Easy e-Bank Rec Upgrade Instructions

Upgrade Installation of Easy e-Bank Rec

NOTE: Please gather and have on-hand the following information for a successful upgrade:

- o SQL Server Name (SQL instance)
- o System Administrator (SA) Password
- o Dynamics Database (DB) Name (typically DYNAMICS)

NOTE: We no longer use registration keys; they are not needed for the installation.

NOTE: It is necessary for the installation to have the eConnect service running. Easy e-Bank Rec will use eConnect to post into GP. You can verify if the eConnect service is running under services on your workstation.
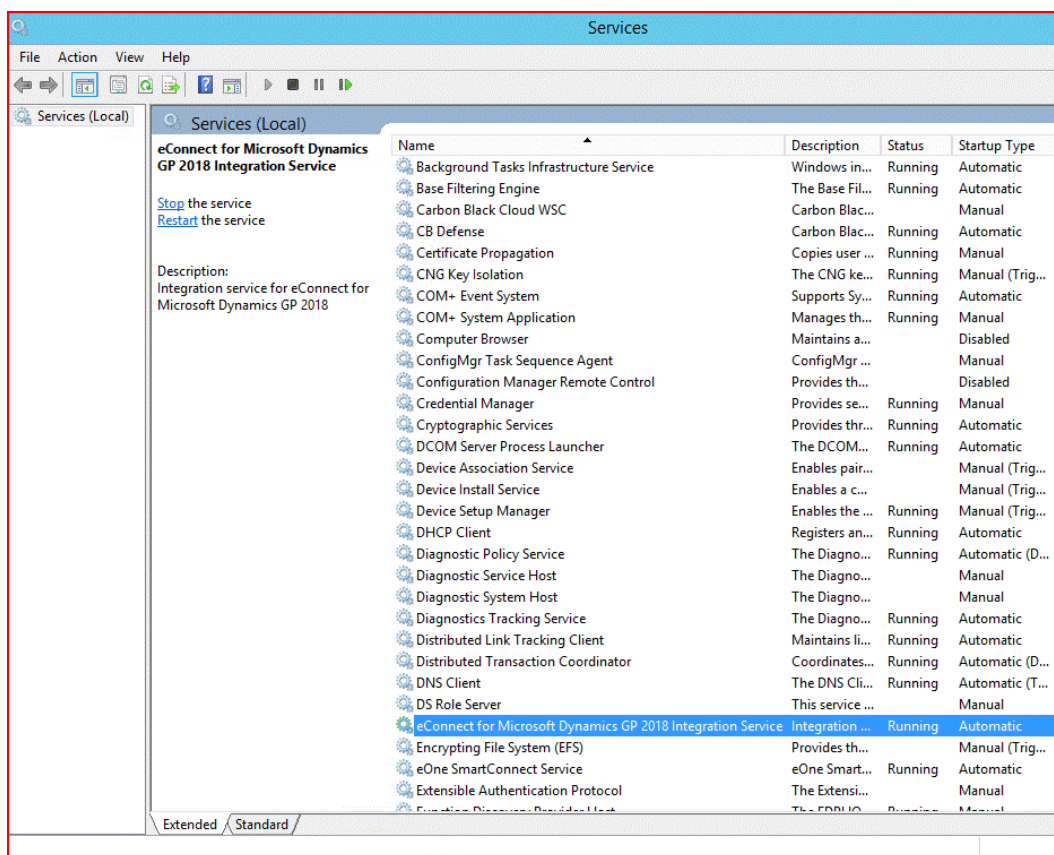
eConnect for Microsoft Dynamics GP 2018 Integration Service

The information below is for an **UPGRADE ONLY**. It will update existing server components and keep all existing settings.

This upgrade executable can be used to install additional workstation clients.

ATTENTION: If this is the first time you are installing Easy e-Bank Rec, it requires a different executable. Please contact support@gpcsystems.com for details.

Before beginning the upgrade process:

1. It is required that no user is using Easy e-Bank Rec.
   It is recommended (not required) that all users are logged out of Dynamics GP when performing an upgrade. Our application is installed in the Add-ins directory in GP.

2. Please be sure to have a good backup of the SQL server databases and the Microsoft Dynamics GP installation directory. This is a precautionary step to ensure quick restoration in the event the upgrade must be rolled back.

