

SourceShip Connect Implementation Guide

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1 Introduction

This document provides instructions on installing SourceShip Connect (SSC) for shipping with Sage Intacct on your shipping workstations.

2 Workstation Prerequisites

- Windows 7 Professional 64 bit, Windows 8.1 64 Professional bit, or Windows 10.
- .NET 4.7 or better.
- The carrier(s) software should be installed, set up with your account, and functional.
 - The FedEx software version must be “-a”, not the “-i”. This can be seen in the FedEx title bar at the end of the version number. Do not install the Integration Assistant software.
 - We strongly recommend that that UPS WorldShip be installed in “single workstation” mode on each individual workstation, even if you have multiple workstations you wish to run WorldShip.
- The Windows user who will be shipping should have administrator rights to the local shipping workstation.

3 Sage Intacct Prerequisites

3.1 Configure Inventory Control page changes

In the Configure Inventory Control page enable shipping dates in Purchasing and Order Entry. This enables the return of tracking numbers back into Sage Intacct. This feature was added in 2019 Release 4.

3.2 Subscribe to Web Services

Add your company's Sender ID to Sage Intacct's allowed list.

1. Company → Subscriptions
2. Find 'Web Services' and click on it to Subscribe

3. Ignore the warning about additional charges

 **Web Services**
Post and retrieve information using Intacct's XML Gateway from external applications. Additional sender credentials are required to access the XML Gateway. For information on using Web Services, visit developer.intacct.com 

3.3 IP Address

Add your company's IP Address to Sage Intacct's allowed list. [This is the IP address from which you will launch API requests]

1. Company → Company Info
2. Click EDIT
3. Click on the 'Security' tab
4. Go to the field labeled "Enforce IP address filters" and click the Edit icon

IP Address Filter Information

[Add](#) [Export](#) ▼

All ▼ Manage views ▼

[Advanced filters](#)

[Clear all filters](#)

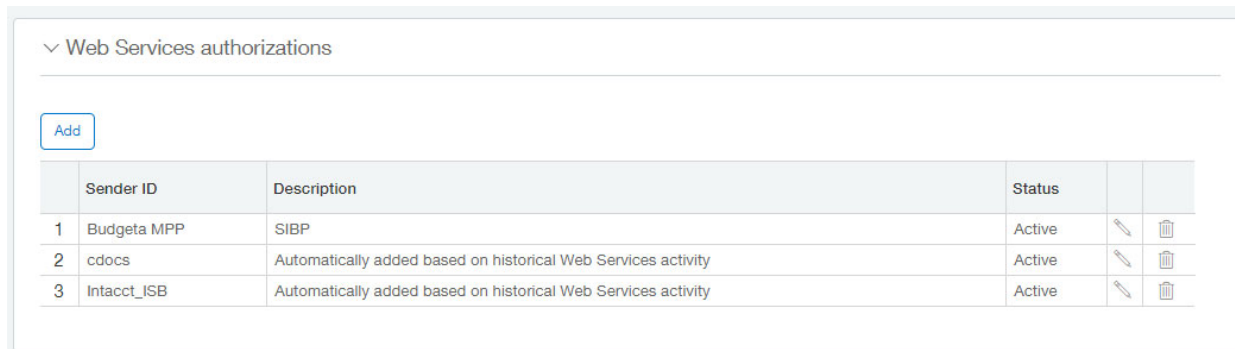
(1 - 2 of 2)

		User name ▲	Start IP address	End IP address	
Edit	View	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Edit	View	Sandy	37.3.196.217	37.3.196.217	Delete
Edit	View	Patti	156.21.7.189	156.21.7.189	Delete

3.4 Sender ID







Add Source Information Systems' Sender ID to the allowed list.

