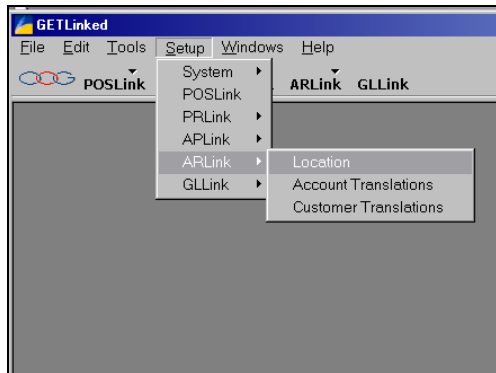


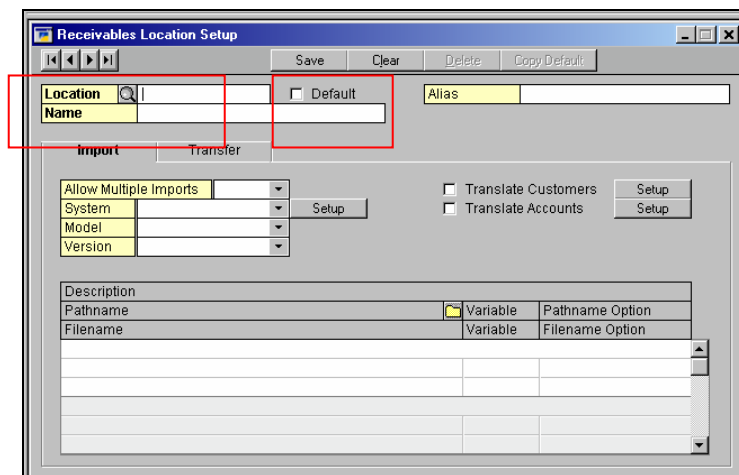
## ARLink Setup Instructions

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



Once you have accessed the *GETLinked* program, select *Setup>>ARLink* from the menu bar.

There are three aspects involved with this initial setup. *Location*, *Account Translation* and *Customer Translation*. Depending on your system, you may be dealing with the *Location* setup exclusively.

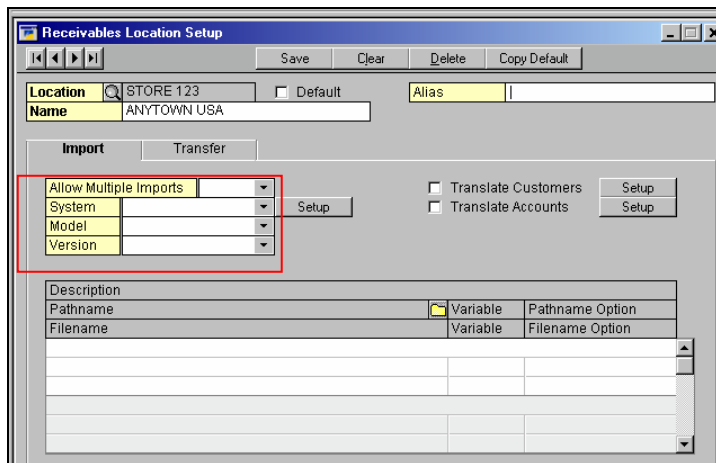


In the *Location* field, enter the user-defined location ID. For businesses with several locations or stores, this is used to identify each location. Once set up, this field cannot be changed. This is a 15 character alphanumeric field where an abbreviated location name or location number is entered. In the 30-character *Name* field the complete description of the location is entered.

The *Default* checkbox is used to assign the selected location as the template to set up all other locations. After completing all the setup information for the first location, upon entering the *Location* and *Name* of the next location the *\*Copy Default* button can be used to copy the default setup information into the new location.