3. Uninstall Easy e-Bank Rec client through Add/Remove programs in Control Panel. This should be done on each workstation, if the Easy e-Bank Rec client was installed on the SQL server, please remove the client on the server.

NOTE: After the Uninstall, it is recommended to verify that the following 2 .dll's were removed:

1) BankRecStatementImport.dll
2) BankRec.DTN.dll

NOTE: The server data tables are not dropped during this process and can be updated.

The upgrade process:

4. **Download** the desired upgrade version of Easy e-Bank Rec from our website https://easybankrec.com > Software Downloads > desired version (i.e., Upgrade Version 2018 > 18.x.xxxx.x).

NOTE: You must unblock the download before installing by right-clicking on the download file name. Click on properties and click on unblock (bottom right).
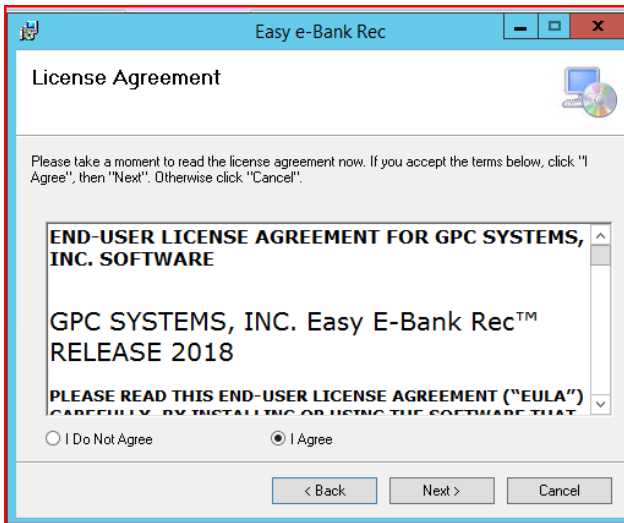
5. Launch the version to be **installed** (from the Downloads folder). The installation setup wizard will appear on the screen. Follow the on-screen instructions to complete the installation.
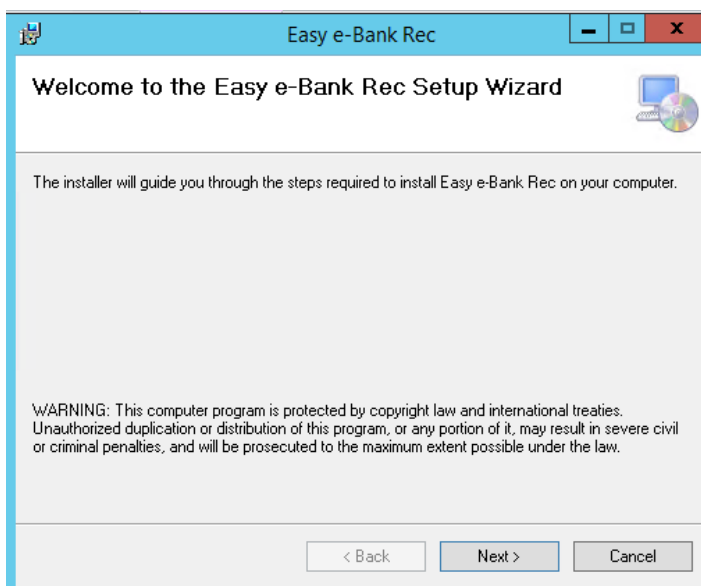
Setup Welcome Screen

Click on "Next".

6. The License Agreement window appears.

License Agreement Screen

Click on "I Agree", then "Next".

NOTE: The end-user license agreement contains the terms and conditions for the use of Easy e-Bank Rec. Using the Easy e-Bank Rec product will constitute acceptance of the License Agreement.

7. Select Installation Folder; make sure the install folder is the main GP Directory. If the main GP Directory does not appear in the folder path, make sure to enter it.
A typical path in version GP2018 is: ProgramFiles > MicrosoftDynamics > GP.

NOTE: The directory in the image below is typically where Easy e-Bank Rec should be installed. Please locate the home directory for Dynamics GP and navigate to it by using the browse button.
It is crucial you verify the location you see on the image below to match where your Dynamics GP is installed.

