Orchid
Getting Started Guide:

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Extender App - Conversion to Document Management Link

The Modulo eImagePac to DML conversion app is designed for users of Modulo eImagePac who are implementing Document Management Link (DML) for network folders.

The conversion app will move the documents from the folder configured in Modulo eImagePac into the appropriate DML Folder based on the document types in the eImagePac tables. You can optionally rename the documents, depending on your DML Configuration.

The conversion app is an Extender module and requires the latest product update of Extender Developer, configured to use Python 3.8.8, for a supported version of Sage 300.

Steps to convert to Document Management Link

The conversion app will move the documents from the Modulo eImagePac folder into the appropriate DML Folder based on the document types in the Modulo eImagePac tables. You can optionally rename the documents.

STEP 1. IDENTIFY DOCUMENT TYPES AND THE NUMBER OF DOCUMENTS

Run the attached query in SQL Management Studio. This will display the number of documents by document types that have a link record in the Sage Company database.

Count documents by type

```
SELECT DOCTYPE,
CASE DOCTYPE WHEN 0 THEN 'AP Invoices'
WHEN 1 THEN 'OE Order'
WHEN 2 THEN 'AR Invoice'
WHEN 3 THEN 'Purchase Order'
WHEN 4 THEN 'IC Item'
WHEN 5 THEN 'OE Shipment'
WHEN 6 THEN 'AR Customer'
WHEN 7 THEN 'AP Vendor'
WHEN 8 THEN 'PJC Contract'
WHEN 9 THEN 'PJC Timesheet'
WHEN 10 THEN 'GL Entries'
WHEN 11 THEN 'IC Serial Number'
ELSE 'Undefined'
END AS DocName,
COUNT([FILENAME]) AS DocCount
FROM NZIMAGE
GROUP BY DOCTYPE
```

Important!

The conversion app only caters for AP Invoices, AP Vendor, AR Invoices, AR Customer, and GL Entries documents.

Contact Orchid if you have other document types which you need to convert automatically.

STEP 2. INSTALL SOFTWARE

- Install and activate the latest product updates of Information Manager and Extender Developer.
- Configure Extender to use Python 3.8.8 in Extender Options. Refer to Extender help for details.

STEP 3. CONFIGURE DOCUMENT MANAGEMENT LINK

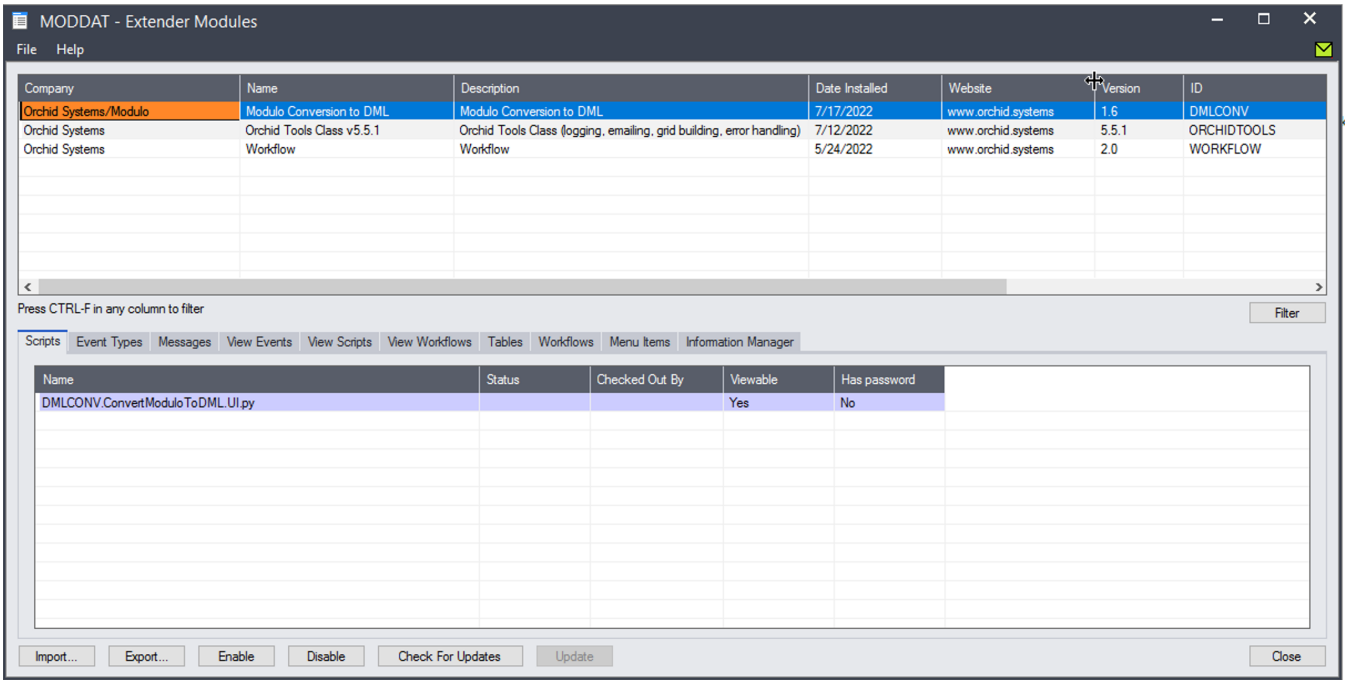
You need to determine how you want to configure DML for the documents you want to move so that you can configure the conversion application to move the documents to the appropriate folders and rename the source documents if required.

