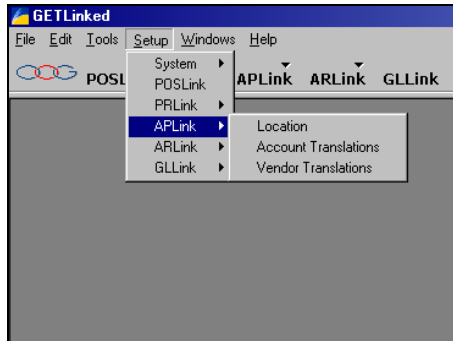


## APLink Setup Instructions

The *APLink* module gathers vendor information from a remote system through the import function. Once the data is in the *APLink* module, it can be reviewed and reconciled. When importing the data, exception reports will list errors such as missing customers. The payables information can then be transferred to the Accounts Payable module of the selected accounting system.

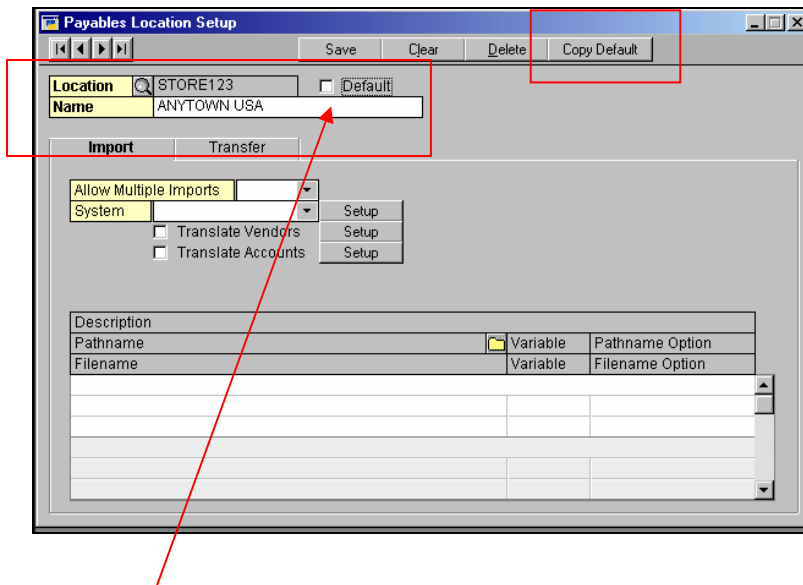


Once you have accessed the GETLinked program, select *Setup>>APLink*.

There are three aspects involved with this initial setup. *Location*, *Account Translation* and *Vendor Translation*.

Begin by selecting *Location*.

The *Payables Location Setup* window is displayed.

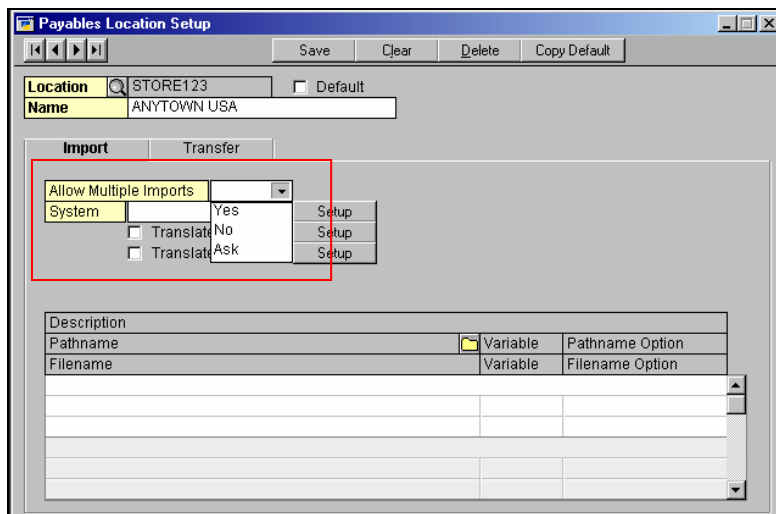


In the *Location* field, enter the user-defined location ID. For businesses with several locations or stores, this is used to identify each location. Once set up, this field cannot be changed. This is a 15 character alphanumeric field where an abbreviated location name or location number is entered.

In the *Name* field, the complete description of the location is entered.

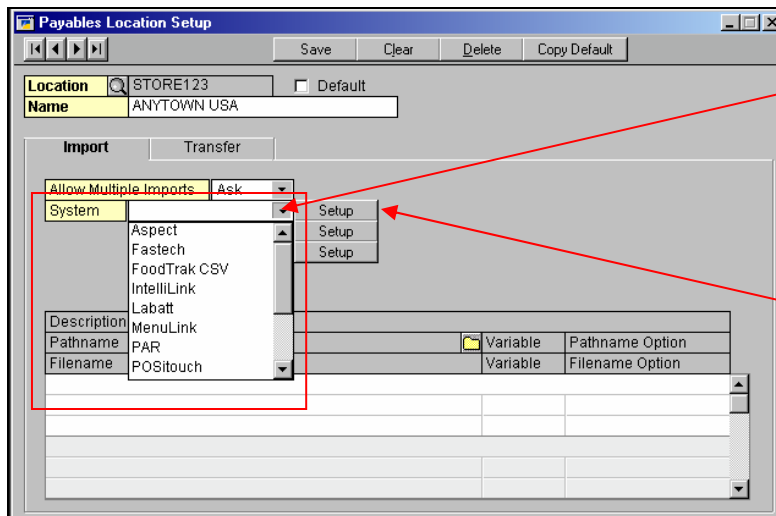
The *Default* checkbox can be marked to assign this setup information as the template to set up all other locations.

