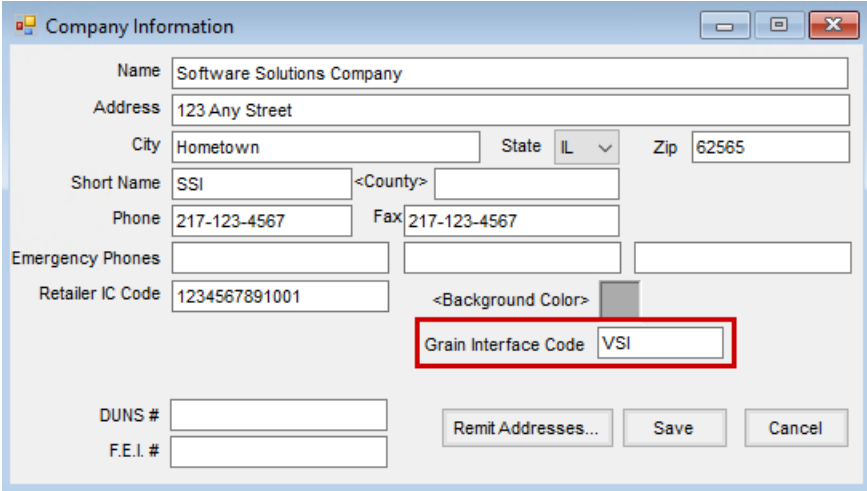


Vertical ASCII Files Import

Last Modified on 04/08/2022 10:01 am CDT

1. Set up Agvance to work with the Vertical import at *Hub / Setup / Company*. After entering the password to open this window (password can be obtained from SSI Support by a user on the password authorization list), press the **Shift** key on the keyboard and right-click on the label. In the *Grain Interface Code* field that appears, enter *VSI*. Select **Save**.



The screenshot shows a 'Company Information' dialog box with the following fields and values:

Name	Software Solutions Company		
Address	123 Any Street		
City	Hometown	State	IL
Zip	62565		
Short Name	SSI	<County>	
Phone	217-123-4567	Fax	217-123-4567
Emergency Phones			
Retailer IC Code	1234567891001	<Background Color>	
Grain Interface Code	VSI		
DUNS #			
F.E.I. #			

Buttons at the bottom: Remit Addresses..., Save, Cancel

2. Add customers in Vertical. They will import into Agvance.
3. Add G/L accounts in Agvance. G/L account codes cannot be greater than seven characters. If Profit Centers are used, denote them with the last two characters of the G/L account ID.
4. Add other data files as needed (vendors and employees) in Agvance.
5. Add a Grain Department with an ID called *New*. It is recommended to make the Grain department non-inventoried with the *Sales Posting Item Override* option checked. This allows the option to post each grain sale to its own sales account in the G/L.

Inventory Department Information for New Grain

Profile | G/L Posting | Patronage | Coop Commission | Price Levels | Discount Overrides

Department ID: New
 Department Name: Grain
 <Location>: 00MAIN
 Category:
 GL Posting Unit: Inventory

Blending Information
 Scale Default to Use:
 Nutrient Contributor

Billing Information
 Discount This Department
 Do Not Discount Unpaid Bookings
 Do Not Discount Downpay Bookings
 Apply Volume discounts to Full Quantity on Down Paid Items
 Print Quantity on Invoice
 Log Price Overrides
 Require Reason for Price Overrides

Lot Number Validation
 Missing Lot Num: No Checking Warn Only Stop Sale
 Invalid Lot Num: No Checking Warn Only Stop Sale

Department Classifications
 Misc1 Misc2 Misc3 Misc4 Misc5 Misc6

Department Cross References
 Cross Ref1:
 Cross Ref2:
 Cross Ref3:
 Cross Ref4:
 Auto Update Prices on Cost Change
 Disallow Lot Numbers

Buttons: Import Price Levels, Save, Cancel

Inventory Department Information for New Grain

Profile | G/L Posting | Patronage | Coop Commission | Price Levels | Discount Overrides

General Ledger Posting Accounts
 <Sales #>:
 <Cost of Goods/Purchases #>: 5013001
 <Freight/Add On #>: 5013001
 <Inventory #>: 10160
 <Purchase Disc #>: 5013001
 Sales Class:
 Compute Invoice Cost:

Inventory This Department:
 Sales Posting Item Override:
 Cost Posting Item Override:
 Include Discount in Cost of Inventory:
 Profit Margin Department:
 Warn if selling price is less than cost:
 Print Package Units and Manufacturer on Invoice:

