d.velop connect for Sage 100: Administration

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1. d.velop connect for Sage 100: Administrator

1.1. General information about the application

This chapter contains product notes and general information.

1.1.1. About d.velop connect for Sage 100

Seamlessly connect Sage 100 accounting or Sage 100 ERP with d.velop documents and structure your business processes individually and digitally. Save your incoming invoices securely directly in Sage 100. You can also make information available to employees who do not have ERP/CRM access in one central location. Documents and information are archived in an audit-proof form.

You can use d.velop connect for Sage 100 to connect d.velop invoices (incoming invoice workflow).

d.velop connect for Sage 100 synchronizes the following master and transaction data:

- Clients
- Accounts payable and bank accounts
- Payment terms
- Currencies
- Tax code
- Ledger accounts (if relevant for purchasing)
- Cost centers
- Cost unit
- Purchase orders
- Order line items
- Goods receipts
- Goods receipt lines
- Surcharges

d.velop connect for Sage 100 creates the invoice data from the d.velop invoices incoming invoice workflow after the workflow has been completed in Sage 100 accounting or Sage 100 ERP. That means users do not need to transfer any data to the ERP system manually after a workflow has been completed.

1.2. Installing and uninstalling the software

This chapter contains information about installing the application.

1.2.1. System requirements

Web browser

The following web browsers are supported:

- Mozilla Firefox
- Google Chrome
- Microsoft Edge (based on Chromium)
- Safari

d.velop tests its products with current web browser versions and strives to maintain compatibility for at least twelve months. d.velop usually resolves incompatibilities in new web browser versions promptly.

The web browser used must be able to process the **text/javascript** content type.

Systems

- Sage application server
- Sage 100 version 8.1 or higher
- Sage DMS server (optional for calling up documents)
- d.velop connect for Sage 100 integration version 90.2.39
- d.velop connect for Sage 100 version Annual 2024
- Microsoft SQL Server

Operating mode

Install d.velop connect for Sage 100 in the same location as the Sage 100 ERP system. If you run Sage 100 locally (on-premises) and d.velop documents in the cloud (hybrid operation), you must install and run d.velop connect for Sage 100 locally. Cloud-only operation is not supported.

Additional information

- In addition to d.velop connect for Sage 100, you need the ERP integration for Sage 100 (d.velop connect for Sage 100 Integration). For more information, see Download the ERP integration for d.velop connect for Sage 100.
- Configure the NT authentication in Sage DMS.
- Use the Sage administration to create a technical Sage service user (recommended name: “Approved incoming invoices”). You do not need any more licenses because the service user does not need to log into Sage 100. Activate the permission **Reading from other applications allowed** for the service user. Authorize the service user for the **Sage productive** and **Sage test** databases.

1.2.2. Download the ERP integration for d.velop connect for Sage 100

You can download the latest installation package from the d.velop service portal.

This is how it works

1. Open the d.velop service portal at https://serviceportal.d-velop.de.
2. Navigate to **Products > Applications**.
3. In **d.velop connect for Sage 100 Integration**, click on **View**.
4. Open the current version under **All legacy versions**.
5. Download the installation package under **Download**.

1.2.3. Installing d.velop connect for Sage 100

You install the software exclusively using d.velop software manager. d.velop software manager automatically installs all components which you require to operate the software.

You can find more information in the documentation for d.velop software manager.

> **Note**
> Please note that you cannot install versions older than Annual 2025 with the d.velop software manager. For the older versions, you require a DDP file. You can find more information in the d.velop knowledge base in the article **How do I install d.velop connect for Sage 100 with a DDP file?** (https://kb.d-velop.de/s/article/000002536).

In addition to d.velop connect for Sage 100, you require the ERP integration d.velop connect for Sage 100 Integration. For further information, please see Download the ERP integration for d.velop connect for Sage 100.

1.2.4. Installing updates for d.velop connect for Sage 100

You can only update the software using d.velop software manager.

You can find more information in the documentation for d.velop software manager.

> **Note**
> Please note that you cannot install updates for versions older than Annual 2025 with the d.velop software manager. For the older versions, you require a DDP file. You can find more information in the d.velop knowledge base in the article **How do I install d.velop connect for Sage 100 with a DDP file?** (https://kb.d-velop.de/s/article/000002536).

1.2.5. Rolling back an installation of d.velop connect for Sage 100

You can restore an earlier version of the software that you installed with d.velop software manager. During this process, the software is only reset to a previous version.

You can find more information in the documentation for d.velop software manager.

1.2.6. Uninstalling d.velop connect for Sage 100

The software you installed using d.velop software manager can only be uninstalled with d.velop software manager. If the software to be uninstalled has dependencies with other software packages, you must resolve these conflicts accordingly.

You can find more information in the documentation for d.velop software manager.

1.3. Configuration

This chapter contains information about configuring d.velop connect for Sage 100.

1.3.1. Creating mappings for Sage DMS

Create the mappings so that you can use Sage DMS. The following text explains the mappings for standard dossier generation. If you want to use other mappings, you must customize them accordingly.