1. Company → Company Info
2. Click EDIT
3. Click on the 'Security' tab
4. Go to the section labeled "Web Services authorizations" and add the Sender ID "sourceinfoMPP"



Web Services authorizations

Add

	Sender ID	Description	Status		
1	Budgeta MPP	SIBP	Active		
2	cdocs	Automatically added based on historical Web Services activity	Active		
3	Intacct_ISB	Automatically added based on historical Web Services activity	Active		

3.5 Users

Instructions vary slightly depending on the client defining their security as "Role-Based" or "User-Based".

Create User with Role-Based security

Create a Role

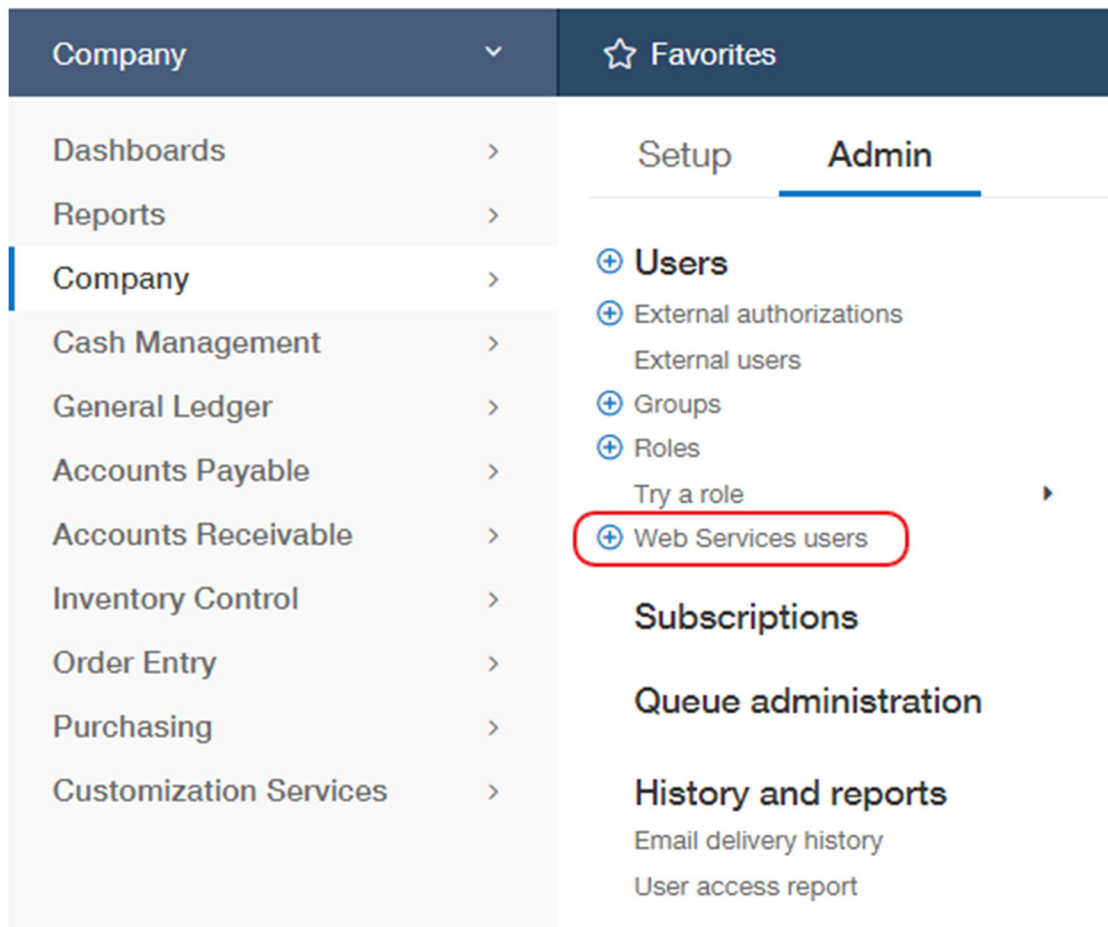
1. Company → Roles
2. Click ADD
3. Input a 'Name'
4. Click SAVE
5. Click on the necessary Permissions for each applicable module
6. Click SAVE