An *\*Alias* field can also be used to further describe this location but they are not required. \*  
*These fields are only used by selected import systems.*

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

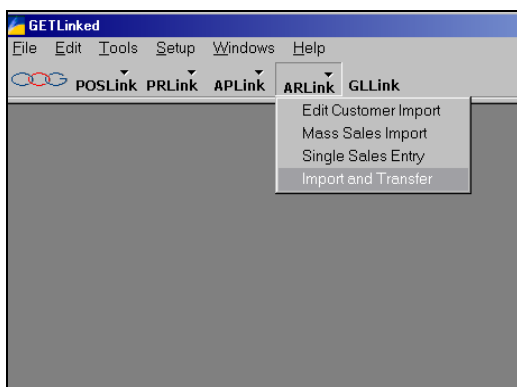


The *Allow Multiple Imports* field can be set to *Yes*, *No* or *Ask* from the drop-down list. If you want the system to ask you if you want to import data that you have already imported, then choose *Ask*, which is what is typically recommended. The *Yes* setting will import again without asking. The *No* setting will not allow importing of data that has been previously imported.

- Next, access the drop-down box associated with the *System* field. There will be a collection of systems to choose from. Select your program from the drop-down list within the *System* field.
- Select the *Model* by utilizing the drop-down box within this field. If there are no choices available, simply leave the field blank.
- Select the *Version* by utilizing the drop-down box within this field. If there are no choices available, simply leave the field blank.
- Press the *Setup* button next to the *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 imported. The Setup window specific to the system you selected may contain additional setup buttons. When these buttons are selected, the system may ask for a specific file. If it is asking for a file, the system will open a browse window stating the specific file name it is looking for at the top of the window. Once the correct file is selected, choose Open. The system may ask additional files. It is critical to verify the file names you are selecting.*

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



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

The 'Receivables Import and Transfer' dialog box has a 'Saved Option' dropdown, 'Save', 'Clear', and 'Delete' buttons. It features two panes: 'Locations Available' (listing 'EWR ROYAL STORE 123') and 'Locations Selected' (empty), with 'Insert >>', 'Insert All', 'Remove', and 'Remove All' buttons between them. The 'Transactions' tab is active, showing 'Import / Transfer Option' set to 'Import ONLY', 'Starting Date' and 'Ending Date' fields with calendar icons, and a 'Flash Windows' checkbox. A 'Process' button is at the bottom right.

- 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' dialog box shows 'Report Information' with 'Name: POSLink RM Transaction Import' and an empty 'Option' field. Under 'Destination', 'Screen' is selected (checked), while 'Printer' and 'File' are unselected. 'File' options include 'File Name', 'File Format', and radio buttons for 'Append' and 'Replace'. 'OK' and 'Cancel' buttons are at the bottom.

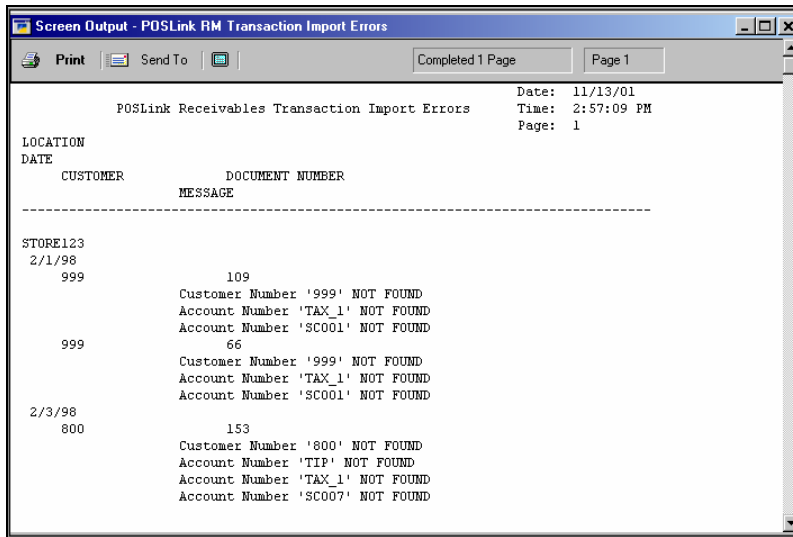
- Select *Screen* and de-select *Printer* once the *Report Destination* windows are displayed.
- Press *OK* for both messages.

This 'Report Destination' dialog box is identical to the previous one, but the 'Name' field is 'POSLink RM Transaction Import Errors'. The 'Screen' destination is selected, and 'Printer' and 'File' are unselected.