Select Installation Folder

3
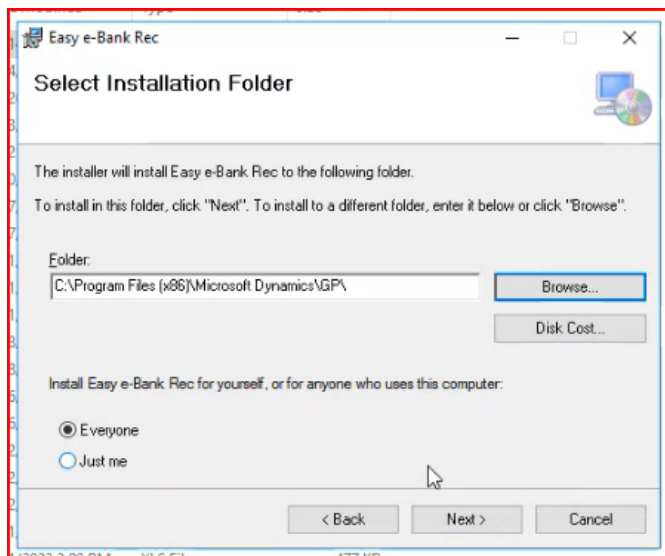
If multiple users are on an installation computer, select "Everyone" (recommended).

Click "Next".

8. In the Confirm Installation window, click "Next" to start the installation.
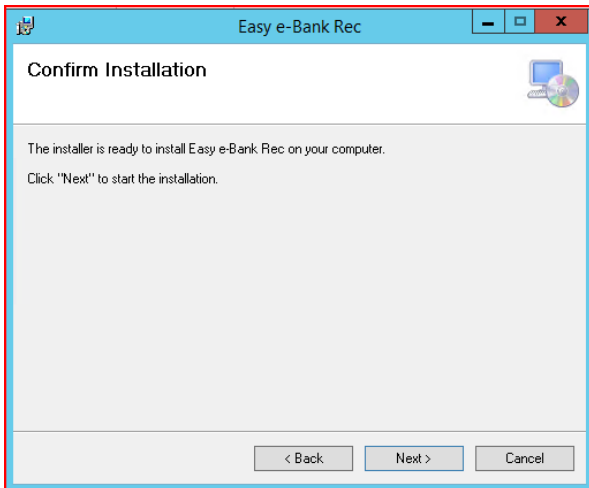
Confirm Installation Window

This completes the installation of the client for Dynamics GP.

9. Server Components should be upgraded by following the prompts in the next window. This is a one-time only upgrade of the stored procedures and tables on the SQL server hosting the Dynamics GP database(s).
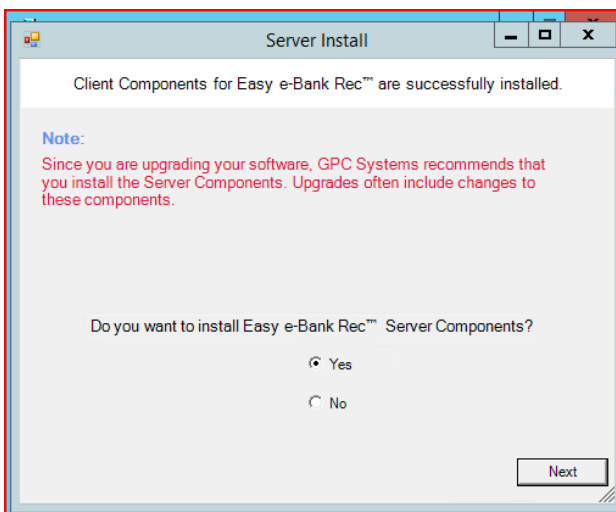
Setup Server Install

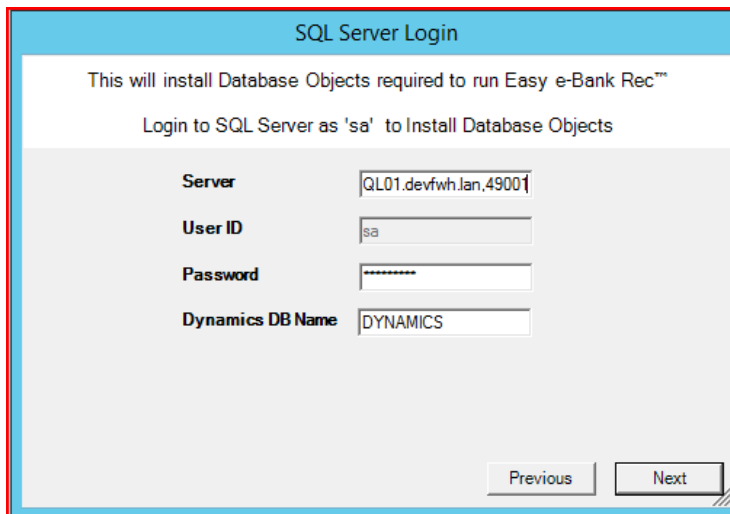Select "Yes", then "Next" to install the components on the SQL server.