The screenshot shows the SAP Fiori navigation bar. On the left, there is a 'Company' dropdown menu with a list of items: Dashboards, Reports, Company (highlighted with a blue bar), Cash Management, General Ledger, Accounts Payable, Accounts Receivable, Inventory Control, Order Entry, Purchasing, and Customization Services. On the right, there is a 'Favorites' section with a star icon. Below it, there are two tabs: 'Setup' and 'Admin' (which is active and underlined). Under the 'Admin' tab, there is a list of menu items: 'Users' (with a plus icon), 'External authorizations' (with a plus icon), 'External users', 'Groups' (with a plus icon), 'Roles' (with a plus icon and circled in red), 'Web Services users' (with a plus icon), 'Subscriptions', 'Queue administration', and 'History and reports' (with sub-items 'Email delivery history' and 'User access report').

Create Web Service User

1. Company → Web Service User
2. Click NEW
3. Input values for these fields

- a. User ID
 - b. Last name
 - c. First name
 - d. Email address
 - e. Make sure the User Type = Business User
4. Click on the 'Roles information' tab and select the Role created in the prior step.
 5. Click SAVE
 6. Ignore any warning that there will be a charge for creating the User



The screenshot shows the SAP Fiori Admin navigation interface. On the left is a vertical menu with items: Company (selected), Dashboards, Reports, Cash Management, General Ledger, Accounts Payable, Accounts Receivable, Inventory Control, Order Entry, Purchasing, and Customization Services. On the right, the 'Admin' tab is active, showing a list of options: Users (with a sub-item 'External users'), Groups, Roles (with a sub-item 'Try a role'), and 'Web Services users' (highlighted with a red circle). Below these are sections for Subscriptions, Queue administration, and History and reports (with sub-items 'Email delivery history' and 'User access report').

3.6 Create User with User-Based security

Create Web Service User

1. Company → Web Service User

2. Click NEW
3. Input values for these fields
 - a. User ID
 - b. Last name
 - c. First name
 - d. Email address
 - e. Make sure the User Type = Business User
4. Click SAVE

Add permissions to that new user

1. Sage Intacct will return to the list of Web Service Users
2. Find your Web Service User and click on SUBSCRIPTIONS
3. Click on the necessary Permissions for each applicable module
4. Click SAVE

Web Services Users

All ▾ Manage views ▾

Include inactive [Advanced filters](#) [Clear all filters](#)

	User ID ▾	User name	User type	Admin privileges	Permissions Report
Edit View	Marketplace Partner	A B	Business User	Full	Subscriptions View Permissions

4 Shipping and Handling Non-Inventory Part

In order for SourceShip Connect to return freight charges for invoicing, a non-inventory part should be configured. SSC will be configured with the part id. This step is optional and only required if you wish to invoice freight based off the cost reported by the carrier for each shipment. Insertion of this line can be controlled through the use of custom fields (see “Optional Custom Fields”, below).

5 Optional Custom Fields

SourceShip Connect can be configured to retrieve or return shipping data from custom fields. These fields are optional.

5.1 Fields Sent To SSC

Custom fields can be set up on Parts to add the following attributes:

- Harmonized Tariff Schedule (HTS) code
- Country of Origin
- Customs Declared Unit Value

Custom Fields can be set up on SO documents to add the following attributes:

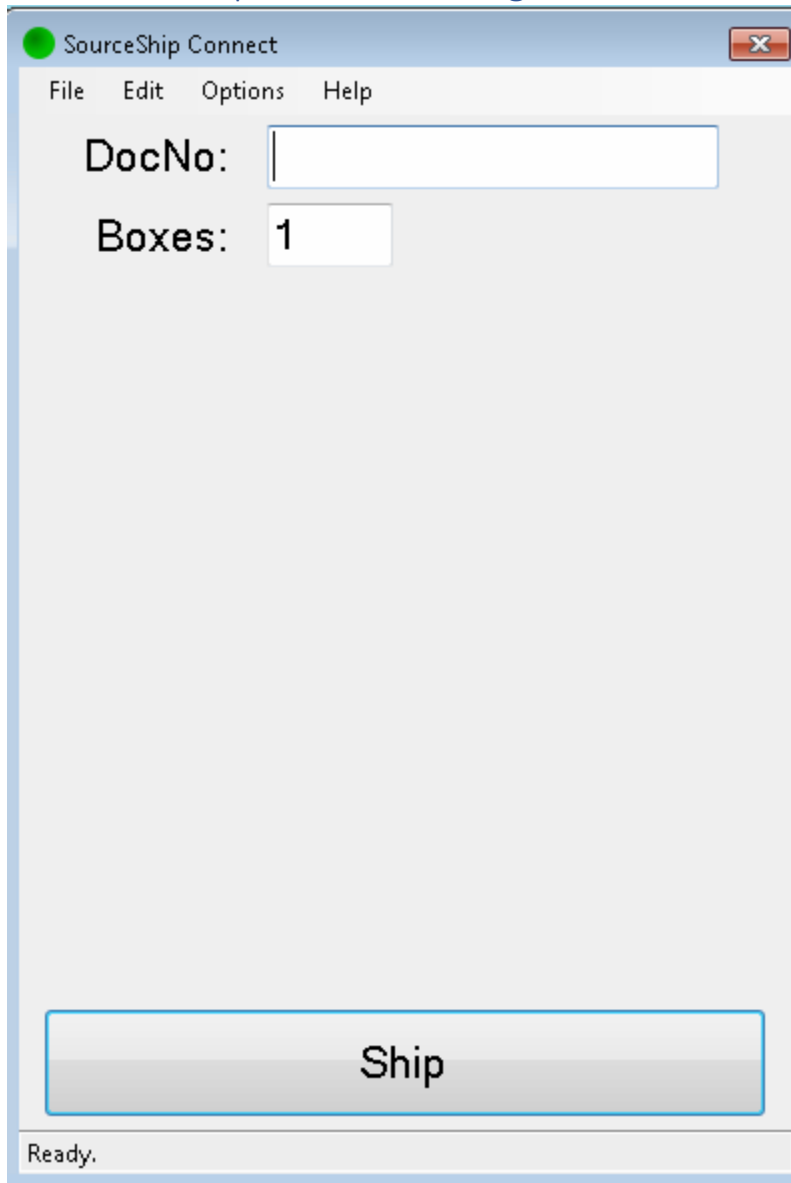
- Freight Pay Flag
- Freight Pay Account
- Duty/Tax Pay Flag
- Duty/Tax Pay Account
- Residential Delivery Flag
- Saturday Delivery Flag
- COD Amount

- Add Freight to COD Flag
- Declared Value Amount

5.2 Fields Shipping Data Returns to Sage Intacct

- Actual Ship Date
- Total Shipping Cost
- Actual Carrier and Service
- Tracking Numbers
- Tracking URL

6 SourceShip Connect Configuration



The image shows a software window titled "SourceShip Connect" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with "File", "Edit", "Options", and "Help". The main area contains two input fields: "DocNo:" followed by an empty text box, and "Boxes:" followed by a text box containing the number "1". At the bottom of the window is a large button labeled "Ship". A status bar at the very bottom of the window displays the text "Ready.".

SourceShip Connect

File Edit Options Help

DocNo:

Boxes:

Ship

Ready.

Access the configuration screens under the “Edit” menu option of the main screen.

6.1 General Options

The screenshot shows a Windows-style dialog box titled "Source Ship Connect Configuration". It has a tabbed interface with the following tabs: "General Options", "Freight Options", "Order Options", "Special Services", "Mail Options", and "Custom Fields". The "General Options" tab is selected. The dialog is divided into three main sections:

- Configuration Password:** Contains a checkbox labeled "Enable Password", which is currently unchecked.
- User Credentials Options:** Contains a checkbox labeled "Remember Sage Password", which is checked.
- Customization:** Contains a text box labeled "Adjuster Type" with the value "SourceInfo.SageIntacct.Adjusters.Adjuster_None". Below this text box is a red warning message: "The program must be re-started after changing these settings." To the right of the warning is a "Test" button.