The 'Screen Output - POSLink RM Transaction Import' window shows a report header with 'Date: 11/13/01', 'Time: 2:53:23 PM', and 'Page: 1'. The report title is 'POSLink Receivables Transaction Import'. The data is presented in a table with columns: LOCATION, DATE, CUSTOMER, TYPE, DOCUMENT NUMBER, LINE, TOTAL, DOCUMENT TOTAL, and VARIANCE.

LOCATION	DATE	CUSTOMER	TYPE	DOCUMENT NUMBER	LINE	TOTAL	DOCUMENT TOTAL	VARIANCE
STORE123	2/1/98	999	Sale	109		\$27.06	\$27.06	
		999	Sale	66		\$27.06	\$27.06	
	2/3/98	800	Sale	153		\$281.50	\$281.50	

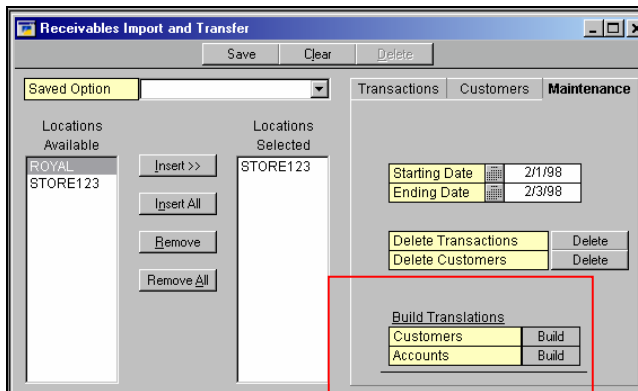
The *POSLink Receivables Transaction Import* report is presented first. This report lists the transactions that were imported. Once you have reviewed the data, simply close the window.



The POSLink Receivables Transaction Import Errors report will display issues that must be rectified before the data can be transferred.

Notice this report is listing Customer Numbers and Account Numbers have not been found. The next few steps will address these errors.

- Close the report window.



The *Receivables 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 *Customers* in the *Build Transactions* fields.

The moment the build process is complete, you will be immediately be brought back to the *Transactions* tab. Once again, select the *Maintenance* tab to complete development.

- Enter the dates you are working with in the *Starting Date* and *Ending Date* fields.
- Press the *Build* button associated with the *Accounts* in the *Build Transactions* fields.

Again, the *Transactions* tab will be displayed once the process is complete.

Close the *Receivables Import and Transfer* window. The *Receivables Location Setup* window should be displayed.

If you need the system to translate customer numbers and account numbers from one system to another, then you will need to select the *Translate Customers* and *Translate Accounts* checkboxes. Typically these are selected in unison.

- Press the corresponding *Setup* buttons.

You will be guided through these set up procedures, which will ask you to select various files.

*Please refer to the Translation Setup instructions later in this document for more details!*

After the *Setup* button information has been completed, the *Description* and *Filename* fields were automatically populated. The *Pathname* will need to be manually selected by the user.

- Click on the *Lookup* button (yellow file folder icon!). This feature will allow you to browse your system for the correct directory and path where the data is stored. By selecting the *Variable* option for either the *Pathname* or the *Filename*, you may choose to “date stamp” the directories and or files. Using the drop-down boxes in the *Variable Options* fields, the user may choose from a variety of options!

## ARLink Setup Transfer Tab

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

- Select the *Transfer* tab.

The *Allow Multiple Imports* field can be set to *Yes*, *No* or *Ask* from the drop-down list. If you want the system to ask you if you want to import data that you have already

*Note: Transferring the same data multiple times is risky as you may be doubling the information in your accounting system. It is always strongly recommended that you have a backup of your accounting system before transferring from the GETLinked program.*

- Press the *Setup* button 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. When these buttons are selected, the system may ask for a specific file. If it is asking for a file, the system will open a browse window stating the specific file name it is looking for at the top of the window. Once the correct file is selected, choose *Open*. The system may ask additional files. It is critical to verify the file names you are selecting.*

- The Receivables Account, *Apply To* and *Customer Numbering* (and associated fields) features are system specific and are required only with certain accounting systems. Leave these fields blank unless it is required by your system.