This is how it works

1. Click **Mappings** on the start page of your d.velop software environment.
2. Create a new mapping for the source **smart invoice - invoice** and add the following values:

Source	Source (as of d.velop smart invoice version 2.4)	Target
Barcode	Barcode	Barcode
Document type	Document type	Document type_GA
Gross amount	Gross amount	Gross amount
External invoice no.	External invoice no.	Invoice number
Internal invoice no.	Internal invoice no.	ErpId
Vendor name	Vendor name	Name 1
Vendor no.	Vendor no.	Customer / supplier
Vendor city	Vendor city	City
Company name	Company name	Company name_GA
Tax amount	Tax amount	Tax amount
Net amount	Net amount	Net amount
Line item - Order numbers	Line item - Order numbers	Order numbers_GA
Line item - Cost centers	Line item - Cost centers	Cost center
Line item - Cost units	Line item - Cost units	Cost unit
Line item - G/L accounts	Line item - G/L accounts	Account debit_GA
Invoice date	Invoice date	Document date
(Value date)	Date of supply	(Work in process, please do not use yet)

Source	Source (as of d.velop smart invoice version 2.4)	Target
Workflow participants	Workflow participants	Workflow participants
Workflow status	Workflow status	Workflow status
Currency	Currency	Currency
Pay amount	Pay amount	Pay amount
d.3ecm - Created on	d.3ecm - Created on	Created on
Company no.	Company no.	CompanyID
Custom 4 (use the same Custom 4 field as in the admin UI)	Custom 4 (use the same Custom 4 field as in the admin UI)	Comment1
Custom 1	Custom 1	Company code
Custom 2	Custom 2	Period
Custom 3	Custom 3	Case number
Posting text	Posting text	Posting text
Custom 5	Custom 5	Account debit

3. Create a new mapping for the source **smart invoice - protocol** and add the following values:

Source	Source (as of d.velop smart invoice version 2.4)	Target
Workflow document ID	Workflow document ID	Doc ID workflow
External invoice no.	External invoice no.	Invoice number
Internal invoice no.	Internal invoice no.	ErpId
Company no.	Company no.	CompanyID

1.3.2. Configuring connections

This chapter contains information about connections.

Creating a connection

You can create new connections. The connections make it possible for the target system and the Sage 100 adapter to communicate.

This is how it works

1. Click **Configuration** on the start page of your d.velop software environment.
2. Navigate to **Configuration for Sage 100 > Connection data.**
3. Click the plus sign to create a new connection.
4. Enter a name for the connection.
5. Select the value **Sage 100** under **Connection type**.
6. Enter the following values in the fields:

Field	Value
Base URL	Enter the URL for the Sage 100 web service.
Company IDs	Enter the company IDs from Sage 100 that you wish to connect.
Database name	Enter the database name which is entered in the Sage 100 administration.
User name	Enter the technical Sage service user or the user for the transfer.
Password	Enter the password for the Sage service user.
API key	Enter the d.velop API key. You can find information about the use of API keys in the configuration guide for d.velop infrastructure components under **Using API keys for inter-app communication** (https://help.d-velop.de/docs/de/pub/konfigurationsleitfaden-infrastruktur/latest/konfigurieren-von-decs-identity-provider/verwenden-von-api-schlusseln-fur-die-inter-app-kommunikation).

You have successfully created a connection between the target system and the adapter. The connection appears in the list of configured target systems.

Editing a connection

You can edit the connection to an existing target system.

This is how it works

1. Click **Configuration** on the start page of your d.velop software environment.
2. Navigate to **Configuration for Sage 100 > Connection data.**
3. Click the three horizontal dots next to the connection you want to edit.
4. Click **Edit**.
5. Edit the connection.

You have successfully modified your connection.

Deleting a connection

You can delete the connection to an existing target system.

This is how it works

1. Click **Configuration** on the start page of your d.velop software environment.
2. Navigate to **Configuration for Sage 100 > Connection data**.
3. Click the three horizontal dots next to the connection you want to edit.
4. Click **Delete**.

You have successfully deleted your connection.

1.3.3. Configuring connections with d.velop invoices

This chapter provides you with more information about master data synchronization and invoice transfers.

Creating an integration in d.velop invoices

You can create an integration in d.velop invoices.

This is how it works

1. Open the administration interface in d.velop smart invoice.
2. Navigate to **Workflow sequence** and select the relevant workflow.
3. Click **Integrations**.
4. Click **New integrations** and select **d.velop Integration for Sage 100**.
5. Enter a title.
6. Click **Add**.
7. Click **Save workflow**.

You have successfully configured the transfer of invoice data to your system.

Configuring invoice transfers

You can transfer invoices from the invoice workflow in d.velop smart invoice to your Sage 100 system.

This is how it works

1. Open the administration interface in d.velop smart invoice.
2. Navigate to **Workflow sequence** and select the relevant workflow.
3. Proceed as follows for each workflow step:
   1. Select the step.
   2. Click **Actions**.
   3. Add a new action and enter a label.
   4. Click **New connection** and enter a label.
   5. Select the integration of the type **d.velop connect for Sage 100** you created earlier under **Perform export**, see Creating an integration in d.velop invoices.