At the bottom of the dialog, there are two buttons: "Accept" and "Reset".

Enable Password, when checked, will lock access to these screens unless the password is enabled. The open to set a password becomes visible when this is checked.

Remember Sage Password will cause the user’s Sage Intacct password to be saved in a secure fashion so that they don’t need to re-enter each time they restart this application. If their password changes, then they can simply enter the new password and continue, and the new password will be saved for next time.

The Customization fields allow us to have custom code run to manipulate the data passing through this application.

6.2 Freight Options

The screenshot shows the 'Source Ship Connect Configuration' window with the 'Freight Options' tab selected. The window is divided into several sections:

- Freight Payer Custom Fields:** Contains five rows of configuration. Each row has a label, a dropdown menu, a text input field, a connector dropdown, another dropdown menu, and another text input field.
 - Prepaid and Add when: Starts With (dropdown), PREPAID (text), AND (connector), Ends With (dropdown), ADD (text)
 - Prepaid when: Equals (dropdown), PREPAID (text), (connector), (dropdown), (text)
 - Freight collect when: Equals (dropdown), RECIPIENT (text), OR (connector), Equals (dropdown), FOB (text)
 - Third Party when: Equals (dropdown), TP (text), (connector), (dropdown), (text)
 - Consignee when: Equals (dropdown), NOT USED (text), (connector), (dropdown), (text)
- Duty Tax Payer Custom Fields:** Contains three rows of configuration.
 - Sender pays when: Equals (dropdown), PREPAID (text), OR (connector), Equals (dropdown), PREPAID AND ADD (text)
 - Recipient pays when: Equals (dropdown), RECIPIENT (text), OR (connector), Equals (dropdown), FOB (text)
 - Third Party pays when: Equals (dropdown), THIRD PARTY (text), (connector), (dropdown), (text)
- Shipping and Handling:** Contains a checked checkbox 'Insert Shipping and Handling Line' and four text input fields: 'Shipping and Handling ItemId: SH0001', 'Shipping and Handling UOM: Each', 'Shipping and Handling LocationId: 100', and 'Shipping and Handling Currency: USD'.
- Shipped With Other Goods (SWOG):** Contains three radio button options and one checked checkbox.
 - Divide costs when total SWOG freight share is zero
 - Assign all freight costs to first order when total SWOG freight share is zero
 - Capture SWOG Share when order entered.

At the bottom of the window are 'Accept' and 'Reset' buttons.

6.2.1 Freight Payer Custom Fields

Freight Payer Custom Fields and DutyTax Payer Custom Fields allows this application to recognize values in custom fields which can be used to provide instructions on who is paying the freight, duties and taxes for any given shipment. (See section 6.6 for a discussion of custom field configuration.)

If a freight payer custom field is not configured and you wish to always bill all freight the same way, then a default can be set in the Custom Fields setup screen (see below), and then that default can be configured to match the desired billing option.