If you would like to utilize the default feature, simply press the *Copy Default* button at the top of the window AFTER you have entered the new locations unique *Location* identifier and unique *Name*.



The *Import* tab allows you to set up information specific to the data you wish to import from the remote system.

- The *Allow Multiple Imports* field will present you with three choices. *Yes*, *No* and *Ask*. Choosing *Ask* will cause the program to display a message window “asking” if you would like to override the previously imported data. You may choose either to continue or cancel the request. Selecting *Yes* will import again without presenting a prompt window. Selecting *No* will not allow importing of data that has been previously imported for that day. Typically, *Ask* is selected.



- Next, access the drop-down box associated with the *System* field. There will be a collection of systems to choose from. Simply select your program from the drop-down list within the *System* field.
- Press the *Setup* button next to the *System* field.

- After processing the *Setup* button next to the *System Specific* field, press *OK* at the top of the window.

Payables Location Setup

Location: STORE123  
Name: ANYTOWN USA

Import / Transfer

Allow Multiple Imports: Ask  
System: POSitouch

Translate Vendors: ☐ Setup  
Translate Accounts: ☐ Setup

Description	Pathname	Variable	Pathname Option
PURCHASE.LOG		<input type="checkbox"/>	
PURCHASE.LOG		<input type="checkbox"/>	

The *Description* field and the *Filename* fields were immediately populated with data once the *Setup* procedures were completed.

- Select the *Pathname* by either manually entering the pathname or utilizing the browse button (The yellow file folder icon!)

Data is now visible within the *Pathname* field!

Payables Location Setup

Location: STORE123  
Name: ANYTOWN USA

Import / Transfer

Allow Multiple Imports: Ask  
System: POSitouch

Translate Vendors: ☐ Setup  
Translate Accounts: ☐ Setup

Description	Pathname	Variable	Pathname Option
PURCHASE.LOG		<input type="checkbox"/>	
F:\Data Files\Positouch\Payables\		<input type="checkbox"/>	
PURCHASE.LOG		<input type="checkbox"/>	

The *Variable* option checkbox located next to the *Pathname* and *Filename* fields will date stamp the files if the checkbox is selected.

The drop-down lists in the *Pathname Option* and the *Filename Option* will need to be accessed to complete the step. *These drop-down fields will provide several selections for you to choose what type of date stamp you would like to use!*

Before proceeding with the remaining installation, it will be necessary to import data from the remote system.

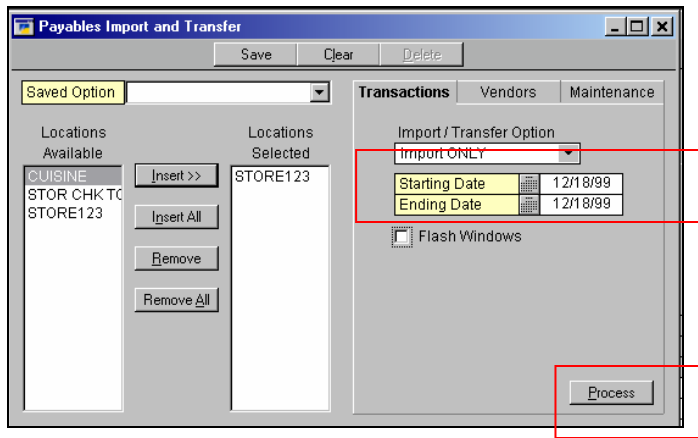
GETLinked

File Edit Tools Setup Windows Help

POSLink PRLink APLink ARLink GLLink

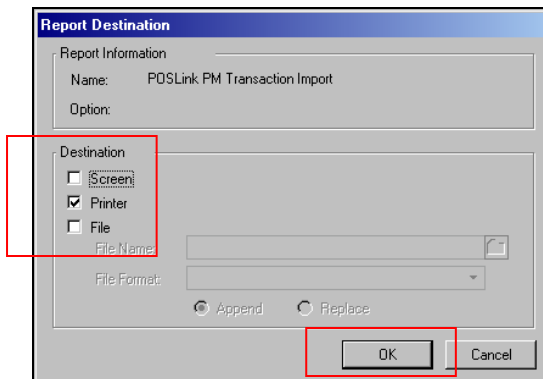
Edit Vendor Import  
Mass Voucher Import  
Single Voucher Entry  
Import and Transfer

- From the menu bar, select *APLink>>Import and Transfer*.



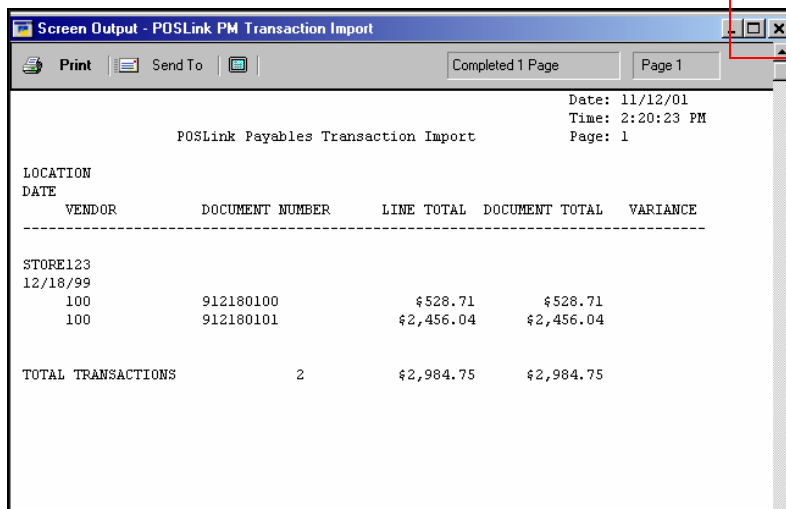
The 'Payables Import and Transfer' window is shown. It has tabs for 'Transactions', 'Vendors', and 'Maintenance'. The 'Transactions' tab is active. On the left, there are 'Locations Available' and 'Locations Selected' lists. 'STORE123' is in the 'Selected' list. In the center, the 'Import/Transfer Option' is set to 'Import ONLY'. Below this, 'Starting Date' and 'Ending Date' are both set to '12/18/99'. A 'Flash Windows' checkbox is present. At the bottom right, there is a 'Process' button. Red boxes highlight the 'Import ONLY' dropdown, the date fields, and the 'Process' button.