See detailed example for AP Invoices and AP Vendor documents Modulo to DML Conversion: A/P Example on page 10

Refer to the Document Management Link documentation for further details on configuring DML.

STEP 4. IMPORT CONVERSION EXTENDER MODULES

Import Orchid Tools and Modulo Conversion in Extender Setup > Modules



Restart the Sage desktop

STEP 5. CONFIGURE CONVERSION APP

- Run the `DMLCONV.ConvertModuloToDML.UI.py` script.
- Enter or update the configuration records.
- Select Copy (to test) or Move (generally for the final conversion)
- When you close the screen, you are prompted to save the configuration record. Select `Yes` to Save the configuration.

Important! The options must be consistent with the DML configuration.

Step 5.1. A/P Documents

Copy A/P Documents	Select `Yes` to move A/P Invoice and A/P Vendor documents
A/P Invoice Target Folder	Enter the filepath where to save the files. The example below will create one folder per vendor in a folder per Sage 300 Database ID: `\\servername\SageDocuments\AP Documents\{ORGID}\{VENDORID}\` Use UNC path in the network folder. You can include variables {ORGID}, {VENDORID} and {APINVNO}
A/P Invoice Rename File	Select if you want to rename the files.
A/P Invoice Rename File To	If you select "Rename", configure how to rename. The example will add the A/P Invoice number in front of the original file-name and extension. `{APINVNO}-{name}.{ext}` Valid variables are {APINVNO} and {VENDORID} for document specific value. You can also include {name} and {ext} to include the original file name and file extension.
A/P Vendor Target Folder	Enter the filepath where to save the files. The example below will create one folder per vendor in a folder per Sage 300 Database ID: `\\servername\SageDocuments\AP Documents\{ORGID}\{VENDORID}\`

	You can include variables {ORGID}, {VENDORID}
A/P Vendor Rename File	Select if you want to rename the files.
A/P Vendor Rename File To	If you select "Rename", configure how to rename. The example will add the A/P Vendor number in front of the original file-name and extension. `{VENDORID}-{name}.{ext}` Valid variables are {VENDORID} , {name} and {ext} to include the original file name and file extension.

Step 5.2. A/R Documents

Copy A/R Documents	Select `Yes` to move A/R Invoice and A/R Customer documents
A/R Invoice Target Folder	Enter the filepath where to save the files. The example below will create one folder per vendor in a folder per Sage 300 Database ID: `\\servername\SageDocuments\AR Documents\{ORGID}\{CUSTID}\` Use UNC path in the network folder. You can include variables {ORGID}, {CUSTID} and {ARINVNO}
A/R Invoice Rename File	Select if you want to rename the files.
A/R Invoice Rename File To	If you select "Rename", configure how to rename. The example will add the A/R Invoice number in front of the original file-name and extension. `{ARINVNO}-{name}.{ext}` Valid variables are {ARINVNO} and {CUSTID} for document specific value. You can also include {name} and {ext} to include the original file name and file extension.
A/R CustomerTarget Folder	Enter the filepath where to save the files. The example below will create one folder per vendor in a folder per Sage 300 Database ID: `\\servername\SageDocuments\AR Documents\{ORGID}\{CUSTID}\` You can include variables {ORGID}, {CUSTID}
A/R Customer Rename File	Select if you want to rename the files.

A/R Customer Rename File To	If you select "Rename", configure how to rename. The example will add the A/R Customer number in front of the original file-name and extension. `{CUSTID}-{name}.{ext}` Valid variables are {CUSTID} and you can also include {name} and {ext} to include the original file name and file extension.

Step 5.3. G/L Documents

Copy G/L Documents	Select `Yes` to move G/L Documents (G/L Batch and entry number)
G/L Document Target Folder	Enter the filepath where to save the files. The example below will create one folder per vendor in a folder per Sage 300 Database ID: `\\servername\SageDocuments\GL Documents\{ORGID}\{BATCHNBR}\` Use UNC path in the network folder. You can include variables {ORGID}, {BATCHNBR} and {ENTRYNBR}
G/L Document Rename File	Select if you want to rename the files. This is recommended for G/L Documents.
G/L Document Rename File To	If you select "Rename", configure how to rename. The example will rename the file based on the G/L Batch number and entry number. The original extension is used. GL-`{BATCHNBR}-{ENTRYNBR}.{ext}` Valid variables are {BATCHNBR} and {ENTRYNBR} for document specific value. You can also include {name} and {ext} to include the original file name and file extension.