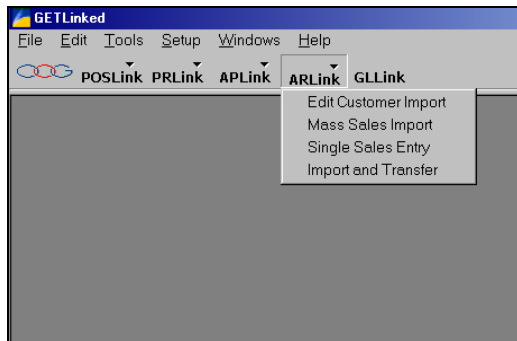
- Next, access the drop-down box associated with the *Transfer System* field. There will be a collection of systems to choose from. Select your program from the drop-down list within the *Transfer System* field.
- Select the *Transfer Version* by utilizing the drop-down box within this field. If there are no choices available, simply leave the field blank.

After the *Setup* information has been completed, the *Description* and *Filename* fields are automatically populated. The *Pathname* will need to be manually selected by the user.

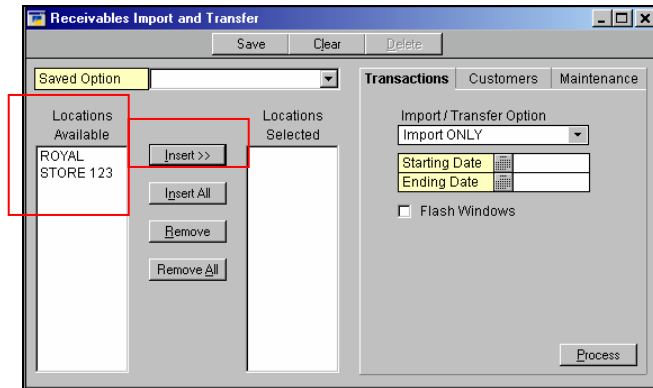
- Click on the *Lookup* button (yellow file folder icon!). This feature will allow you to browse your system for the correct directory and path where the data is stored. By selecting the *Variable* option for either the *Pathname* or the *Filename*, you may choose to “date stamp” the directories and or files. Using the drop-down boxes in the *Variable* fields, the user may choose from a variety of options!
- Press *Save* when these steps have been completed.

## Customer Setup

The customer 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 customers are continuously added.

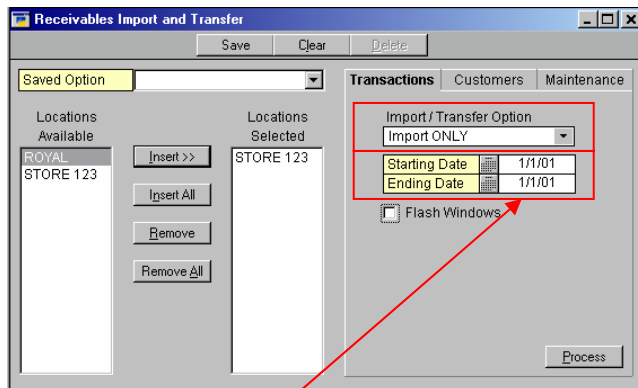


Once you have accessed the GETLink program, select *ARLink* > > *Import and Transfer*.



- 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 selected location is now displayed in the *Locations Selected* field.



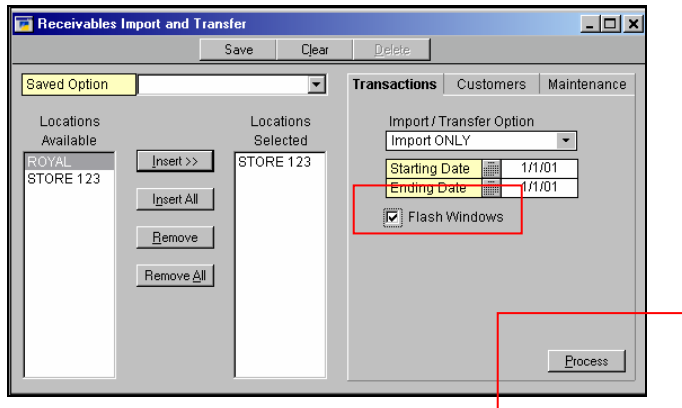
- While working within the *Transaction* tab, select the importing date ranges. You may either enter the dates manually in the *Starting Date* and *Ending Date* fields, or you may select these dates by utilizing the *Lookup* button (*Calendar icon*!).
- Allow the *Import ONLY* selection in the *Import and Transfer Option* field to remain.