- Select the *Starting Date* and *Ending Date* of the data you would like to import. You may either manually enter the dates or press the *Calendar* lookup button located within the date fields.
- Press *Process*.



The 'Report Destination' window is shown. It has a 'Report Information' section with 'Name: POSLink PM Transaction Import' and an empty 'Option' field. Below is the 'Destination' section with three radio buttons: 'Screen' (selected), 'Printer', and 'File'. There are fields for 'File Name' and 'File Format'. At the bottom, there are 'Append' and 'Replace' radio buttons, and 'OK' and 'Cancel' buttons. A red box highlights the 'Destination' section, and another red box highlights the 'OK' button.

- Select *Screen* and de-select *Printer* once the *Report Destination* window is displayed.
- Press *OK*.

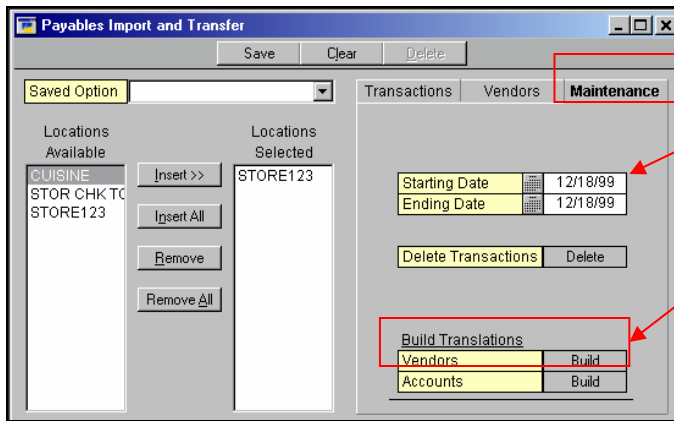


The 'Screen Output - POSLink PM Transaction Import' window is shown. It has a title bar and a menu bar with 'Print' and 'Send To'. The main area displays a report. At the top right, it says 'Date: 11/12/01', 'Time: 2:20:23 PM', and 'Page: 1'. The report title is 'POSLink Payables Transaction Import'. The report content is as follows:

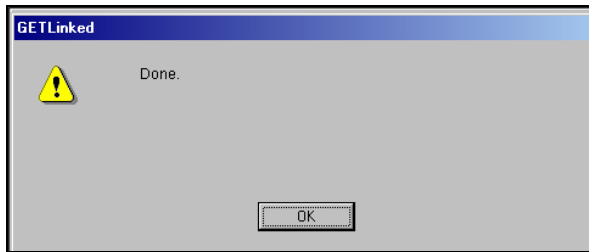
LOCATION DATE	VENDOR	DOCUMENT NUMBER	LINE TOTAL	DOCUMENT TOTAL	VARIANCE
STORE123 12/18/99					
	100	912180100	\$528.71	\$528.71	
	100	912180101	\$2,456.04	\$2,456.04	
TOTAL TRANSACTIONS		2	\$2,984.75	\$2,984.75	

At the top right of the window, there are window control buttons (minimize, maximize, close). A red box highlights the close button.

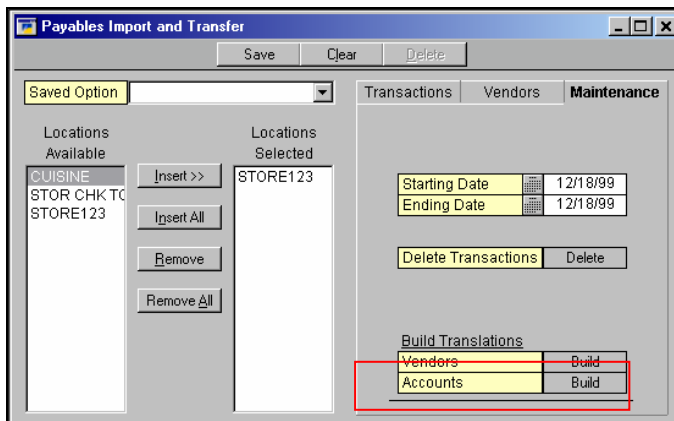
The *POSLink Payables Transaction Import* report is presented. This report lists the invoices that were imported. Once you have reviewed the data, simply close the window.



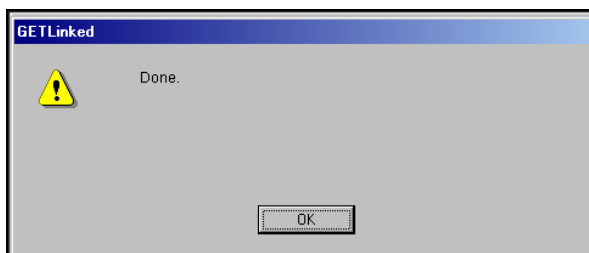
- The *Payables Import and Transfer* window will again be displayed.
- Select the *Maintenance* tab.
  - The dates previously selected should remain in the date fields.
  - Press the *Build* button next to *Vendors* in the *Build Transactions* fields.