NOTE: If the server installation has already been done select "No" and skip steps 10 & 11.

Selecting "No" is typically done if the client install is needed on other workstations, but the server install has already been done once, at a prior installation of the client, per the instructions above.

NOTE: For future workstation installations, be sure to select the "No" default option once the Easy e-Bank Rec components have been installed on the server.

10. In the SQL Server Login window, identify the SQL Server to be used for the Easy e-Bank Rec installation. Enter the SQL Server instance in "Server", enter "sa" (System Administrator) for the "User ID" and the System Administrator password in the "Password" field. Also needed is the Dynamics Database name.

NOTE: New feature in Version 2018 or above, the server supports non-standard IP ports on the SQL installation. The SQL name can be followed by a comma and the port used in the SQL installation (i.e., SQLservername,49001).


SQL Server Login

This process installs all the tables for Easy e-Bank Rec in each Dynamics GP company that you will designate in step 11.

NOTE: If upgrading/performing a client installation only, proceed to step 12.

11. In the Select Microsoft Dynamics GP Company window, select the appropriate Microsoft Dynamics GP company, or companies (for the Easy e-Bank Rec installation), then click "Next".

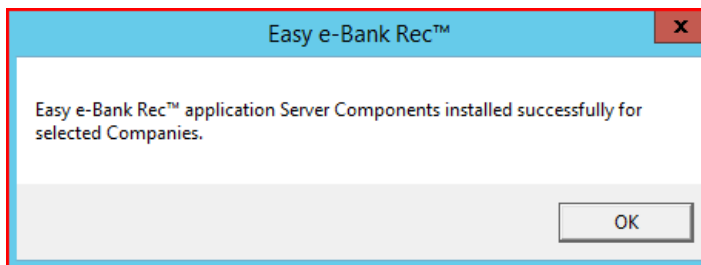**NOTE:** If you are installing the Easy e-Bank Rec Trial Version, the TWO company only will appear in this window.
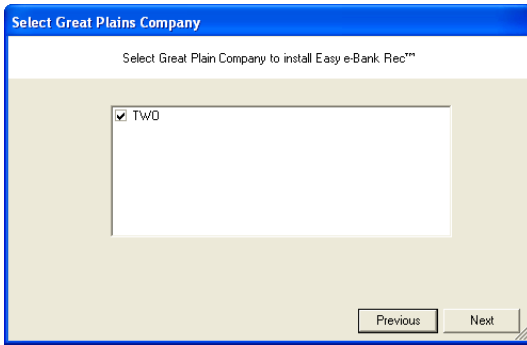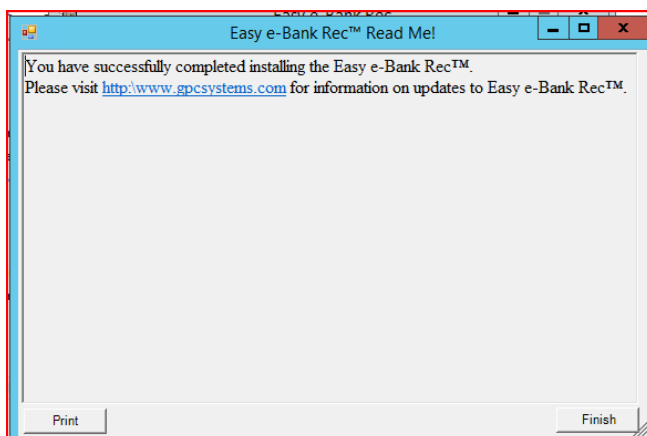
Setup Selected GP Company

Click "Next."

NOTE: It may take several minutes to install the server components, depending on the number of companies you have selected.