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

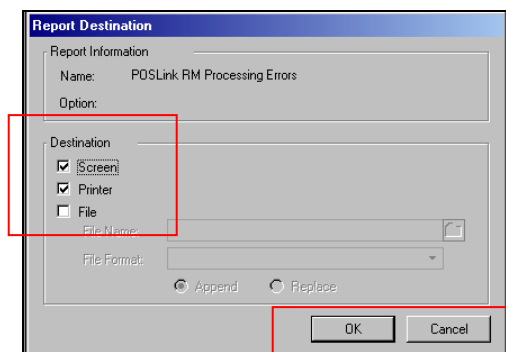
This window offers a *Flash Window* feature. By selecting this checkbox, you will see the data as it is being processed on your monitor. Although this option is useful, it has a tendency to reduce the processing speed.

- Press *Process* once you have entered the desired dates.





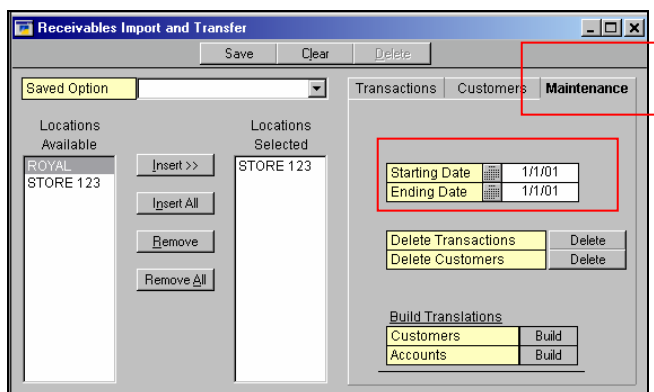
The *Report Destination* window will be displayed. For processing purposes, *Screen* is commonly used, while *Printer* is de-selected.



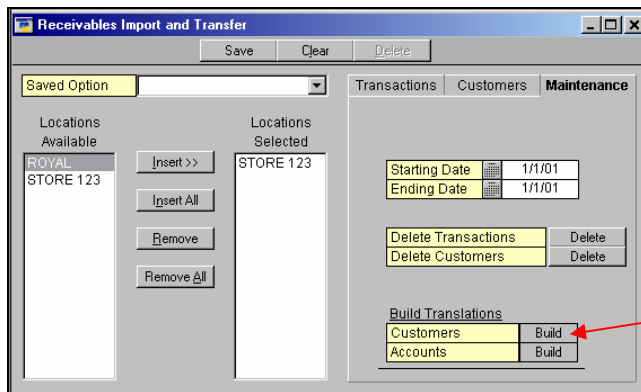
- Press *OK* to receive the reports. (You may choose to *Cancel* the reports altogether).

The first report will be the *RM Transaction Import* report. This report will include the transactions that were brought in from the remote system. The second report will be an *Error Report*. This report will list any errors that may have been encountered during the process, such as “customer not found” or “account not found”.

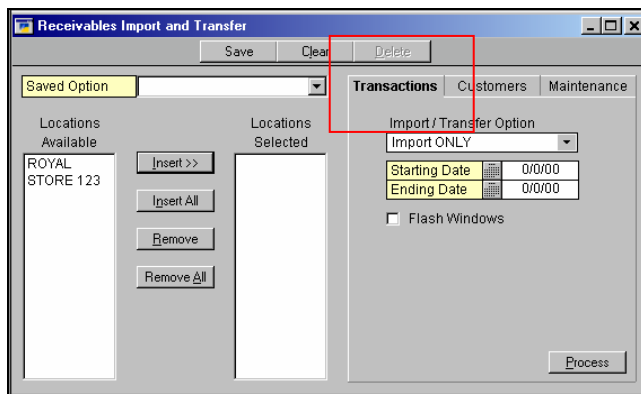
*Note: Initially, the “customers not found” error will be displayed because the customer base has not been formatted. (The following steps are instructions for building customers!)*



- Select the *Maintenance* tab while active in the *Receivables Import and Transfer* window.  
(If the dates did not remain in the *Starting Date* or *Ending Date* fields, simply re-enter them).