- Press *OK* to acknowledge the message. You will again be brought to the *Payables Import and Transfer* window.



- The *Maintenance* tab will be displayed.
- Press the *Build* button next to *Accounts* in the *Build Transactions* field.



- Again, press *OK* to acknowledge the message.

Once you have responded to the message, locate the *Payables Location Setup* window. If it is not active, select *Setup>>APLink>>Location* from the menu bar. Find the location you would like to work with by pressing the magnifying glass icon. From this window, you will be able to select your location.

Payables Location Setup

Location: STORE123  
Name: ANYTOWN USA

Import | Transfer

Allow Multiple Imports: Ask

System: POSitouch

☒ Translate Vendors  
☐ Translate Accounts

Setup Setup Setup

Description	Variable	Pathname Option
PURCHASE LOG	Variable	Filename Option
F:\Data Files\Positouch\Payables\	<input type="checkbox"/>	
PURCHASE LOG	<input type="checkbox"/>	

If you need the system to translate customer numbers and account numbers from one system to the other, than you will need to select the *Translate Customers* and *Translate Accounts* checkboxes. For example, the data from a Point of Sale system is imported into the GETLinked system with a customer number that does not match the customer number in the accounting system.

Payables Vendor Translation

Location: STORE123  
Name: ANYTOWN USA

Imported Vendor	Assigned Vendor
100100	
100102	
100103	
500100	
500101	
500102	
500103	
600100	
600101	

If it has been determined that *Vendor Translation* will be necessary, begin by selecting the checkbox next to the *Translate Vendor* field.

- Press *Setup*.  
The *Payable Vendor Translation* window will become visible.

The *Imported Vendor* field is automatically populated. You will need to assign the customers manually by either typing them in the corresponding field or selecting from the browse window. You can access this browsing feature by clicking on the *Lookup* button next to *Assigned Vendor*. (The magnifying glass icon!)

Payables Vendor Translation

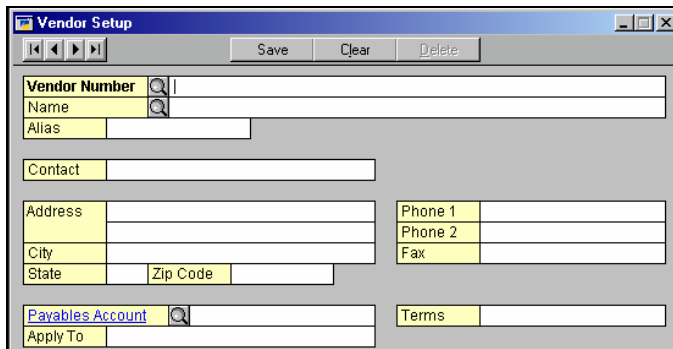
Location: STORE123  
Name: ANYTOWN USA

Imported Vendor	Assigned Vendor
100100	Acme Daries
100101	Greenfield Ice
100102	Walkabout Beef, Inc
100103	Yummy Beer Co
500100	Broadway Lease
500101	Big City Electric Co
500102	Come N Get it Trash
500103	Cost A LOT Phone Co
600100	Office Supplies LTD
600101	

In this example, account 600101 is missing an *Assigned Vendor*. In order to assign necessary data to this *Imported Vendor*, click on field you wish to process.

- Press *Assigned Vendor* to add the vendor information.

*Note: All phrases or words that are blue and underlined act as lookup buttons!*

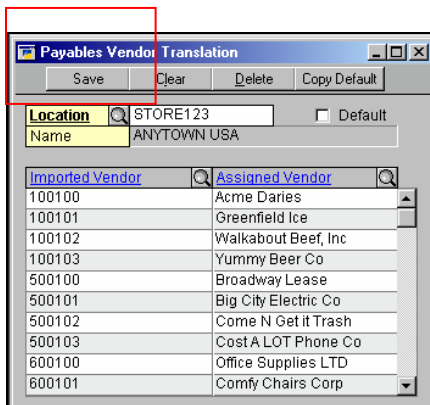


The **Vendor Setup** window contains the following fields:

- Vendor Number**: Searchable text field.
- Name**: Text field.
- Alias**: Text field.
- Contact**: Text field.
- Address**: Text field.
- City**: Text field.
- State**: Text field.
- Zip Code**: Text field.
- Phone 1**: Text field.
- Phone 2**: Text field.
- Fax**: Text field.
- Payables Account**: Searchable text field.
- Apply To**: Text field.
- Terms**: Text field.

Buttons at the top: Save, Clear, Delete.

From the *Vendor Setup* window, simply complete the vendor's demographics and press *Save*.



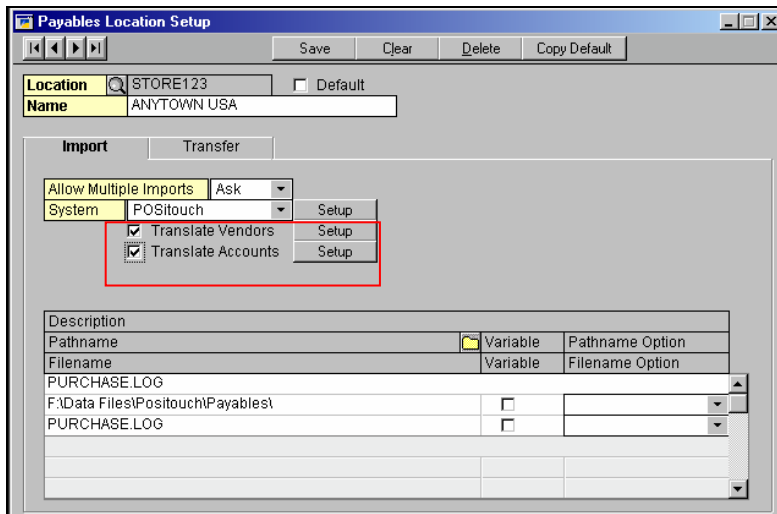
The **Payables Vendor Translation** window contains the following fields and table:

- Location**: Searchable text field (STORE123).
- Name**: Text field (ANYTOWN USA).
- Default**: Check box.
- Imported Vendor** and **Assigned Vendor** columns in a table.

