## 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:

- SQL Server Name (SQL instance)
- o System Administrator (SA) Password
- 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.

Q,		Services			
File Action View	/ Help				
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🍓 Services (Local)	Services (Local)				
realized and a	eConnect for Microsoft Dynamics	Name	Description	Status	Startup Type
	GP 2018 Integration Service	Background Tasks Infrastructure Service	Windows in	Running	Automatic
		Base Filtering Engine	The Base Fil	Running	Automatic
	Stop the service	Carbon Black Cloud WSC	Carbon Blac	-	Manual
	Restart the service	🔍 CB Defense	Carbon Blac	Running	Automatic
		Certificate Propagation	Copies user	Running	Manual
	Description:	CNG Key Isolation	The CNG ke	Running	Manual (Trig
	Integration service for eConnect for	COM+ Event System	Supports Sy	Running	Automatic
	Microsoft Dynamics GP 2018	COM+ System Application	Manages th	Running	Manual
		Computer Browser	Maintains a	-	Disabled
		🔍 ConfigMgr Task Sequence Agent	ConfigMgr		Manual
		😩 Configuration Manager Remote Control	Provides th		Disabled
		🔍 Credential Manager	Provides se	Running	Manual
		Cryptographic Services	Provides thr	Running	Automatic
		COM Server Process Launcher	The DCOM	Running	Automatic
		Cevice Association Service	Enables pair		Manual (Trig
		强 Device Install Service	Enables a c		Manual (Trig
		👊 Device Setup Manager	Enables the	Running	Manual (Trig
		强 DHCP Client	Registers an	Running	Automatic
		🔍 Diagnostic Policy Service	The Diagno	Running	Automatic (D
		强 Diagnostic Service Host	The Diagno		Manual
		🍓 Diagnostic System Host	The Diagno		Manual
		Carl Diagnostics Tracking Service	The Diagno	Running	Automatic
		鵒 Distributed Link Tracking Client	Maintains li	Running	Automatic
		🔅 Distributed Transaction Coordinator	Coordinates	Running	Automatic (D
		Client ONS Client	The DNS Cli	Running	Automatic (T
		强 DS Role Server	This service		Manual
		Connect for Microsoft Dynamics GP 2018 Integration Service	Integration	Running	Automatic
		🔍 Encrypting File System (EFS)	Provides th		Manual (Trig
		🔐 eOne SmartConnect Service	eOne Smart	Running	Automatic
		🔆 Extensible Authentication Protocol	The Extensi	-	Manual
		🖄 Eation Diseases Described Heat		D	M1
	\ Extended \ Standard /				

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:

- 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:

Download the desired upgrade version of Easy e-Bank Rec from our website <u>https://easybankrec.com</u> > 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.

 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 I	Folder	4
The installer will install Easy e-Ba	nk. Riec to the following folder.	
o install in this folder, click "Ne	«". To install to a different folder, enter it b	elow or click "Browse
Eolder:		
C:\Program Files (x86)\Micros	soft Dynamics\GP\	Browse
		Dish Cost
		Disk Cost
Install Easy e-Bank Rec for yo	urself, or for anyone who uses this compu	Disk Lost
Install Easy e-Bank Rec for yo	urself, or for anyone who uses this compu	DISK COSt
Install Easy e-Bank Rec for yo Everyone	urself, or for anyone who uses this compu	Disk Lost

Select Installation Folder

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 onetime only upgrade of the stored procedures and tables on the SQL server hosting the Dynamics GP database(s).

	Server Install
	Client Components for Easy e-Bank Rec <sup>***</sup> are successfully installed.
Na Si ya th	ote: nce you are upgrading your software, GPC Systems recommends that ou install the Server Components. Upgrades often include changes to ese components.
	Do you want to install Easy e-Bank Rec <sup>™</sup> Server Components?
	G Yes
	C No
	Next

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 will install Database Obje	This will install Database Objects required to run Easy e-Bank Rec <sup>™</sup>						
Login to SQL Server as	'sa' to Install Database Objects						
Server	QL01.devfwh.lan,49001						
User ID	sa						
Password							
Dynamics DB Name	DYNAMICS						
	Previous Next						

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.

Select Great Plains Company	
Select Great Plain Company to install Easy e-Bank Rec <sup>™</sup>	
V TWD	
Previous	Next

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.

-	-		-					Fir	
тí	Recond	ile Bank	Stater	nents -	Easy e-Bank Rec™				
Save	X Delete	Range	View	Addition	Easy e-Bank Rec™ application S company. System will now perf	erver Components is not updated orm update.	for this		
Ac	tions	Options	View	Addition					
Chec Descri	<b>kbook ID</b> ption						ОК		
Curren	icy ID							-	
Bank	Statement	Ending Bala	ance				~	Pr Up	
Bank	Stateme	nt Ending	Date		· · · · · · · · · · · · · · · · · · ·			-	
Cutoff Date					III Transactions		U	Utilit	
							^ 4	Finan	
	F FI							Re	

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 X						
Please Login	Please Login as Administrator on local work station.						
Registered Nar	me						
Yoursitename							
?	<u>R</u> egister <u>C</u> ancel						

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.