- Press the *Build* button next to *Customers*.

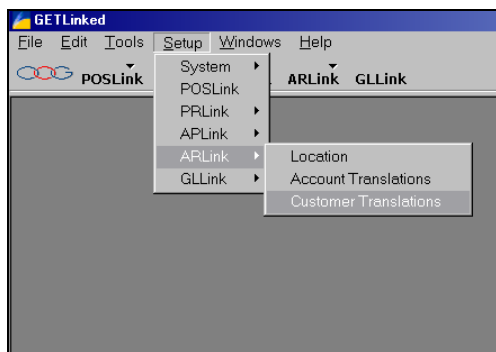


Then moment the *Build* process is complete, you will be brought back to the *Transactions* tab automatically!

You are now ready to translate the information!

## ARLink Setup Customer Translations

This window is intended to translate the customer information that comes over from the remote system into the customer numbers/names required by the accounting system.



- From the menu bar, select *Setup>>ARLink>>Customer Translations*.

Imported Customer	Assigned Customer
003535	
004667	
002279	
002885	
002366	
005203	
001936	
002270	
006170	
001921	

- Select the location you are working with by utilizing the *Lookup* button within the *Location* field (*Magnifying glass icon!*).

The moment you select your location, the *Imported Customer* fields will populate with information from the remote system.

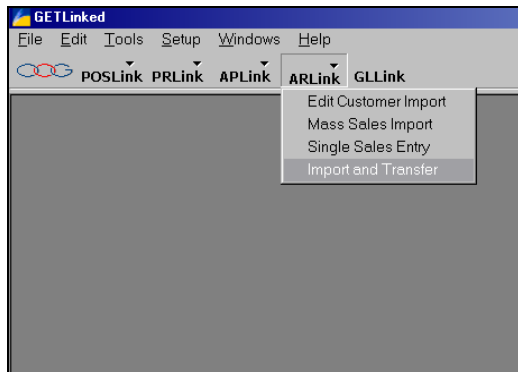
Next, you will need to assign customer numbers to the newly *Imported Customers* list. These *Assigned Customer* numbers must be able to associate with the accounting system. (Example: The remote system, which populated the *Imported Customer* fields, recognizes “001921” as a customer. The accounting system needs to see this Customer as “Spencer, Mel”. This portion of the setup performs the translations between the two systems) Depending upon your system, you may have been prompted for *Customer Files* during the initial *ARLink Transfer* setup. This file, if imported, will allow you to select the *Assigned Customers* from a list that now resides within the program. You may browse for the customers by pressing the *Lookup* button (*magnifying glass icon!*) within the *Assigned Customers* field. If you do not have access to the customer files from the *Customer Lookup* window, simply type in the customer numbers/names **exactly** as they appear in your accounting system.

Imported Customer	Assigned Customer
001921	Spencer, Mel
001936	Tharp, Troy
002270	Love, Irene
002279	Askin, Denise
002366	Everson, David
002885	Cawley, Tammy
003111	Armstrong, Steve
003535	Abbott, Kris
004667	Adams, Kevin
005203	Harris, Pat

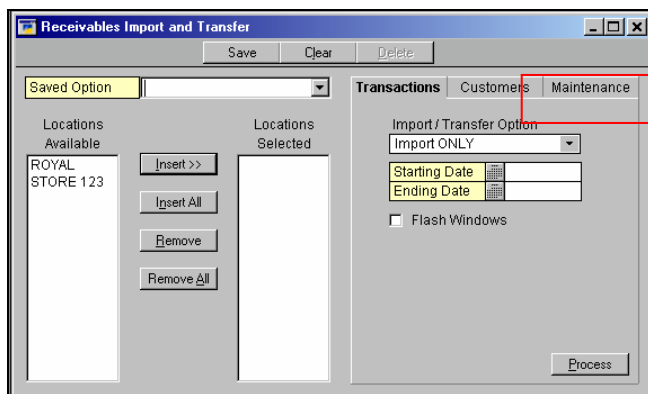
- Press *Save* when you have completed this process.