Imported Vendor	Assigned Vendor
100100	Acme Daries
100101	Greenfield Ice
100102	Walkabout Beef, Inc
100103	Yummy Beer Co
500100	Broadway Lease
500101	Big City Electric Co
500102	Come N Get It Trash
500103	Cost A LOT Phone Co
600100	Office Supplies LTD
600101	Comfy Chairs Corp

Buttons at the top: Save, Clear, Delete, Copy Default.

- Once all the *Imported Vendors* have parallel *Assigned Vendors*, press *Save*.



The **Payables Location Setup** window contains the following fields and table:

- Location**: Searchable text field (STORE123).
- Name**: Text field (ANYTOWN USA).
- Default**: Check box.
- Import** and **Transfer** tabs.
- Allow Multiple Imports**: Ask (dropdown).
- System**: POSitouch (dropdown).
- Translate Vendors**: Check box (checked).
- Translate Accounts**: Check box (checked).
- Setup** buttons next to the checkboxes.
- Description** table.

Description	Variable	Pathname Option
PURCHASE LOG	Variable	Filename Option
F:\Data Files\Positouch\Payables\	<input type="checkbox"/>	
PURCHASE LOG	<input type="checkbox"/>	

Buttons at the top: Save, Clear, Delete, Copy Default.

Both *Translate Vendors* and *Translate Accounts* will more than likely be used in unison.

Once the *Translate Vendors* setup has been complete, select the checkbox next to *Translate Accounts*.

- Press *Setup*.

The *Payables Account Translation* window will appear.

Payables Account Translation

Save Clear Delete Copy Default

Location: STORE123 (Default)  
Name: ANYTOWN USA

Trim Beginning: [ ] Replace: [ ]  
Trim Ending: [ ] With: [ ]  
Insert: [ ] Remove: [ ]  
Append: [ ]

Account Imported	Account Assigned
10010010	
10010020	
10010030	
10010040	
10010050	
10020010	
10020020	
10020030	
10020040	
10020050	

Once the window is displayed, the *Account Imported* field is populated with data. In order to complete the account translations, click on the first “empty” field in the *Account Assigned* column.

- Press the *Lookup* button (the magnifying glass icon!) located in the *Account Assigned* field for a list of all available accounts. You may manually enter the account code as well!

Account Lookup

Account Number: [ ] Select Cancel

Account Number	Description
10000	Petty Cash
10100	Cash on Hand
10200	Regular Checking Account
10300	Payroll Checking Account
10400	Savings Account
11000	Accounts Receivable
11100	Contracts Receivable
11400	Other Receivables
11500	Allowance for Doubtful Account
12000	Inventory
14000	Prepaid Expenses
14100	Employee Advances
14200	Notes Receivable-Current
14700	Other Current Assets

While in the *Account Lookup* window, simply select the account match by either double-clicking on the account or highlighting it and pressing the *Select* button at the top of the window.

Payables Account Translation

Save Clear Delete Copy Default

Location: STORE123 (Default)  
Name: ANYTOWN USA

Trim Beginning: [ ] Replace: [ ]  
Trim Ending: [ ] With: [ ]  
Insert: [ ] Remove: [ ]  
Append: [ ]

Account Imported	Account Assigned
10010010	10000
10010020	
10010030	
10010040	
10010050	
10020010	
10020020	
10020030	
10020040	
10020050	

Notice the account was inserted in the selected field. All the *Account Assigned* fields need to be completed by following the steps listed above.

- Once all the account information has been completed, press the *Save* button at the top of the window.

You should be brought back to the *Payables Location Setup* window.

The *Import* tab setup is now complete!



- Next, select the *Transfer* tab to continue with the set up.

The *Transfer* tab allows you to set up information specific to the accounting system you wish to transfer data to.

- The *Allow Multiple Imports* field will present you with three choices. *Yes*, *No* and *Ask*. Choosing *Ask* will cause the program to display a message window “asking” if you would like to override the previously imported data. You may choose either to continue or cancel the request. Selecting *Yes* will import again without presenting a prompt window. Selecting *No* will not allow importing of data that has been previously imported for that day. Typically, *Ask* is selected.

*Note: It is always strongly recommended that you have a backup of your accounting system before transferring from the GETLinked program.*

- Next, select the system you will be transferring to by clicking on the drop-down box associated with the *Transfer System* field. There will be a collection of systems to choose from.
- Next, press the *Setup* button located next to the *Transfer System* field.

*Note: Please refer to the appendix section of this manual for the setup information related to the specific system from which the data is being transferred. The Setup window specific to the system you selected may contain additional setup buttons.*

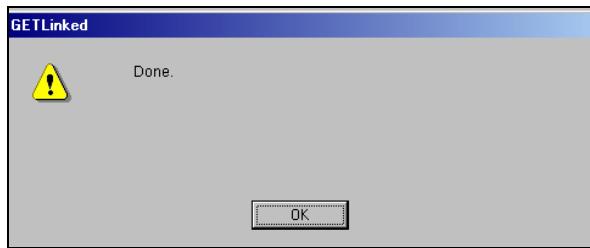
- The third field that you will be working with is the *Transfer Version* field. After pressing the arrow for the drop down box, you will select the appropriate version for your system. If there are no choices available in the drop-down list, leave this field blank.