							Easy e	-Bank Rec'								- 0	*
Chang	e Reco	ncile M	laintenar	nce •	Actions	- Paid	No Issue Trx	Reconcil	iation Summ	sary Repo	ns · 🧐 Exc	el 🎯 P	nint 🗙	Close	Ab	5	0
/01/1900 ¥	CM Cuto	ff Date 01	/28/202	2 ~	WARN Easy e Go to N	ING! Actio Bank Rec taintenand	ns Menuis g renewal date to then select	reved out beca is no longer v t Setup Optio	une : wiid. n to update n	gistration		Show		Split		Clear F	iters
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Dec #	v	Account	rg ID 3	7 Acet	V	Acct Desc	-e Trx Am	Σ⊽ Post Da	e V C V	Cleared X	Patd/Cird 1	7 Loc 3	7 1	D	7	ΜΝ.	Doc# Fr
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Fotal CM Trx [			Amoun	t Clea	red			To	tal Bank Clea ount	red		Lotal Diff.	-				

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™		×
	Easy e-Bank Rec™	
	Version 18.4.1434.1	ī
	GPC Systems, Inc.	
	GPC Systems has created Easy e-Bank Rec <sup>***</sup> - the ultimate solution to Bank Reconciliation problems. It is fast and very easy to use.	~
	Update Registration Key OK	]

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 <u>support@gpcsystems.com</u> 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

ales	User and Company User Date				
ança	Edit +				
Transactions	Tools +	Setup		Setup Checklist	
Sales Transaction Sales Batches Print Sales Docur Order Fulfilmen Holds Processing Customer/Vende Transfer Multiple Automatic Ordes Bulk Print Bulk Confirmatic Transaction Entr Scheduled Paym	Maintenance  SmartLitt Reminders Task List Process Monitor Report Processing Status User Preferences Print Setup: Print Colles All Windows	Unifies Routines SmartLatt Builder Crutemize Integrate Macro Resource Descriptions	> + + + + + + +	System         P           Company         P           Posting         P           Pisteling         P           Financial         P           Sales         P           Puschaing         P           Inventory         P           Payroll         P           Project         Human Resources	Security Tasks Security Roles Alternate/Medified Forms and Reports User User Casses User Security Feld Level Security System Passured Actively Tasking
Apply Selet Docum Refund Checks Lockbox Entry Series Post Posted Transaction Inf Receivables Batcher Generate EFT File Collection Main Build Query Query Letters Collection Tasks	ents comution	1		Fixed Assets   Online Services	Currery Enchange Table Multicurrery Access Euro Robitismhyte Resisten Alters Organical Reportation   Intercompany Language Payrell Tax Human Resources Performences
Reports Trial Balance History Analysis					Process Server Edit Launch File Reporting Tools Setup Named Printers Client Updates System Preferences

GP Registered Site Name Path



Registration Window w/Site Name

Option 2: 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	- 🗆 X
Validate Password to Make Changes to data on this screen	
Please Enter Password :	Validate Password
Set/Change Your Password here Please Enter New Password : Please Re-enter New Password :	Set Password
Current Check Book Check Book ID CHASE OP	v
Adjustment Account Information	
D Adjustment Amount Limit	
D Adjustment Expense Account	
U Paid No Issue Cash Account	
N Adjustment Clearing Account	
Small Adjustment Expense	
Small Adjustments Amount Limit \$0.00	Open Account Maintenance Window
Automated Bank Tape Transactions	Setup Import File Mapping
Open Setup Automated Bank Tape Transactions Window	Setup Import File Mapping
MEM Segment Segment	
?	Close

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

📲 Setup			-		
Validate Password to Make Changes to data on this screen					
Please Enter Password :		Validate Password			
Set/Change Your Password here					
Please Enter New Password :					
Please Re-enter New Password :		Set Password			
Current Check Book					
Check Book ID CHASE OP					
Adjustment Account Information					
D Adjustment Amount Limit \$1.00					
D Adjustment Expense Account					
U Paid No Issue Cash Account					_
N Adjustment Clearing Account					
Small Adjustment Expense					
Small Adjustments Amount Limit \$0.00		Open Account Mainte	enance Wi	indow	1
Automated Bank Tape Transactions	Setup Import File	Mapping			
Open Setup Automated Bank Tape Transactions Window		Setup Import File Map	ping		
MEM Segment 1					

Segment1 selected for MEM Segment