## Account Setup

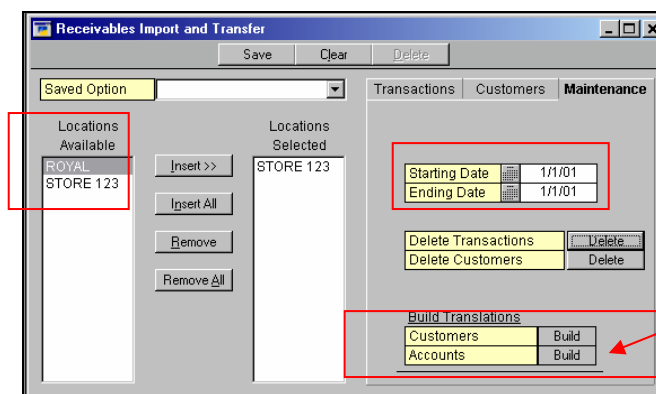
The account information must be imported from the remote system and translated into the correct account information for the accounting system. Typically this is done by importing the transactions from the remote data and then building the account information from the transactions.



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



While active in the *Receivables Import and Transfer* window, open the *Maintenance* tab.

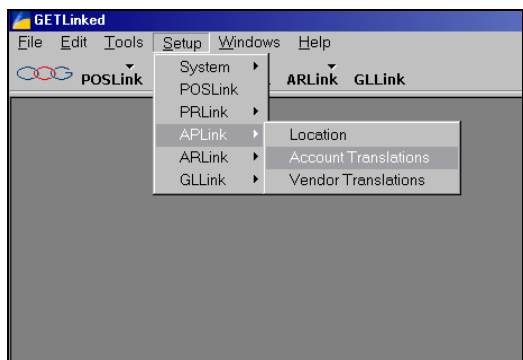


- Select the *Location* you are working with from the *Locations Available* field.
- Select the *Starting Date* and *Ending Date*.
- Press the *Build* button that is located next to *Accounts* and beneath the *Build Translation* identifier.

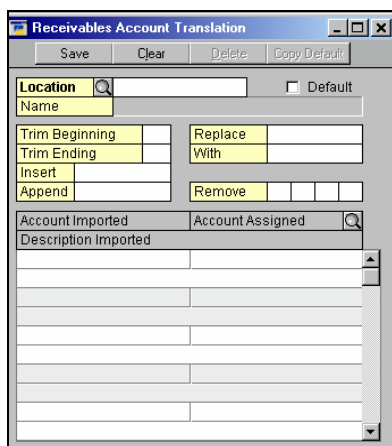
The moment the process is complete, you will be brought automatically to the *Transactions* tab.

## ARLink Setup Account Translations

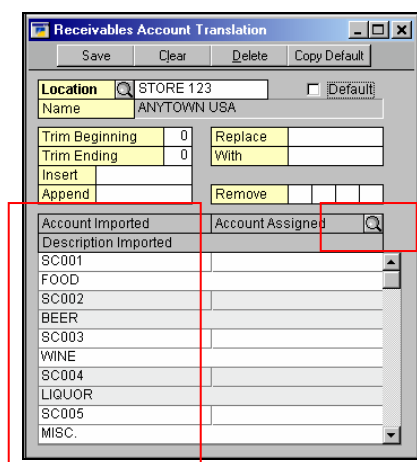
This window is designed to translate the account information that comes over from the remote system into the account numbers required by the accounting system.



- From the menu bar, select *Setup>>ARLink>>Account Translations*.



- From the *Receivables Account Translation* window, select the *Location* you are working with. Press the *Lookup* button (magnifying glass icon!) for a selection window from which to choose.