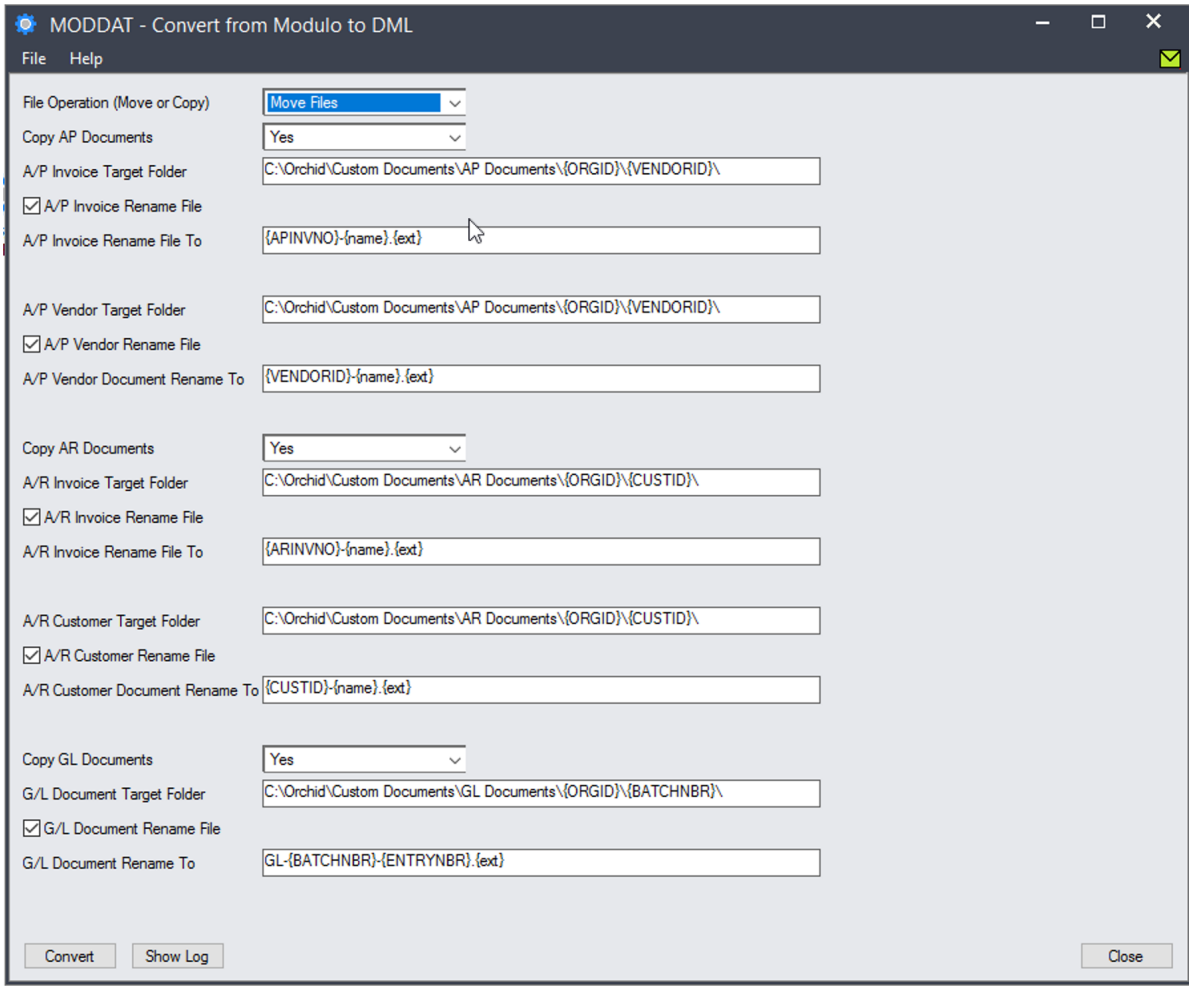
Examples:

A/P Invoice Target Folder: `C:\Orchid\Custom Documents\AP Documents\{ORGID}\{VENDORID}\`

> This will create one folder per Sage 300 database, one folder per vendor and all documents for all AP Invoices will be saved in the Vendor folder.

A/P Invoice Target Folder: `C:\Orchid\Custom Documents\AP Documents\{ORGID}\{VENDORID}\{APINVNO}\`

This will create one folder per Sage 300 database, one folder per vendor and one folder per AP Invoice.



STEP 6. TEST CONVERSION IN COPY MODE

Create a backup of the folder storing the Modulo eImagePac documents.

Run the `DMLCONV.ConvertModuloToDML.UI.py` script.

Check the configuration and choose **`Convert`**.

Note: Depending on the number of documents, this process may take a while.

Confirm you can view the documents in Document Management Link

Review the log files.

STEP 7. RUN CONVERSION TO MOVE DOCUMENTS

- Create a backup of the folder storing the Modulo eImagePac documents.
- Run the `DMLCONV.ConvertModuloToDML.UI.py` script.
- Check the configuration - Select `Move` in the first field
- Choose **`Convert`**.
- Review the log files.
- Confirm you can view the documents in Document Management Link

Tip: If there are any documents left in the main Modulo eImagePac folder, it is because the files are in the folder, but not in the eImagePac NZIMAGE table in the database where the script is run. They may need to be moved manually if they are relevant.

Tip: Refer to Troubleshooting Modulo eImagePac to DML conversion on page 17 for further details.