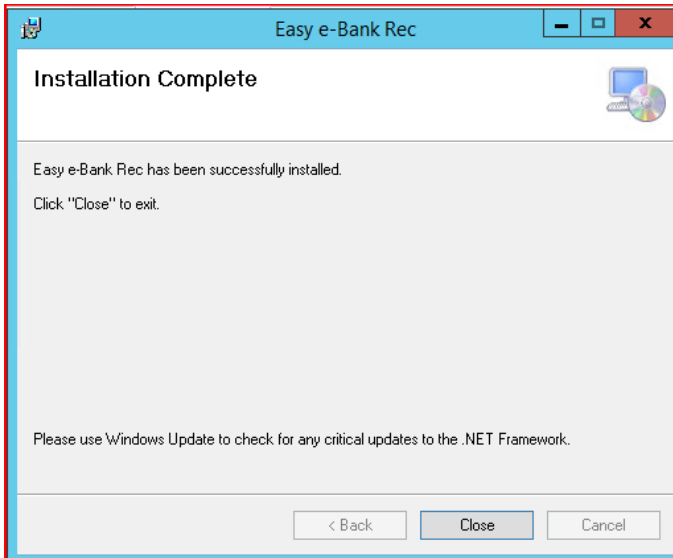After the application has been installed, you will receive a confirmation.

Click "OK."

12. If the Easy e-Bank Rec Trial Version has been installed, the following Read Me! window will appear on the screen.

Setup Read Me!

Click "Finish" to complete the installation.

The installation will be finished, and you will receive confirmation if the setup was successful.

Click "Close."

ATTENTION: For Easy e-Bank Rec to post to the accounting system, ensure the company corporate address record is entered properly: **Tools > Setup > Company**. Company Address and Address-ID need to be present.

13. Log into Microsoft Dynamics GP and open Easy e-Bank Rec under Transactions > Financial > Reconcile Bank Statement. Select Additional > Easy e-Bank Rec.
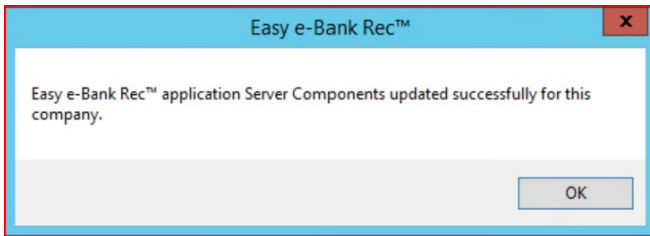
A prompt to update the server components (with our registration key database) will appear. The system will verify the registration keys automatically.
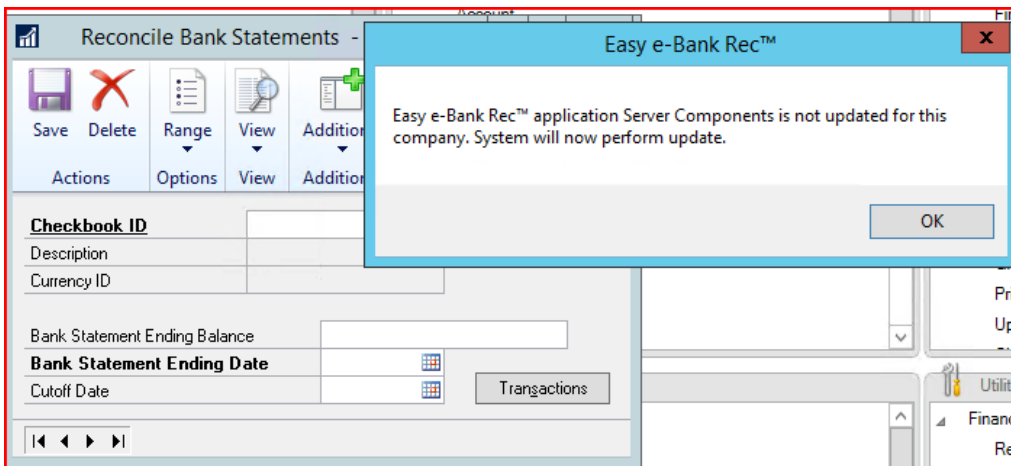
Easy e-Bank Rec Open / System Update

Click "OK."

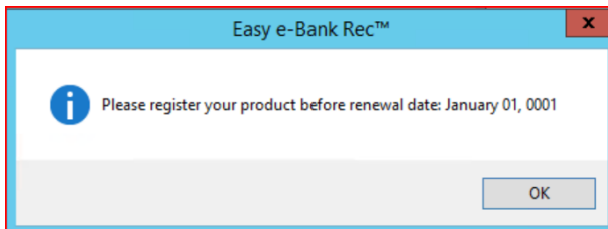Upon completion of a successful update, the following message will appear.