Notice the *Account Imported* and *Description Imported* fields contain data, which represents accounts and or cost center information from the remote system. Similar to the *Customer Translation* procedures, you will need to select the account numbers that coincide with the accounting system. Depending upon your system, you may have been prompted for the Chart of Accounts during the initial *ARLink Transfer* setup. This file, if imported, will allow you to select the *Account Assigned* from the Chart of Accounts, which now resides within the program. You may browse for the accounts by pressing the *Lookup* button (magnifying glass icon!) within the *Account Assigned* field.

If you do not have access to the account files from the *Account Lookup* window, simply type in the customer numbers/names **exactly** as they appear in your accounting system.

Account Imported	Account Assigned
SC001	4100
FOOD	4100
SC002	4100
BEER	4100
SC003	4100
WINE	4100
SC004	4100
LIQUOR	4100
SC005	10000
Misc	4100

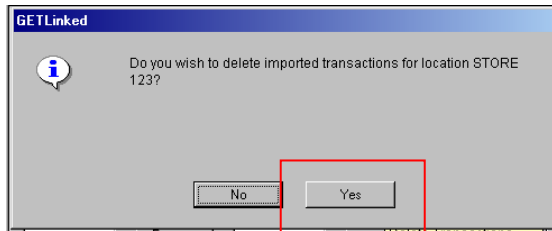
Once this progression is complete, the transferring of data is the next step.

*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 *ARLink>>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.

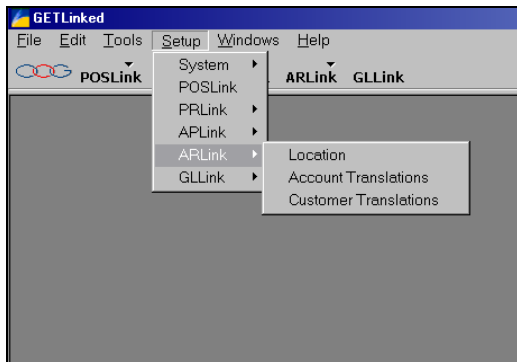
- Press *Yes* when presented with the message box preceding this action.



*After these steps have been completed, continue with the Checklist for Daily Receivables Procedures!*

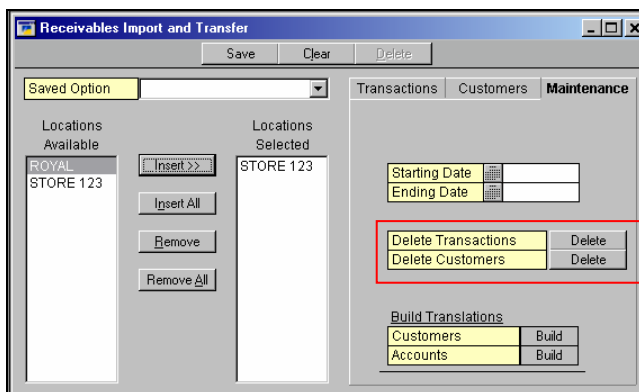
## Checklist for Daily Receivables Procedures

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



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

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



- To delete the transactions, select *ARLink>>Import and Transfer*.
- Select the *Location* you wish to work with.
- Select the *Maintenance* tab.
- Press the *Delete* button next to the *Delete Transaction* field.

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

- 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.

- 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*.

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.

The next step will be to import these newly formed files into your accounting system.

*If you experience issues while attempting to import into your accounting system, please consult your accounting system manual or contact a representative. The import functionality is the accounting systems responsibility.*



**Receivables Location Setup**

Save Clear Delete Copy Default

Location  ☐ Default Alias

Name

**Import** Transfer

Allow Multiple Imports  ☐ Translate Customers

System   ☐ Translate Accounts

Model

Version

Description	Variable	Pathname Option
Pathname	<input type="checkbox"/>	
Filename	<input type="checkbox"/>	
POSitouch PSCLUB		
F:\Data Files\Positouch\	<input type="checkbox"/>	
PSCLUB.DBF	<input type="checkbox"/>	