6.2.2 Shipping and Handling

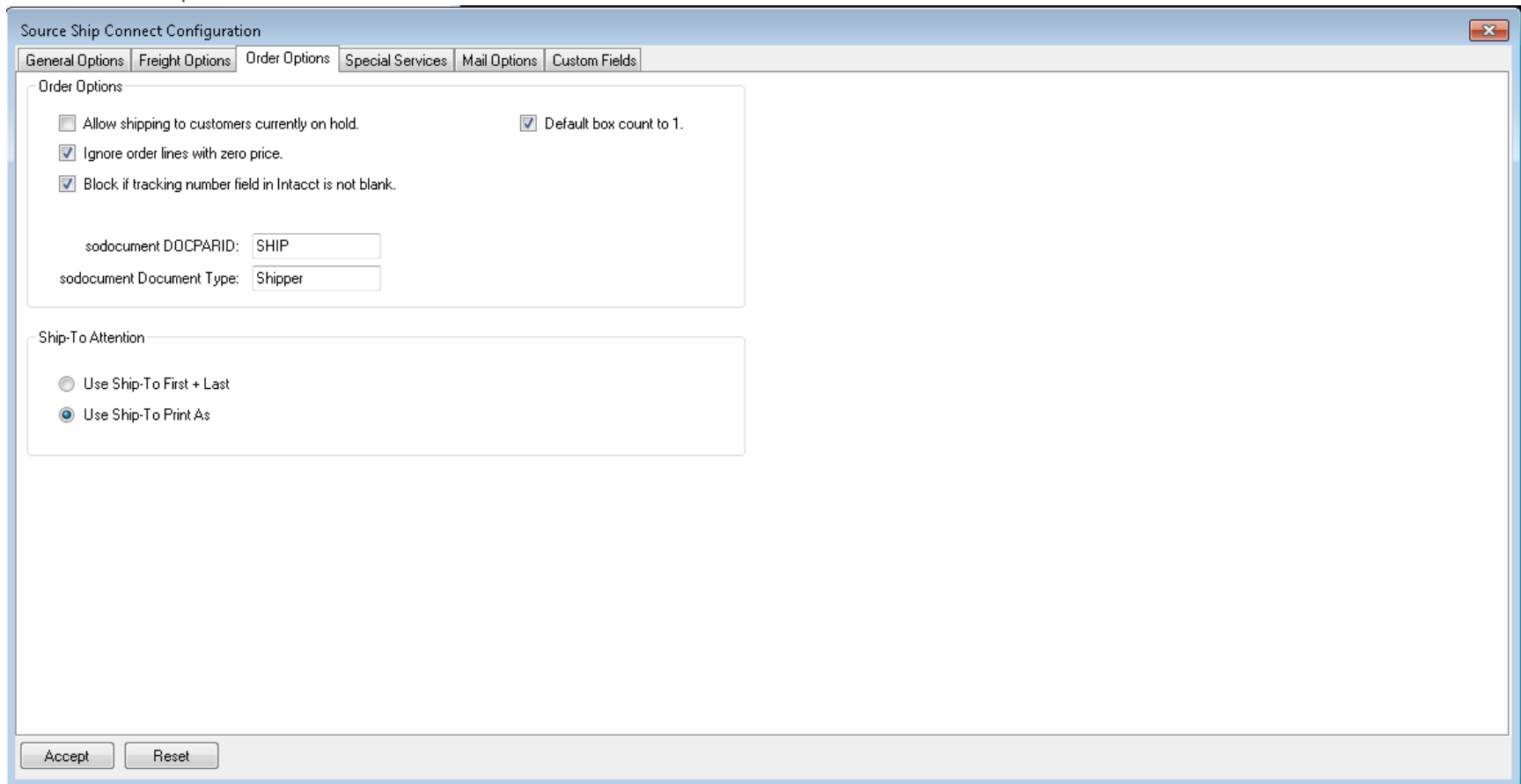
If you wish to have a “Shipping and Handling” line inserted for Prepaid & Add billed shipments, then you will need a non-inventory part we can use to insert as an order line with a value equal to the freight charges. These set-up fields are used when we write back to Sage Intacct to create the “S&H” line.

6.2.3 SWOG

If you ship multiple orders in the same shipment, the “Shipped with Other Goods” can be used to specify how the freight charges are spread across the orders.

If you do not provide a custom field on the order which instructs the shipping cost orders should be assigned, then the user can enter that value when they enter the order number if they select the SWOG option.

6.3 Order Options



The screenshot shows the 'Source Ship Connect Configuration' window with the 'Order Options' tab selected. The window has a title bar with a close button and a tabbed interface with the following tabs: General Options, Freight Options, Order Options (selected), Special Services, Mail Options, and Custom Fields.

The 'Order Options' section contains the following settings:

- Allow shipping to customers currently on hold.
- Default box count to 1.
- Ignore order lines with zero price.
- Block if tracking number field in Intacct is not blank.