Server Components Updated Successfully

Click "OK."

14. Open Easy e-Bank Rec under Transactions > Financial > Reconcile Bank Statement. Select Additional > Easy e-Bank Rec.
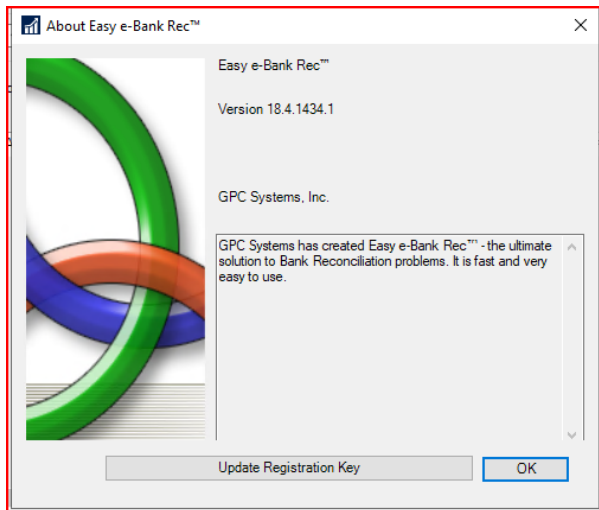
NOTE: If the following message appears, it means we're unable to validate your site name in our registration key database.
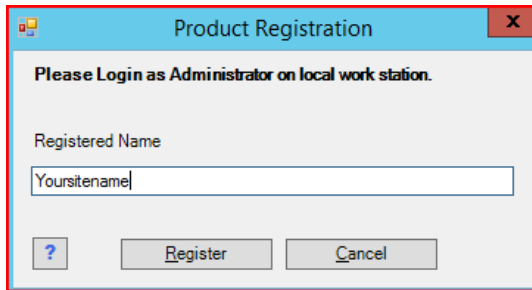

Validate GP Registered Site Name

Click "OK."

The Easy e-Bank Rec screen will display a **red warning** message and the actions menu will be greyed out. If that is the case: Go to About >

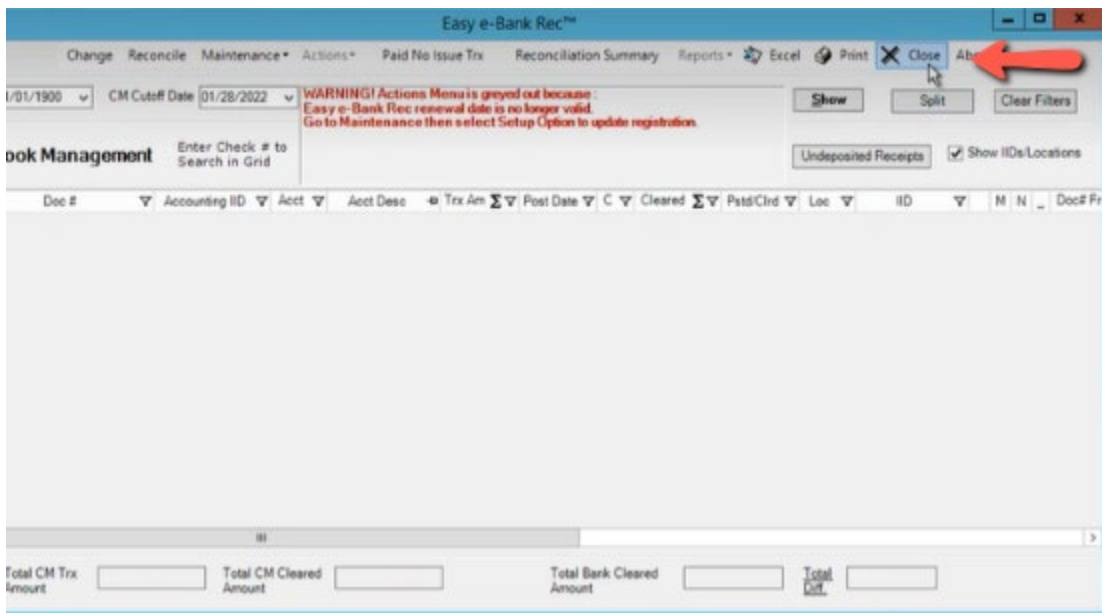*About Easy e-Bank Rec*

Click "Update Registration Key."