Note: Depending on the number of documents, this process may take a while.

Modulo to DML Conversion: A/P Example

A/P DOCUMENT MANAGEMENT LINK SETUP

Configure Document Management Link (DML) to create a folder per vendor to store A/P Invoice documents.

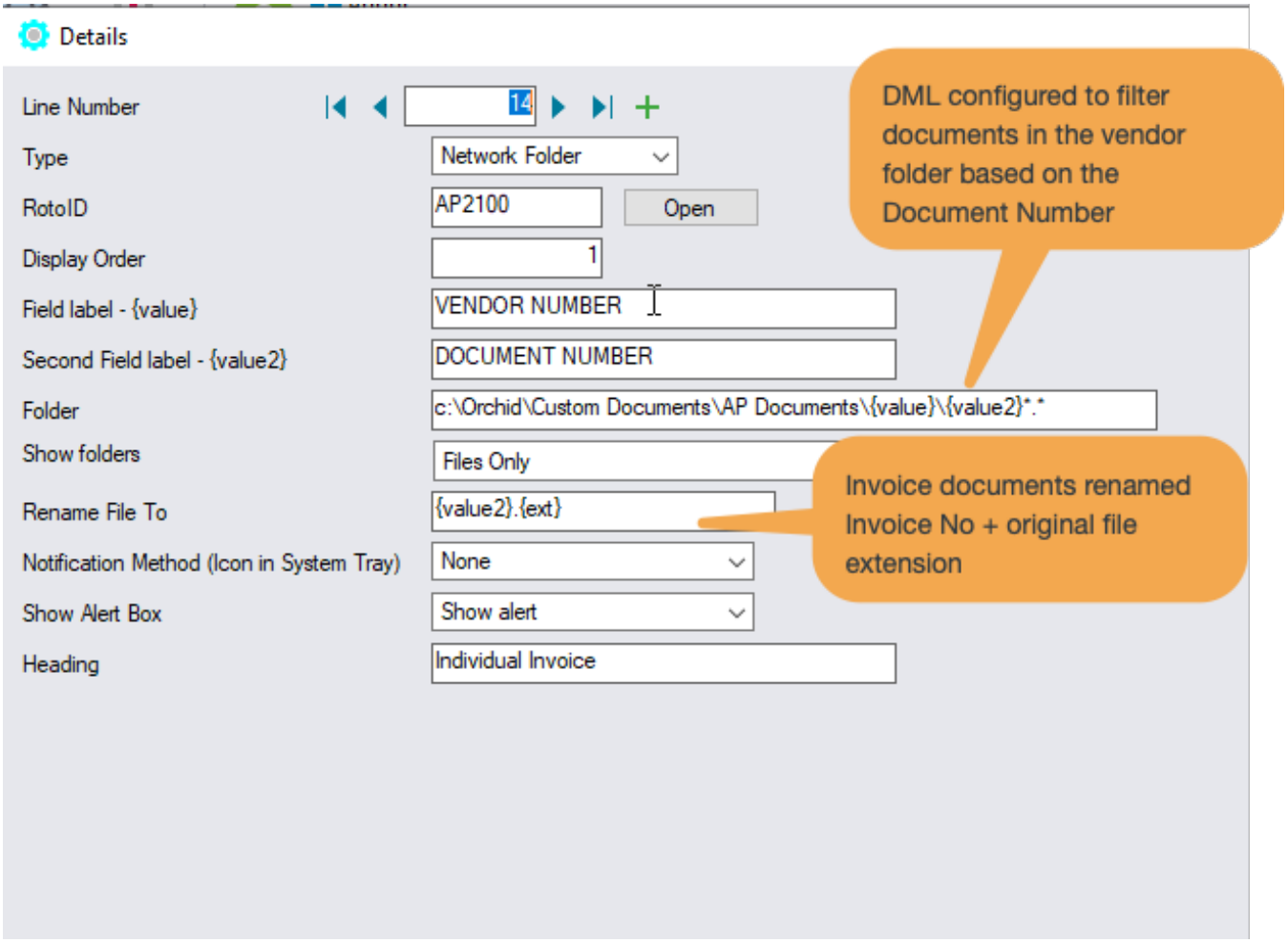
Display all A/P Invoice documents in a single folder per vendor in A/P Vendor