The System Specific Payables Setup window will be displayed. Both the *Location* and *Name* fields will automatically populate.

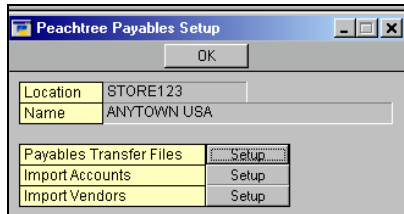
- Begin by pressing the *Setup* button next to the *Payables Transfer Files* field.

When the system has finished compiling data, you will receive a message box letting you know the process has completed.

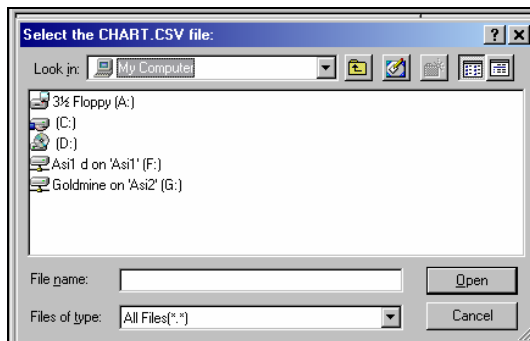
- Press *Done* to acknowledge the message.



- Next, press the *Setup* button next to the *Import Accounts* field.

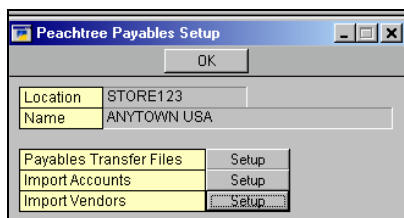


The system will ask you to locate your Chart of Accounts. By browsing your system, simply select the appropriate file.

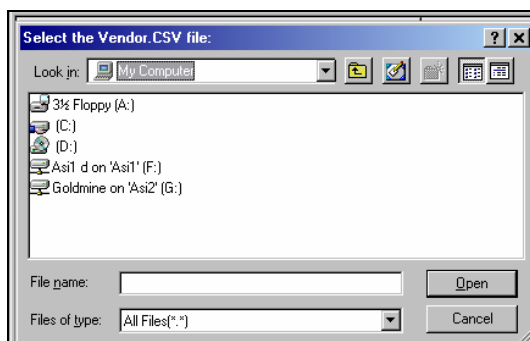


After this step, you will be brought back to the System Specific Payables Setup window.

- Press the *Setup* button next to *Import Vendors*.



The system will ask you to locate your vendor file. By browsing your system, simply select the appropriate file.



After you have made your selection, you will be brought back to the System Specific Payables Setup window. Simply press *OK* at the top of the window.

The *Payables Location Setup* window should be visible.

After all the files have been selected, the *Description* and *Filename* fields will populate automatically.

To complete this step, the *Pathname* field will need to be completed.

- Press the yellow folder icon to browse your system.

- Once you have located the *Pathname*, press *Save*.

Notice the *Pathname* is complete.

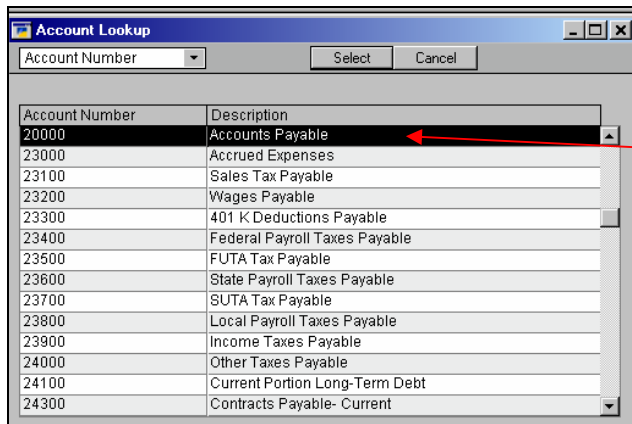
Next, it will be necessary to assign a payable account.

- Click on the *Lookup* button (*magnifying glass icon!*) located next to the Payables Account field.

The *Default Terms* field is available for you to manually enter the terms for a vendor *IF* they are not provided by default from the initial vendor import process.

*Note: The Apply To field is system specific. Please refer to the appendix at the end of this document for further details!*

The *Account Lookup* window will be presented.



The screenshot shows the 'Account Lookup' window. At the top, there is a title bar with the window name and standard OS controls. Below the title bar is a search field labeled 'Account Number' with a dropdown arrow, and two buttons: 'Select' and 'Cancel'. The main area of the window contains a table with two columns: 'Account Number' and 'Description'. The table lists various accounts, with 'Accounts Payable' (Account Number 20000) highlighted in black. A red arrow points from the text 'Choose the account you would like to use' to this highlighted row. The table also includes accounts like 'Accrued Expenses', 'Sales Tax Payable', 'Wages Payable', and several payroll tax payable accounts.

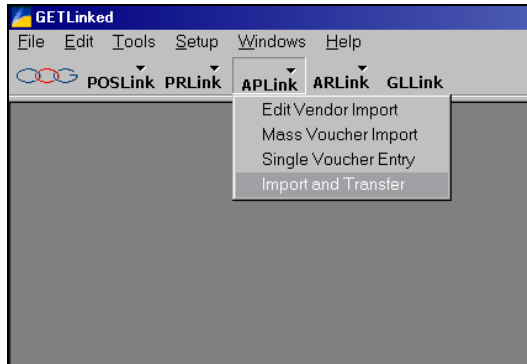
Account Number	Description
20000	Accounts Payable
23000	Accrued Expenses
23100	Sales Tax Payable
23200	Wages Payable
23300	401 K Deductions Payable
23400	Federal Payroll Taxes Payable
23500	FUTA Tax Payable
23600	State Payroll Taxes Payable
23700	SUTA Tax Payable
23800	Local Payroll Taxes Payable
23900	Income Taxes Payable
24000	Other Taxes Payable
24100	Current Portion Long-Term Debt
24300	Contracts Payable- Current

These accounts were imported previously during the initial *Import* setup.