Below the checkboxes are two text input fields:

- sodocument DOCPARID: SHIP
- sodocument Document Type: Shipper

The 'Ship-To Attention' section contains two radio button options:

- Use Ship-To First + Last
- Use Ship-To Print As

At the bottom of the window are two buttons: 'Accept' and 'Reset'.

6.3.1 Order Options

Allow shipping to customers currently on hold, if not checked, will block shipments if the customer is on hold.

Ignore order lines with zero prices will not pass zero value order lines to the carrier applications. Useful if you pack non-tangible items. If you are shipping items with a zero price internationally then it is advised to configure a custom field to hold the fair market value for customs purposes.

Block if tracking number field in Intacct is not blank. Checking this will use the presence or absence of a tracking number to determine if this order has already been shipped.

Default box count to 1, when not checked, will leave the box count on the processing screen blank.

The “sodocument DOCPARID” and “sodocument Document Type” are used to specify which document to retrieve and update in Sage Intacct.

6.3.2 Ship-to Attention

The Ship-to Attention radio buttons are used to determine which fields are used as the ship-to attention. Either the First and Last names are concatenated together, or the “Ship-to Print as” field is used.

6.4 Special Services

The screenshot shows a software window titled "Source Ship Connect Configuration" with a close button in the top right corner. The window has several tabs: "General Options", "Freight Options", "Order Options", "Special Services" (which is the active tab), "Mail Options", and "Custom Fields".

Under the "Special Services" tab, there are two main sections:

- Declared Value Options:**
 - A checkbox labeled "Assign declared value when shipped goods value is greater than:" is checked. To its right is a text input field containing the value "100.00".
 - Two radio buttons are present: "Spread evenly across packages" (which is selected) and "Assign all to single package".
- COD Options:**
 - Two radio buttons: "Divide COD amount across all packages." (unselected) and "Assign COD amount to single box" (selected).
 - A checkbox labeled "Add freight to COD Amount" is checked.

At the bottom of the window, there are two buttons: "Accept" and "Reset".

Check the “Assign declared value when shipped goods value is greater than” checkbox and enter a value if you wish to have a insured declare value passed to the carrier when the total value of items exceeds that value. Otherwise, a insured declared value is not sent to the carrier software.

COD options are used to determine if the COD value should be evenly divided between all boxes in a multi-box COD shipment, or only assigned to one package. If checked, the freight charge of the shipment can be added to the COD value.

6.5 Mail Options

The screenshot shows a software window titled "Source Ship Connect Configuration" with a close button in the top right corner. The window has a tabbed interface with the following tabs: "General Options", "Freight Options", "Order Options", "Special Services", "Mail Options" (which is the active tab), and "Custom Fields".