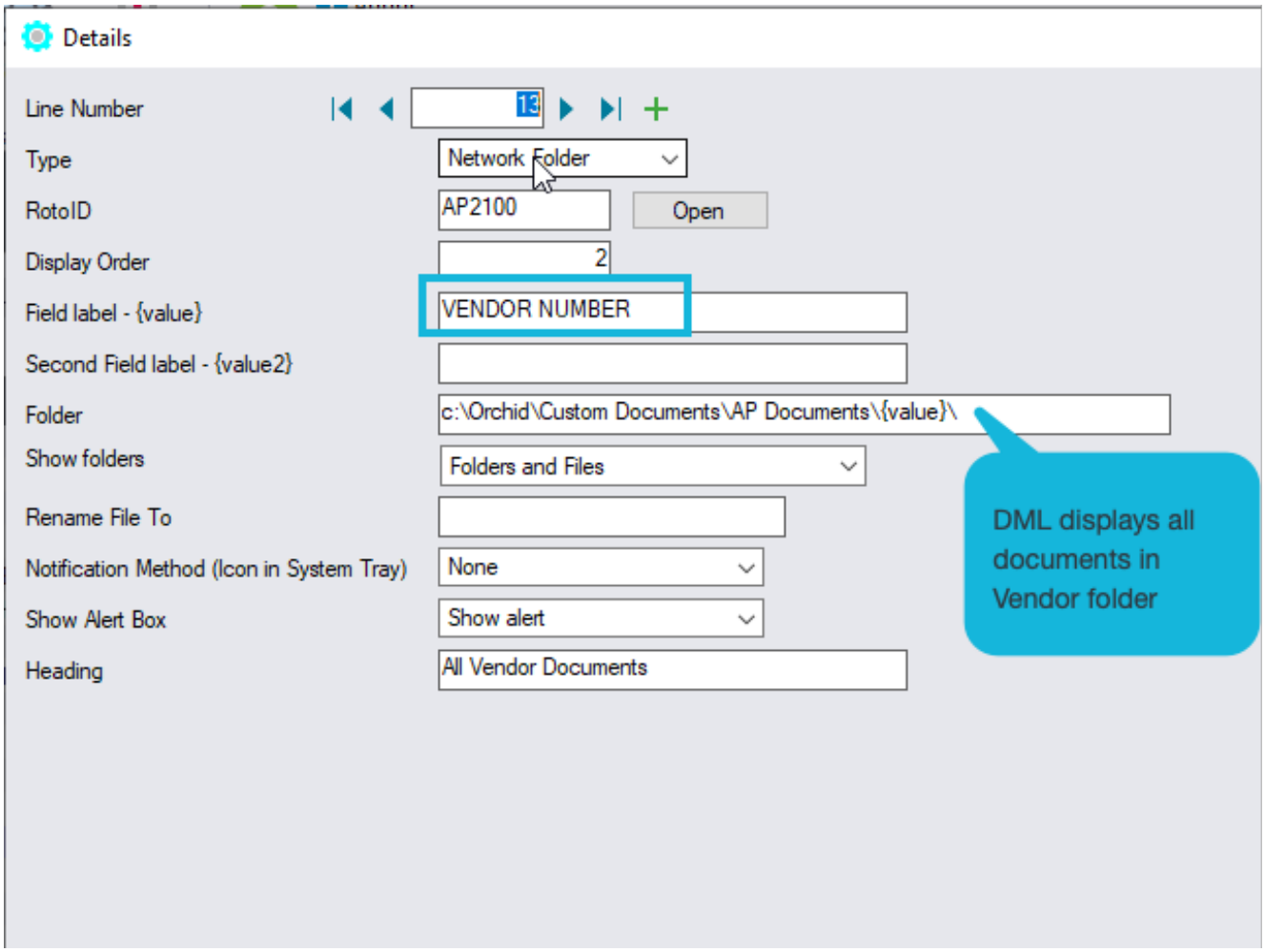
Show only invoice related documents when viewing A/P Invoices or /AP vendor transactions.

Rename the document as per the Invoice number.

You can refer to the DML Help for detailed steps to configure DML for AP Vendors and AP Invoices.

https://help.orchid.systems/sage300addons/Content/Information-Manager/IM-Tutorials/Setup-DML-AP-Tutorial.htm



