

The process will also generate a default security role that contains all the security tasks called *ENCORE SB POWER USER*.



## **Default Security Task Details** Below are the Details for each default Security Task.

#### **ENCORE SB ARCHIVE**

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Task Descri	otion	Access to	Subscription Billi	ng Archive	6					
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Series:	3rd Par				~					
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Task Nam			on Billing Archive					
Task Descri	ption	Access to	Subscription Billin	g Archive				
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#### **ENCORE SB CONTRACT ENTRY**

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Task Description	Access to (	Contract Entry win	idow and	subsequent re	ports		
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Task Descrip	tion	Access to	Contract Entry	window and	subsequent re	eports		
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#### **ENCORE SB CREATE DOCUMENT**

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#### **ENCORE SB INQUIRY**







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### **ENCORE SB INTEGRATOR**







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### **ENCORE SB MASS BILLING**







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## **ENCORE SB MASS UPDATE**

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### **ENCORE SB REPORTS**







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### **ENCORE SB SETUP**

This security task provides access to the following windows and reports.



### **ENCORE SB SMARTLIST**





## **ENCORE SB SMARTLIST OBJ**

This security task provides access to the following windows and reports.

ri -			See	curity	Task Se	tup -	TEST	(sa)		-		x
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### **ENCORE SB TABLE CONV**

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### **Defaults Security Role Details**

The following default Security role is created with the following assigned security tasks:

#### **ENCORE SB POWER USER.**







# What's New and Known issues

# What's New Subscription Billing Integrator

### What's New in SB Integrator 2016

Subscription Billing Integrator has been upgraded to be fully compatible with Microsoft Dynamics GP 2016.

### What's New in SB Integrator for 2015

Subscription Billing Integrator has been Introduced in Microsoft Dynamics GP 2015.

#### What's New in SB Importer for 2013

Subscription Billing Integrator has been Introduced in Microsoft Dynamics GP 2013.

## What's New in Encore Products

#### What's New in Encore Products for 2016

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2016.

New Product Paycode Mass update for Canadian Payroll released.

#### What's New in Encore Products for 2015

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2015.

New Product Paycode Mass update for Canadian Payroll released.

New Product ePayStub for Canadian Payroll released.

#### What's New in Encore Products for 2013

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2013.

Recurring Contract Billing has been renamed Subscription Billing to better descript the solutions feature set.

New Product Paycode Mass update for Canadian Payroll released.

New Product ePayStub for Canadian Payroll released.

## **Documentation Feedback**

Do you have any feedback or comments about this product? We value your opinion. Please send your comments to encore@encorebusiness.com.



# **About Encore Business Solutions**

Encore Business Solutions Inc. is part of a worldwide network of independent partner organizations that sell, implement, and support the award-winning products of Microsoft<sup>®</sup> Business Solutions. Encore is also an authorized Solution Developer for Microsoft Business Solutions developing and marketing industry-specific software worldwide that tightly integrates to core modules of Microsoft Dynamics GP. We are 100% dedicated to developing client-focused, reliable, industry-specific solutions and companion applications providing total end-to-end solutions that meet the operational and reporting needs of our customers.

The Encore Business Solutions Inc. suite of products include: Project Tracking Solutions:

- Project Tracking with Advanced Analytics
- Project Tracking with Budgeting
- Project Tracking Importer
- Project Tracking Lite

Billing Solutions:

- Subscription Billing
- Subscription Billing Importer
- Subscription Billing CRM Integrator

Bank Reconciliation Solutions:

- Auto Reconciler
- Account Reconciler

Canadian Payroll Add-Ons:

- ePayStub for Canadian Payroll (including T4 & T4A report package)
- T4 & T4A Report package
- Paycode Mass Update

Additional Encore Products:

- Advanced SmartList
- Tax Distribution
- REAP

SPLA pricing is also available for Encore products. If you have questions regarding any Encore product or service, feel free to contact us.

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