Product Registration

Click "Register."

NOTE: It may take a few minutes to connect to our service; once complete the window will close.

Please close Easy e-Bank Rec and relaunch to confirm the registration is complete.
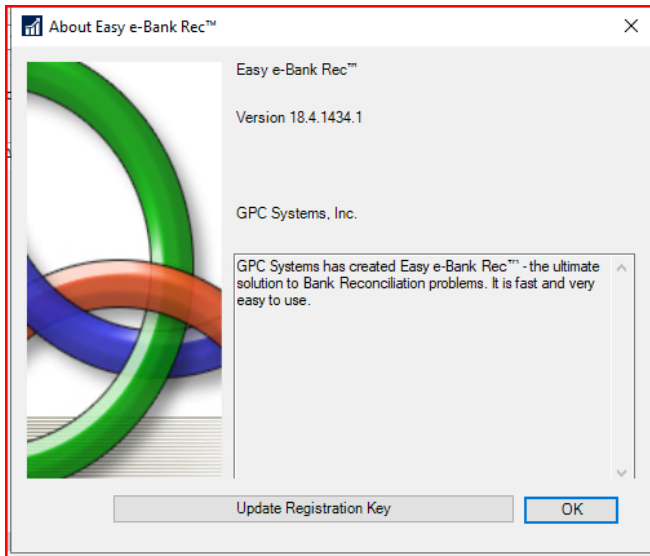
Click "X Close," on the main screen tool bar to close Easy e-Bank Rec.

Main Screen Tool Bar - Close Easy e-Bank Rec Application

15. Relaunch / Open Easy e-Bank Rec.

16. Verify the version installed by navigating to Additional > Easy e-Bank Rec > About

About Easy e-Bank Rec

NOTE: If you have unresolved issues with your Site Name, take a screenshot of the Registration window with the **Site Name** and email it to support@gpcsystems.com for verification. Our support team will verify the site name and contact you when the issue has been resolved.

How to find your Dynamics GP Site Name for Easy e-Bank Rec Registration Keys:

Easy e-Bank Rec is an "add-on" solution for Microsoft Dynamics GP. To use trial versions or ultimately license the software, we generate software license keys.
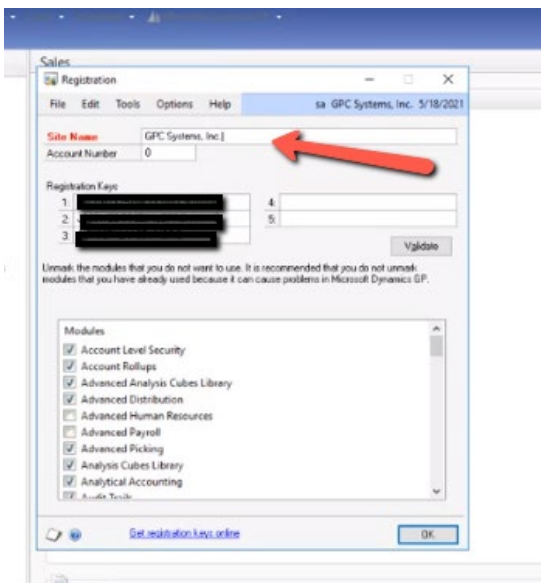
Like Dynamics GP license keys, **Easy e-Bank Rec keys are based on the "Site Name" that is entered in the Dynamics GP Registration window**.

There are 2 options to find your Site Name in Microsoft Dynamics GP:

Option 1: Go to the Microsoft Dynamics GP drop-down menu: Tools > Setup > System > Registration
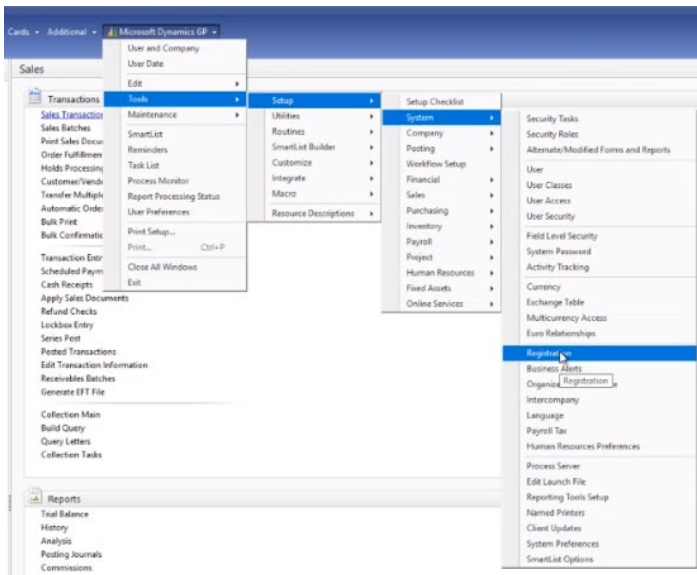
GP Registered Site Name Path