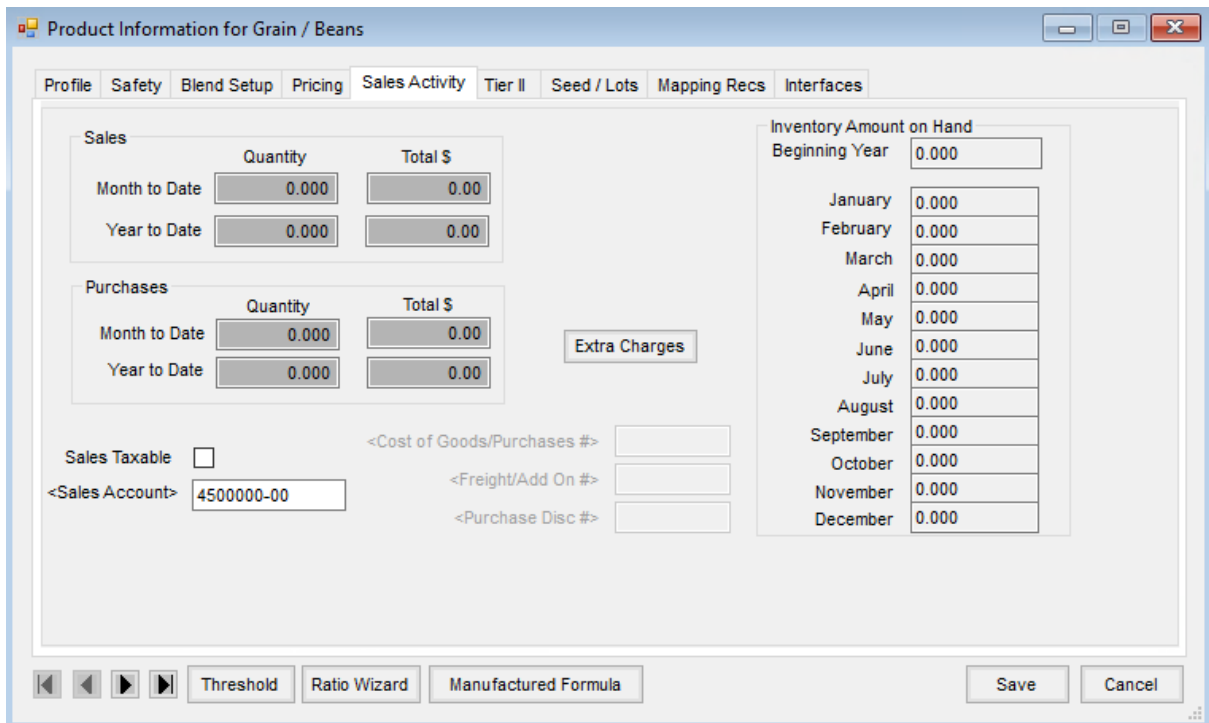
Buttons: Import Price Levels, Save, Cancel

6. Add products in the Grain department at *File / Open / Products* that represent various grain-related billing items. The *Product ID* must be identical to the *Product Code* used in Vertical. These codes are made up of the one character commodity code (“B” for beans for example) and one digit descriptor that makes it unique.

Note: In Vertical, these 2-character codes for each commodity are found by going through the following menu choices: *Day End/Upload Invoices to A/R, Maintain Product Codes*. Then press **Enter** on the Commodity to view the product codes.



7. One inventory item will be needed in Agvance for each commodity's account shown above. The Agvance *Product ID* must be the *Product Code* shown above. In Agvance, these products will have the appropriate G/L account named as the Sales Account on the *Sales Analysis* tab.
8. The following shows how the Agvance products will be defined.



9. In GrainTrac, be sure the correct purchase G/L accounts are defined for each commodity. To do this, go to *Day End / GL Interface / Maintain Account Numbers*. Fill out sales and purchase items that apply. If there are miscellaneous charges not listed, add them by pressing **F8** and following the instructions on the pop up screen to add, edit, or delete some miscellaneous account numbers.

Note: If the Agvance G/L account numbers have a Profit Center suffix separated from the root account number with a dash, slash, or period, that separator must be included with the account number in GrainTrac. For example, if the corn sales account numbers are 4100-01, 4100-02, 4100-03, etc., then at the *Maintain Account Numbers* screen in GrainTrac, enter "4100-" so that the separator will be included in the export file and will match up with the Agvance account numbers.

10. In Agvance, there is an important step called *Capture On-Line Balances* that must be performed after all the account balances are set and before any transactions are either imported or entered directly into Agvance.

Transfer Process

It is recommended to transfer at least weekly to make the prove-out process more manageable. Best practice is exporting just after the Start a New Day function is complete.

1. In GrainTrac, perform the Upload Invoices to AR function. This can be found at:
 - o Day End
 - o Upload Invoices to AR
 - o Choose #1 (Upload Invoices to AR)
 - o Input the date range of transactions to be exported. The file that is created is called *ARTRNSFR.ASC* and will be stored on the grain drive in a directory called *\SSI*. For example: *G:\SSI\ARTRNSFR.ASC*

Note: The program will not allow exporting the same range twice. There is an override to this. Call Vertical if this override is necessary.

2. In GrainTrac, perform G/L Interface. This can be found at:

- Day End
- G/L Interface
- #3 "Print Report of Settlement JE"
- #2 "Create Settlement Journal Entries for SSI GL"
- Select a date range of un-posted G/L entries. The file that is created is called RWBSTRN6.DAT and will be stored on the grain drive in a directory called \SSI. For example: G:\SSI\RWBSTRN6.DAT

Note: The program will not allow exporting the same range twice. There is an override to this. Call Vertical if this override is necessary.

3. In Agvance, import the data from the Accounting module.

- Back up the Agvance \avdata directory.
- Go to *Transfers / Import / Vertical Ascii files*.

Check both the journal entries and invoices and either type in the path or select **Ellipsis** button to locate and select the transfer files created in steps 1 and 2 above. Choose **OK** when ready to import.

Note: Be sure to do step 3 for one date transfer before performing steps 1 & 2 for the next transfer. Files in G:\SSI are overwritten during steps 1 & 2.

4. In Agvance, run a Sales Register for the range of Invoices transferred at *Reports / Accounts Receivable / Sales*.

5. In Agvance, take payments for any sales where money has been received and mark the Invoices imported from Vertical as *Paid*.