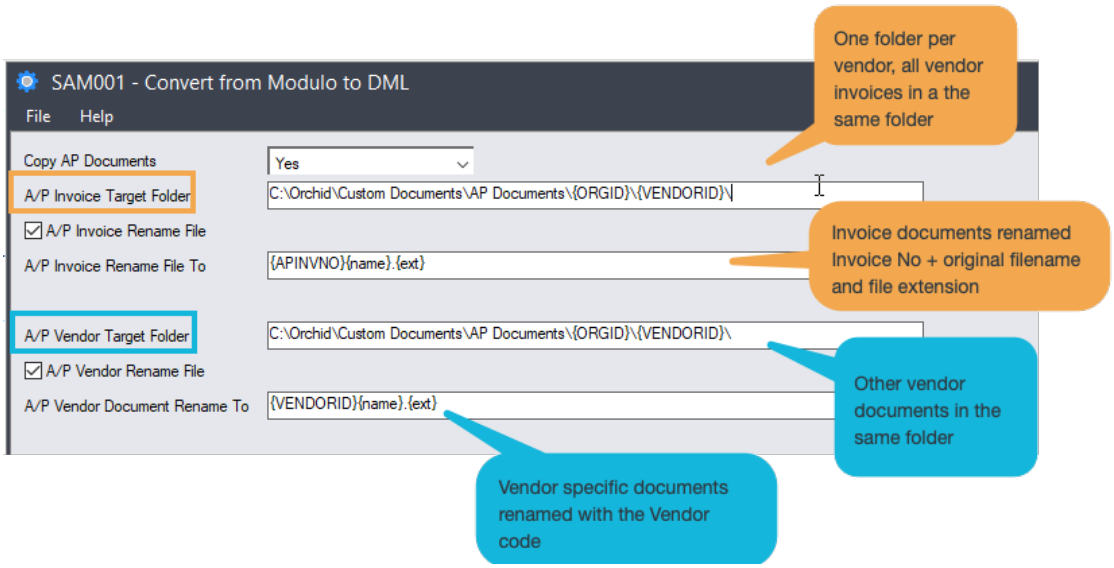


A/P DOCUMENTS CONVERSION SETUP

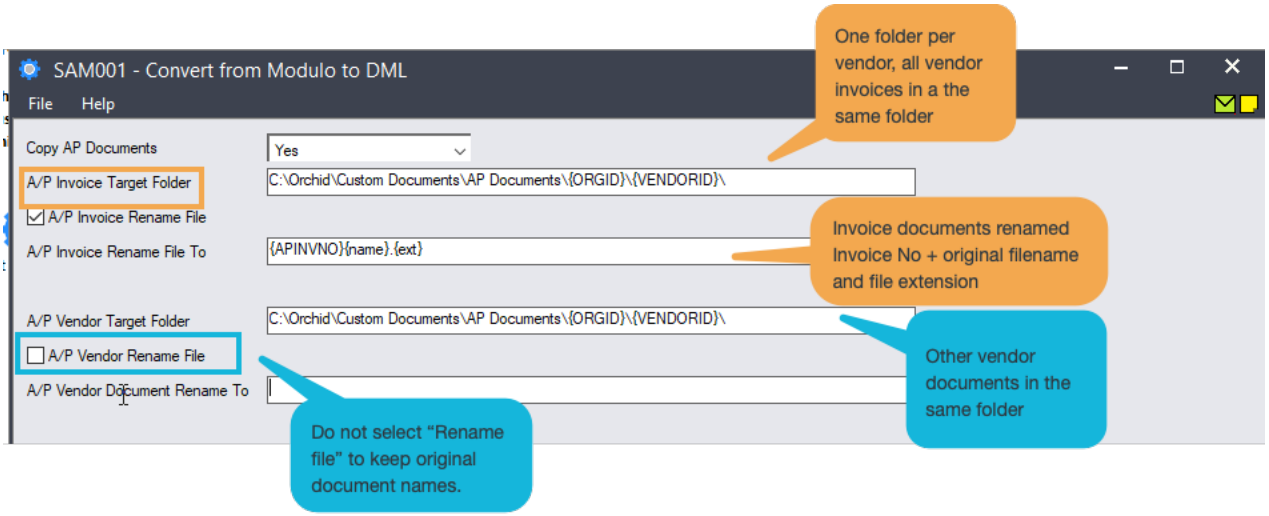
To match the Document Management Link configuration above, you can configure the Conversion app as follows:

- All documents relating to the vendor (either direct Vendor documents or AP Invoice documents) will be in a single folder per vendor.
- AP Invoice documents will be renamed based on the AP Invoice number they are linked to. The original file name and file extension will remain. This ensures that all invoice documents have a unique file name and can be used to cross-reference.
- AP Vendor documents can be renamed based on the vendor number.

Note: It is unlikely you will have multiple documents for the same key fields as Modulo eImagePac only allows one document per key field.



- Another Option would be to not rename the AP Vendor documents and just move them to the Vendor folder.



Modulo to DML Conversion: P/O Example

P/O DOCUMENT MANAGEMENT LINK SETUP

Configure Document Management Link (DML) to create a folder per vendor to store P/O documents.

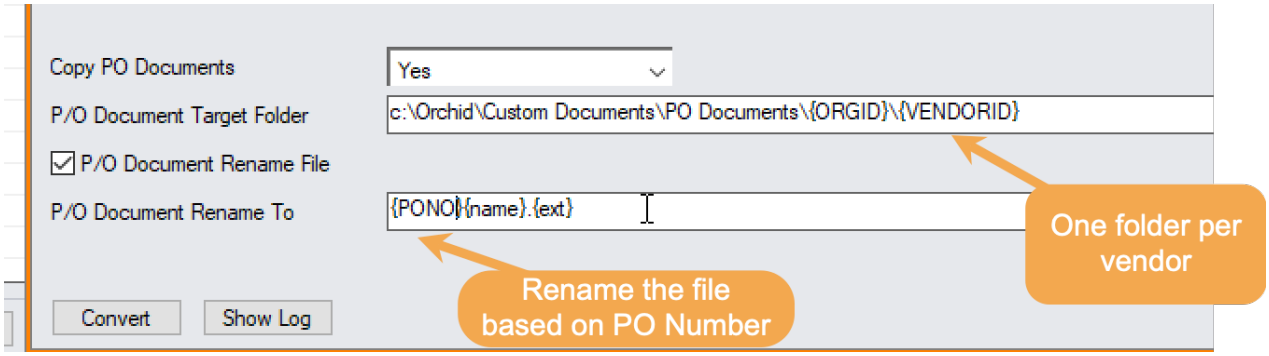
Show only P/O related documents when viewing a specific P/O

Rename the document as per the Purchase Order Number.