- Choose the account you would like to use. (*Accounts Payable is the most common selection.*)
- Press *Select*.

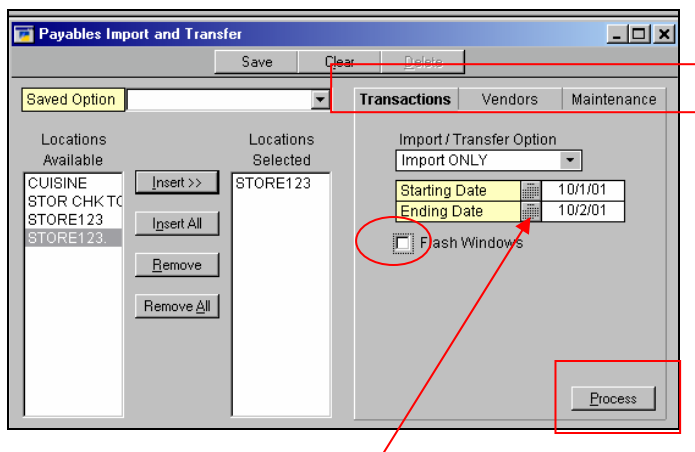
## Vendor Setup

The vendor information must be imported from the remote system and translated to the correct customer information for the accounting system. Typically, this is done by importing the transactions from the remote data and then building the customer information from the transactions. This may be an ongoing process if new vendors are continuously added.



- Select *Import and Transfer* from the *APLink* button on the menu bar.

- Select the *Location* you are working with. You will find all the available locations listed in the *Locations Available* field. You may either double-click on your choice or highlight your selection and press the *Insert* button.

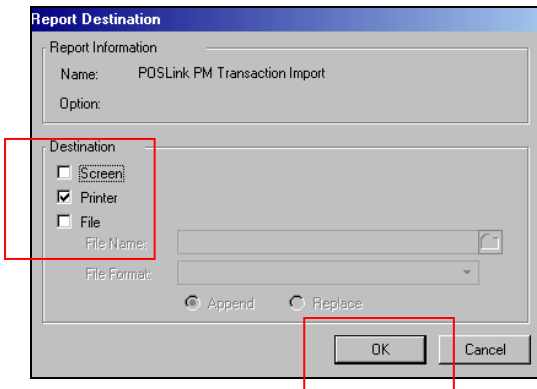


Notice the three tabs located to the right of the window. The default setting will display the *Transaction* tab first. *Import ONLY* will be the default setting for the *Import/Transfer Option*. This drop-down field contains three choices: *Import ONLY*, *Import and Transfer* and *Transfer ONLY*.

- While leaving the *Import/Transfer Option* setting as it is, select the *Starting Date* and *Ending Date* for the remote data you wish to import.

*Note: These dates would be the date range of the payables information you wish to transfer to your accounting system!*

- You can either type in the date or you can select the dates by utilizing the *Calendar* Lookup button located within the field. These dates would be the date range of the payable information you wish to transfer to your accounting system.
- This window offers a *Flash Window* feature. By selecting this checkbox, you will see the data as it is being processed on your monitor. Although this option is useful, it has a tendency to reduce the processing speed.
- Press *Process* once you have entered the desired dates.



The *Report Destination* window will be displayed. For processing purposes, *Screen* is commonly used, while *Printer* is de-selected.

- Press OK.

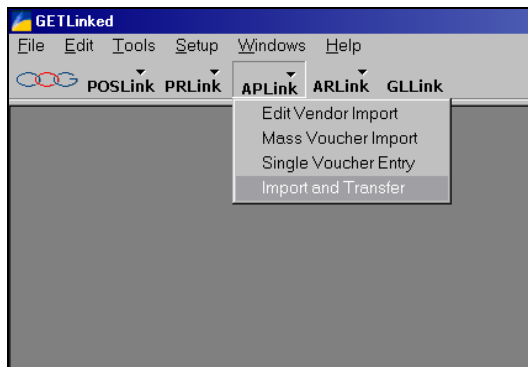
The first report will be the *RM Transaction Import* report listing all the transactions that were brought in from the remote system. The second report will be an *Error Report* listing any errors that they system encountered, such as “Customer not Found” or “Account not Found”. Initially you will see the error “Customers not Found” since the customers have not been developed at this point. The following steps will address Vendor development.

- Close the report window(s).

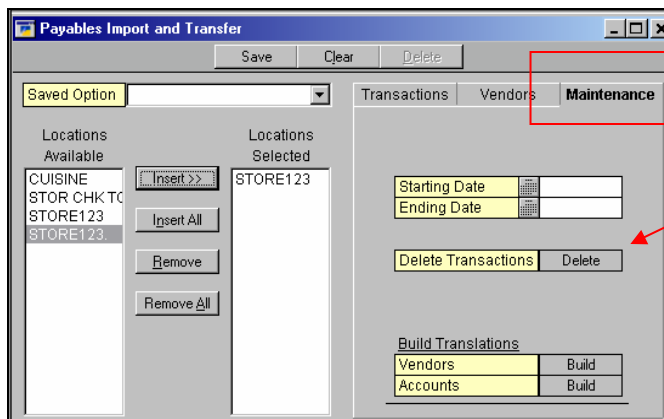
*Note: If customers or accounts were missing, review the previous steps to create them.*

Once this progression is complete, the transferring of data is the next step.