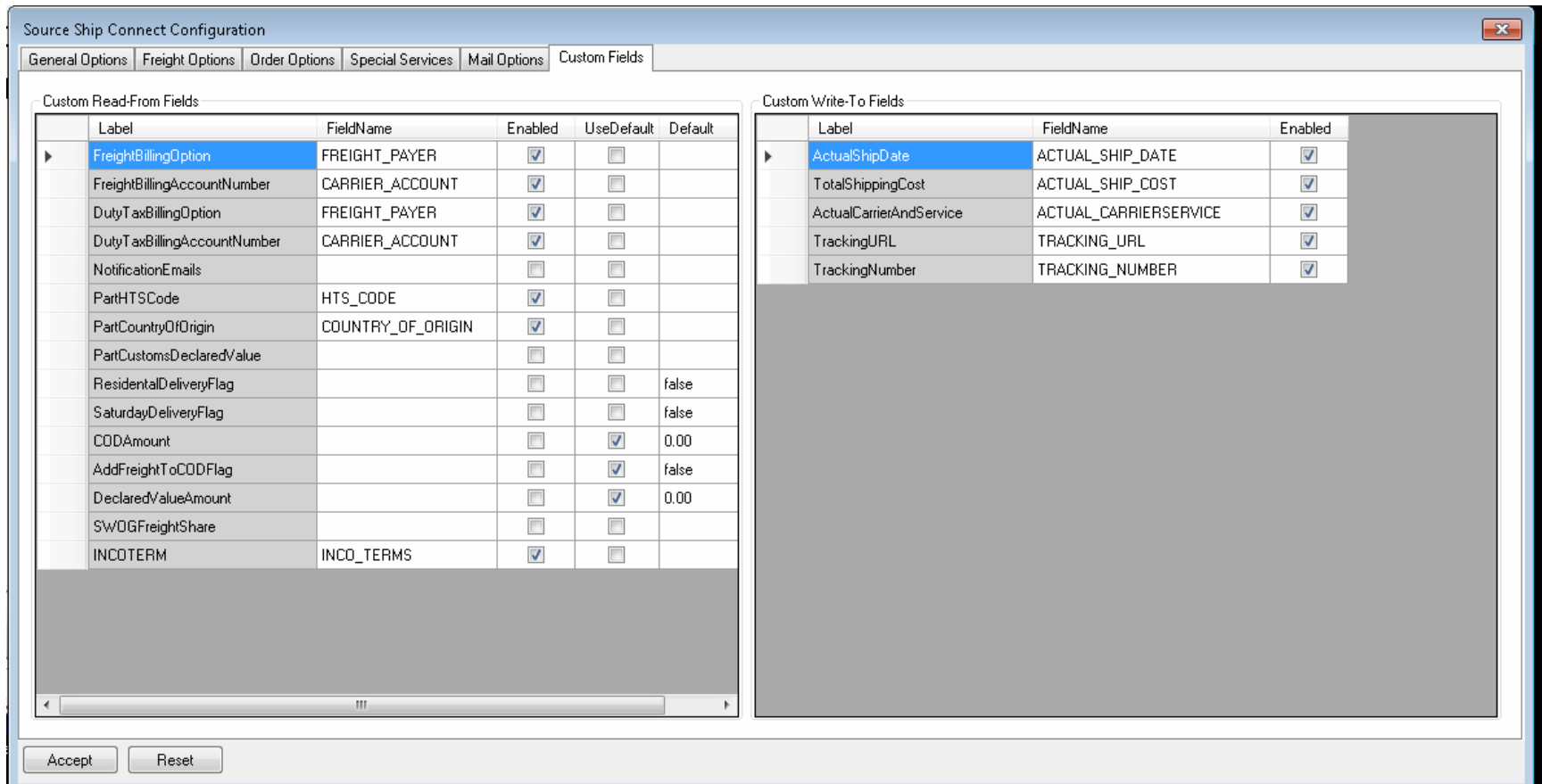
Inside the "Mail Options" tab, there is a checkbox labeled "Include Ship-From Email for notification" which is currently unchecked. Below this is a section titled "E-mail Message" containing a large, empty text area for entering a message. To the right of the text area is a "Notification Options" section with a list of checkboxes:

- Tendered (FedEx)
- Shipped
- Exception
- Delivered
- Estimated Delivery (FedEx)

Below the "E-mail Message" text area are two input fields: "UPS Bounceback Address:" and "UPS Company or Name:". At the bottom of the window are two buttons: "Accept" and "Reset".

Some carriers can send ship, delivery, etc., email notifications. There are no standard fields in Sage Intacct for notification emails, but if they are provided in a custom field then this screen can be used to configure email notifications.

6.6 Custom Fields



SourceShip Connect can be configured to handle custom fields, both when reading data from Sage Intacct, and when writing back ship results.

For example, if you have (or create) a custom field to hold a value to instruct who is paying for the freight costs of a shipment, then you can enter the field name in the “FreightBillingOption” field and check the “Enabled” check box. You configure this software on how to handle the values in that custom field as described in section 6.2.

If you do not want to configure a custom field but do wish to pass a default value to the carriers for one of the available fields, check the “Use Default” check box and enter the value in the Default column.