Registration Window w/Site Name

<u>Option 2:</u> Go to Administration > Setup > System > Registration

Miscellaneous Note(s):

NOTE: If you have **MEM (Multi-Entity Management), by Binary Stream**, it can now be enabled in Easy e-Bank Rec.

## How to enable MEM (Multi-Entity Management) by Binary Stream

1. From the Easy e-Bank Rec Main Screen Tool Bar go to Maintenance > Setup Option
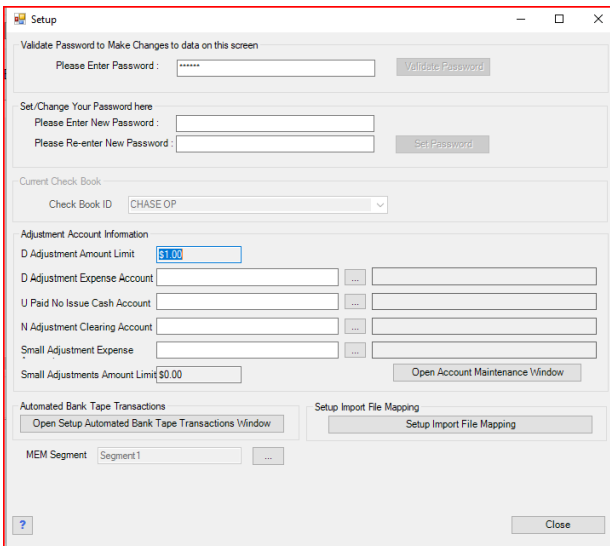
   The Setup window is displayed.
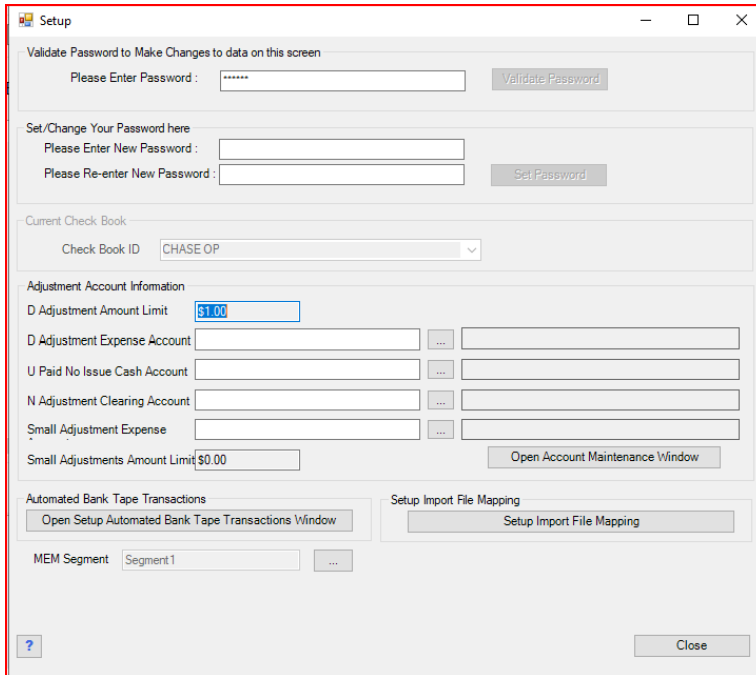
Setup Window

Click the "…" box adjacent to the MEM Segment field as shown above.

2. From the MEM Segment dropdown window, choose the segment used in MEM. (i.e., If your first GL segment is the MEM segment select "Segment1."
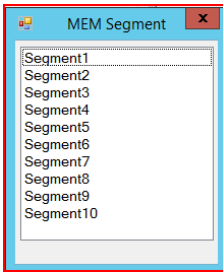
MEM Segment Drop Down Window

Segment1 selected for MEM Segment