6. Click **Update**.
7. Click **Save workflow**.

You have successfully configured the transfer of invoice data to your system.

Configuring master data synchronization

You can connect d.velop smart invoice to synchronize master data and transfer invoice objects to your system.

This is how it works

1. Open the administration interface in d.velop smart invoice.
2. Click **Buckets > New bucket** to create a new data collection for the master data.
3. Navigate to **Workflow sequence** and select the relevant workflow.
4. Click **Integrations**.
5. Select the integration of the type **d.velop connect for Sage 100** you created earlier, see Creating an integration in d.velop invoices.
6. Select the bucket you created earlier.
7. Activate **Use** and **Sync active**.
8. Enter the value **journal** for **Custom1**.
9. Enter the value **period** for **Custom2**.
10. Click **Update**.
11. Click **New integrations** and select **Bucket**.
12. Enter a title.
13. Select the bucket you created earlier for the data collection.
14. Click **Add**.
15. Click **Save workflow**.

You have successfully set up master data synchronization.

Create the fields at the header and line item level.

This is how it works

- Click **Fields** and create the fields. Proceed as follows for each field type:
  - Custom fields: Select **individual fields**. Activate the desired custom fields and select the appropriate translation. Create the fields via **Data sources > Add field** according to the table below.
  - No custom fields: Select **Add field** and create the fields according to the table below.

Grouping	Fields	Technical link
Header data	**Company**	
	Vendor	
	Currency	
	Document type	
	Custom1 → (Journals / Books / Company code)	**journal**
	Custom2 → (Accounting period)	**period**
	Payment terms	
Line item data	**G/L account**	
	Cost center	
	Cost unit	

1.4. Useful things to know about the advanced settings

When configuring the connection data, you can configure the following settings under **Advanced settings**:

- **Ignore errors during master data synchronization**: If you activate this setting, errors that occur during master data synchronization are not returned as errors but with the status **OK**. Activate this setting only if you cannot provide all the required master data as web services.
- **Do not synchronize locked data**: If you activate this setting, blocked data records, such as ledger accounts, are no longer transferred to d.velop smart invoice. By default, all data records, including blocked data records, are transferred to d.velop smart invoice.
- **Synchronize blocked vendors**: If you activate this setting, blocked vendors are transferred to d.velop smart invoice. By default, blocked creditors are not transferred to d.velop smart invoice.
- **Synchronize tax codes with 0%**: If you activate this setting, you can set the tax percentages for special tax key IDs (e.g. §13b in accordance with the German Value Added Tax Act) to zero ("0").
- **Synchronize orders**: If you activate this setting, the order data from Sage 100 is synchronized.
- **Period for the synchronization of orders**: All orders and good receipts are synchronized by default. If you activate this setting, only the data in the period entered is synchronized.
- **Synchronize quantities for orders**: The purchase quantities are synchronized by default. You can adjust this setting to the base quantities.
- **Extend order document types**: If you activate this setting, the orders related to the specific document types are synchronized.
- **Transfer order status as an integer**: If you activate this setting, the order status is transmitted as a whole number (Caution! This extension is intended only as a technical workaround)
- **Synchronize goods receipts**: If you activate this setting, the goods receipts are synchronized as goods receipts or as orders from Sage 100.
- **Synchronize surcharges**: If you activate this setting, the surcharge types are transferred to the appropriate bucket for the surcharge types in d.velop smart invoice.
- **SDIV for all multi-line cost invoices** By default, invoices with multiple lines are determined depending on the tax key and ledger account. If you activate this setting, invoices with multiple lines are transferred as SDIV. In this case, invoices with multiple lines are no longer determined by the tax code and the ledger account. That means position texts can be transferred.
- **Override course manually**: If you activate this setting, you can enter an exchange rate in **Custom6** in the document header. This setting overrides the default behavior of Sage 100 ERP.
- **Override journal codes**: If you activate this setting, you can enter a journal/book/company code in **Custom1** in the document header. This setting overrides the default behavior of Sage 100 accounting.
- **Generate sessions daily**: If you activate this setting, the sessions are created every day during the transfer.
- **Collective invoice**: If you activate this setting, documents in the document type for collective invoices are transferred to Sage 100 ERP.
- **Collective invoice type**: Define the document type for collective invoices (default value: **ESR**)
- **Send document link to ISB interface**: Entering a URL here activates the transfer to a proprietary software from ISB.

1.5. Additional information sources and imprint

If you want to deepen your knowledge of d.velop software, visit the d.velop academy digital learning platform at https://dvelopacademy.keelearning.de/.

Our E-learning modules let you develop a more in-depth knowledge and specialist expertise at your own speed. A huge number of E-learning modules are free for you to access without registering beforehand.

Visit our Knowledge Base on the d.velop service portal. In the Knowledge Base, you can find all our latest solutions, answers to frequently asked questions and how-to topics for specific tasks. You can find the Knowledge Base at the following address: https://kb.d-velop.de/

Find the central imprint at https://www.d-velop.com/imprint.