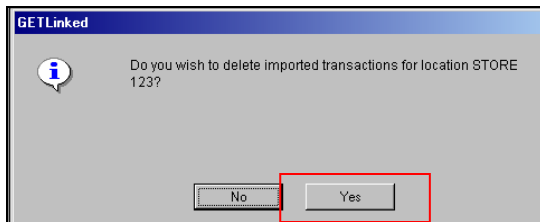
*Note: The previous imports and transfers will be deleted before this final import and transfer is processed. The next steps will provide instructions for this action.*



- From the menu bar, select *APLink>>Import and Transfer*.

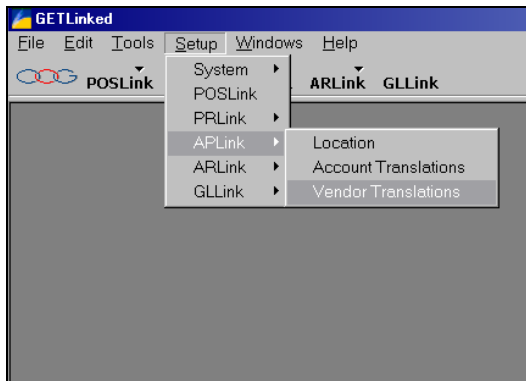


- Select the *Location* from the *Locations Available* field.
- Press the *Maintenance* tab.
- Press the *Delete* button next to the *Delete Transactions* field.



- Press *Yes* when presented with the message box preceding this action.

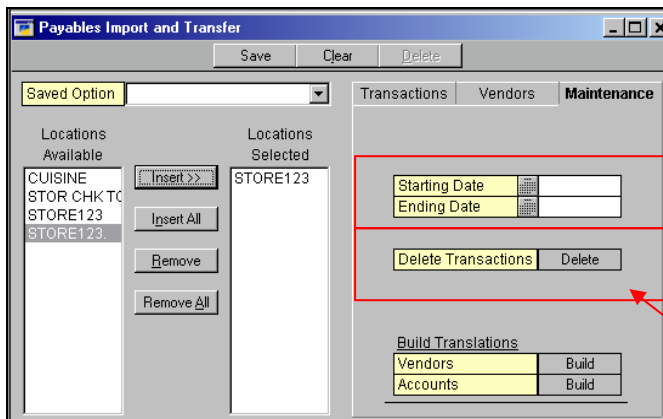
*Note: If there has been any new additions to your vendor base (account numbers, vendors or cost centers) since the last time information was imported from the remote system, it will necessary to revisit both the Vendor Setup and Account Setup instructions previously discussed. Errors will be encountered if these steps are not followed. Each vendor must have a corresponding Vendor Account and an Assigned Account. Further, if errors are encountered, they must be resolved before the GETLinked program will transmit the data.*



To access the *Vendor Translation* and *Account Translation* windows, select *Setup >> Account Translation* and or *Vendor Translation* from the menu bar.

*Refer to the previous steps for setup instructions.*

Once you have created the new vendors and account information, it will be essential to delete the transactions before proceeding with the following steps.



- To delete the transactions, select *APLink>>Import and Transfer*.
- Select the *Location* you wish to work with.
- Select the *Maintenance* tab.
- If the dates did not populate automatically, simply re-enter them.
- Press the *Delete* button next to the *Delete Transaction* field.

- Select the *Transactions* tab once the previous step is complete.

The screenshot shows the 'Payables Import and Transfer' window. On the left, there are two lists: 'Locations Available' and 'Locations Selected'. 'STORE123' is in both. In the center, the 'Import/Transfer Option' is set to 'Import ONLY'. Below it, 'Starting Date' is 10/1/01 and 'Ending Date' is 10/2/01. There is a 'Flash Windows' checkbox which is unchecked. At the bottom right is a 'Process' button.

- Select *Import ONLY* from the *Import/Transfer Option* drop-down list.
- Select the dates for import.
- Press *Process*.

Again, the *Report Destination* window will be displayed.

The screenshot shows the 'Report Destination' window. Under 'Report Information', the 'Name' is 'POSLink PM Transaction Transfer'. In the 'Destination' section, the 'Screen' checkbox is checked, while 'Printer' and 'File' are unchecked. Below 'File', there are fields for 'File Name' and 'File Format'. At the bottom, the 'Append' radio button is selected, and 'Replace' is unselected. 'OK' and 'Cancel' buttons are at the bottom.

- Select *Screen* and de-select *Printer* for easier and faster viewing!
- Press *OK*.

Review the newly imported data for accuracy. From this point, any errors can be rectified by following the previous steps.

- Once the data is complete, press the *Transfer ONLY* selection from the *Import/Transfer Option* field.
- The dates should remain selected. Re-enter them if necessary.
- Press *Process*.

This screenshot is similar to the first one, but the 'Import/Transfer Option' dropdown is now set to 'Transfer ONLY'. The 'Starting Date' and 'Ending Date' fields are currently empty. The 'Flash Windows' checkbox remains unchecked, and the 'Process' button is still at the bottom right.

- Again, you will receive a *Report Destination* window. Select the viewing format and press *OK*.

The report you receive will list the accounts that have been transferred.



**Report Destination**

Report Information

Name: POSLink PM Transaction Transfer


Option:

Destination

☐ Screen

☒ Printer

☐ File

File Name:  

File Format:

☒ Append ☐ Replace

OK Cancel