P/O DOCUMENTS CONVERSION SETUP

To match the Document Management Link configuration above, you can configure the Conversion app as follows:

- All P/O documents relating to the vendor will be in a single folder per vendor.
- P/O documents will be renamed based on the P/O number they are linked to. The original file name and file extension will remain. This ensures that all documents have a unique file name and can be used to cross-reference.



Modulo to DML Conversion: G/L Documents Example

G/L DOCUMENT MANAGEMENT LINK SETUP

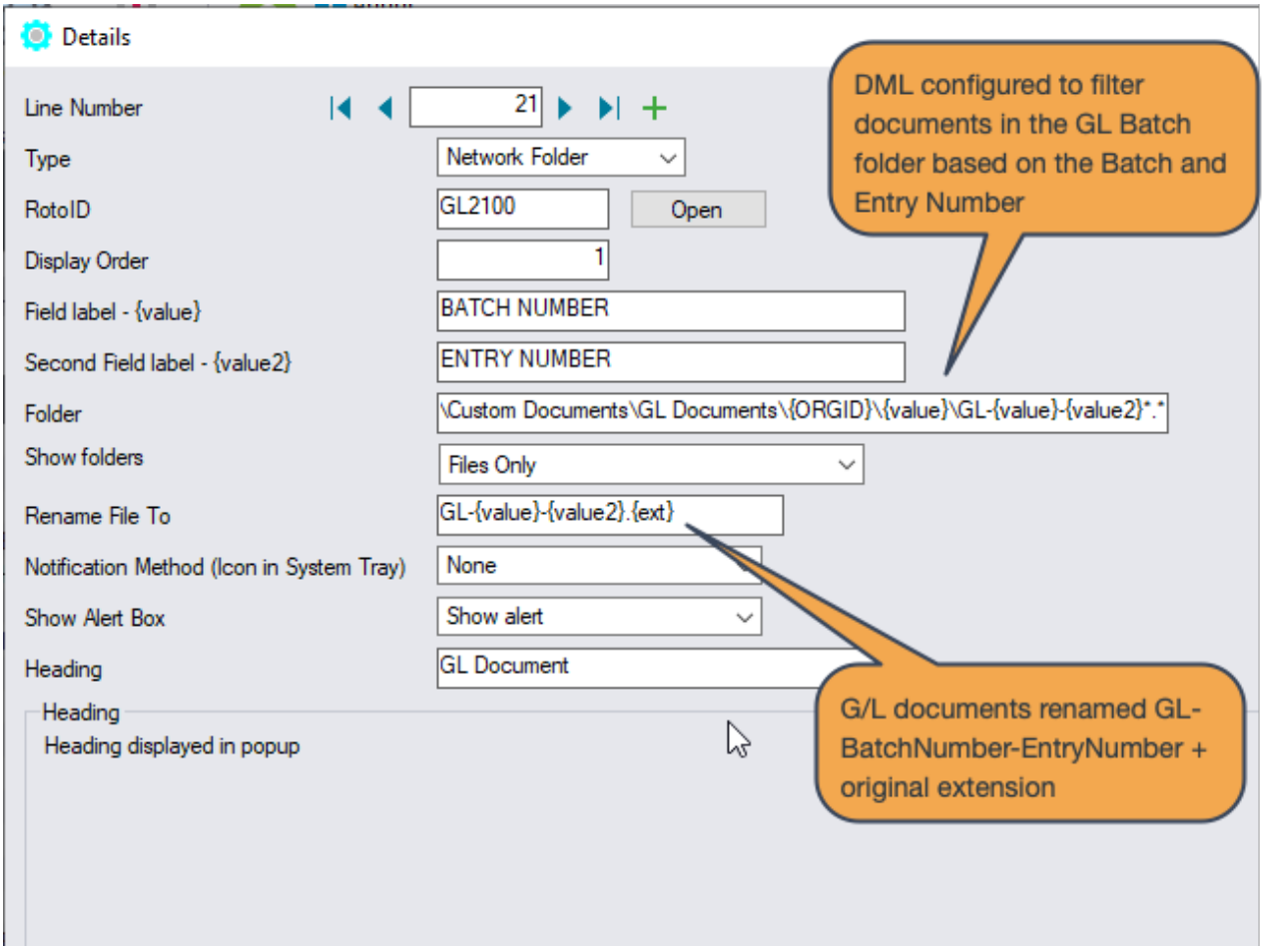
Configure Document Management Link (DML) to create a folder per G/L Batch.

All documents for the batch are in a single folder and DML filters for each entry based on the document name.

```
C:\Orchid\Custom Documents\GL Documents\{ORGID}\{value}\GL-{value}-{value2}*.*
```

Rename the document as per the G/L Batch and Entry numbers.

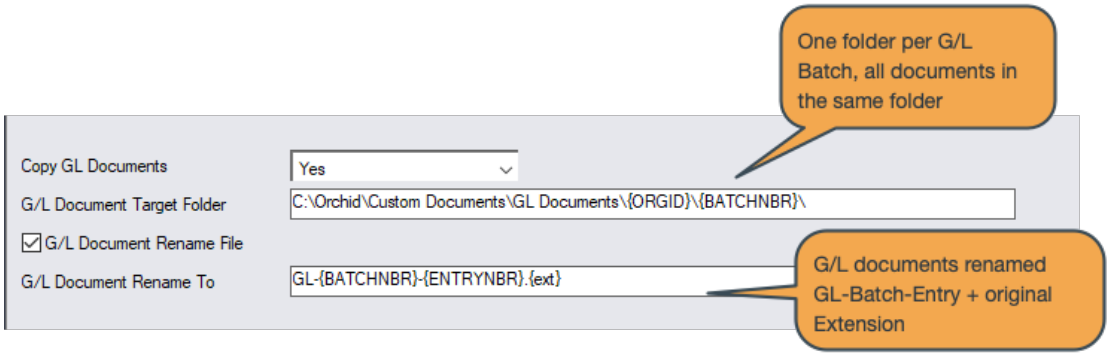
```
GL-{value}-{value2}.{ext}
```



G/L DOCUMENT CONVERSION SETUP

To match the Document Management Link configuration above, you can configure the Conversion app as follows:

- All documents relating to the G/L Batch will be in a single folder per batch. `C:\Orchid\Custom Documents\GL Documents\{ORGID}\{BATCHNBR}\`
- G/L Documents renamed after the Batch and Entry numbers. `GL-{BATCHNBR}-{ENTRYNBR}.{ext}`



Conversion Modulo eImagePac to DML- Background

FIELDS AVAILABLE

The following fields are available in the Target Folder and the Rename File configuration.

General Variables

They work for all types of conversions.

`{USER}` = User running the conversion

`{ORGID}` = Sage 300 Database ID

`{name}` = Original File name of the document

`{ext}` = Original file extension of the document

AP Invoice Variables: `{VENDORID}` `{APINVNO}`

AP Vendor Variable: `{VENDORID}`

AR Invoice Variables: `{CUSTID}` `{ARINVNO}`

AR Customer Variable: `{CUSTID}`

GL Batch Entry Variables: `{BATCHNBR}{ENTRYNBR}`

PO Number Variables: `{PONO}{VENDORID}` `{VENDNAME}`

Note: Although you can use {yyyy}, {mm} and {dd} in the DML Configuration, this is not included in the conversion as the conversion is a one-off process. If you want to create a folder per year, you can include the actual year you want to use in the path.

QUERIES

The script runs queries to identify the documents to move (file name, document type, owner record, document number).

If a file is in the configured folder, but there is no record for it in the database, the file will not be moved.

SQL Query to find AP Invoice documents

```
--For AP Invoices
SELECT NZOPT.DEFIMGDIR, [FILENAME], EXTENSION, DOCTYPE,
DOCNUM AS APINVNO, OWNERNUM AS VENDORID , OWNERNAME AS VENDNAME
FROM NZIMAGE
LEFT OUTER JOIN NZOPT ON NZIMAGE.AUDTORG = NZOPT.AUDTORG
WHERE DOCTYPE = 0
```

DOCUMENT TYPES

The conversion app includes documents of type AP Invoices (0), AR Invoice (2), PO Documents (3) , AR Customer (6), AP Vendor (7) and GL Entries (10) in Modulo eImagePac.

For other document types, contact your Sage 300 business partner or Orchid.

CONFIGURATION RECORD IN CUSTOM TABLE

You can create a configuration record in the custom table in Extender Setup > Custom Table `DMLCONV.VIDMCONV, Modulo to DML Conversion`

If there are no configuration record, the first time you run the Script, a default configuration is created. If you change the configuration record at runtime, you are prompted to save the configuration record in the custom table.

Troubleshooting Modulo eImagePac to DML conversion

ERRORS RUNNING THE SCRIPT

- If you receive errors relating to the mkdir function in the log, check that Extender is configured to use Python 3.8.8 in Extender Options.

FILE NOT FOUND ERROR

If you get a message: Error: File [INV001.pdf] not found, check that the file exists on the server and that the user has access to the eImagePac Source folder.

Notes:

You can configure the default path for documents in eImagePac Options. Check that the drive mapping and UNC path is still correct, especially if running the conversion after upgrading or moving to a new server.

If the Images Directory is left blank in eImagePac Options, eImagePac saves files to the <Sage 300 Shared Data Folder> \company\\images folder. e.g. c:\program files\Sage 300\SharedData\company\{ORGID}\images.

SOME FILES ARE NOT MOVED

- Check the document type in Modulo table.
- If it is one of the document types included in this Extender application, check that the key record exists in the Modulo [NZIMAGE] table for the associated file.
- If not one of the document types currently supported, contact Orchid.

ERROR MOVING FILES

- Install the latest Extender product update
- Ensure that the users have rights to the folder where Modulo documents are saved and to the DML Folders
- Use UNC path in the App configuration

FILES ARE MOVED, BUT NOT VISIBLE IN DML

- Check the DML Configuration matches where the files have been moved to (overall path, filter, document names)
- Check that the user is flagged as a DML User. See Configure Tray for DML user in the DML help

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