Fast Duplicates Check

User Guide

Fast Duplicates Check

Fast Duplicates Check is a SQL Server specific program that checks for duplicate Accounts Payable invoices in multiple Sage 300 company databases on the same database server.

Starting and Connecting to the Server

Fast Duplicates Check is launched from the Windows Start List or from a shortcut on the desktop – like other Windows programs.

When launched, Fast Duplicates Check displays a blank window and asks for a connection to a SQL Server instance.
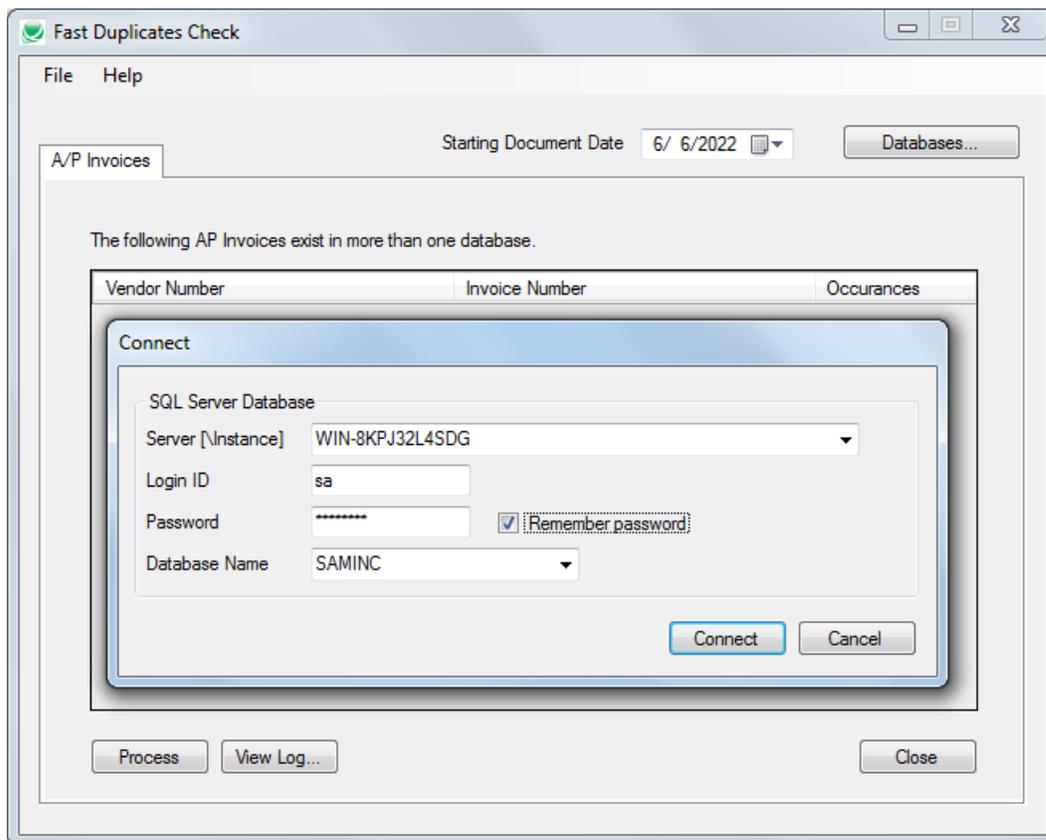
To start Fast Duplicates Check and log in:

1. Click the Start List entry or shortcut to start Fast Duplicates Check.

   If Fast Duplicates Check does not appear in the Windows Start List or you do not the shortcut on your Windows desktop, contact your supervisor or IT department.

2. Enter the SQL Server and Login information on the form that appears.

   If you have used Fast Duplicates Check before, the program will display the last server name as the default entry. If you connect to several servers, click the dropdown button beside the server name to view prior entries. The program remembers up to 10 server names.

   • Enter the name of the SQL Server that you are connecting to.
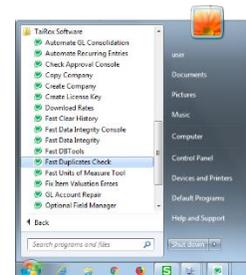
If the SQL server also has an instance name, you enter the name as "Server\Instance". (Instances are often used for running different versions of MS-SQL Server or for managing resources for different company departments.)

If you are running Fast Duplicates Check on the physical SQL Server, you can enter "Localhost" as the server name if there is no instance name.

- o   Use the Delete key to remove remembered servers from the list.

- Enter the SQL Server Login ID and password.

- o   Click the "Remember Password" checkbox to save the password for this login.
- o   To forget a password, uncheck the Remember Password checkbox and the log in.

- Select a database for the connection.

Once you log in, you can select all Sage 300 company databases that you want to check for duplicate invoices.

Scanning for Duplicate A/P Invoices

Once you log in to SQL Server, you can select all databases that you want to check for duplicate A/P invoices, and then start the database scan.

To check Sage 300 databases for duplicate A/P Invoices:

1. Select the company databases that you need to check.
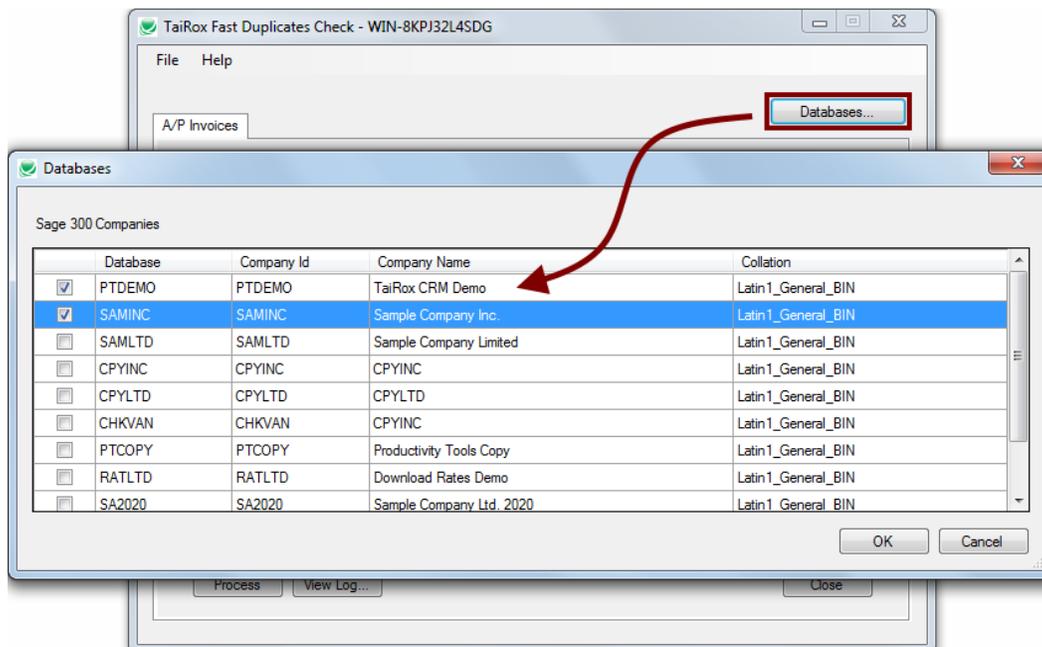
- The program will list all Sage 300 databases that you have permission to view.

- Click the OK button when you have selected all databases that you need to check.

> **SQL Database Collation:** The Sage 300 Companies list includes the collation for each database in the list.
>
> Note that you cannot select databases with different collations. The databases that you select for checking must all use the same collation.

2. Click the Process button to scan the selected databases for duplicate invoices.
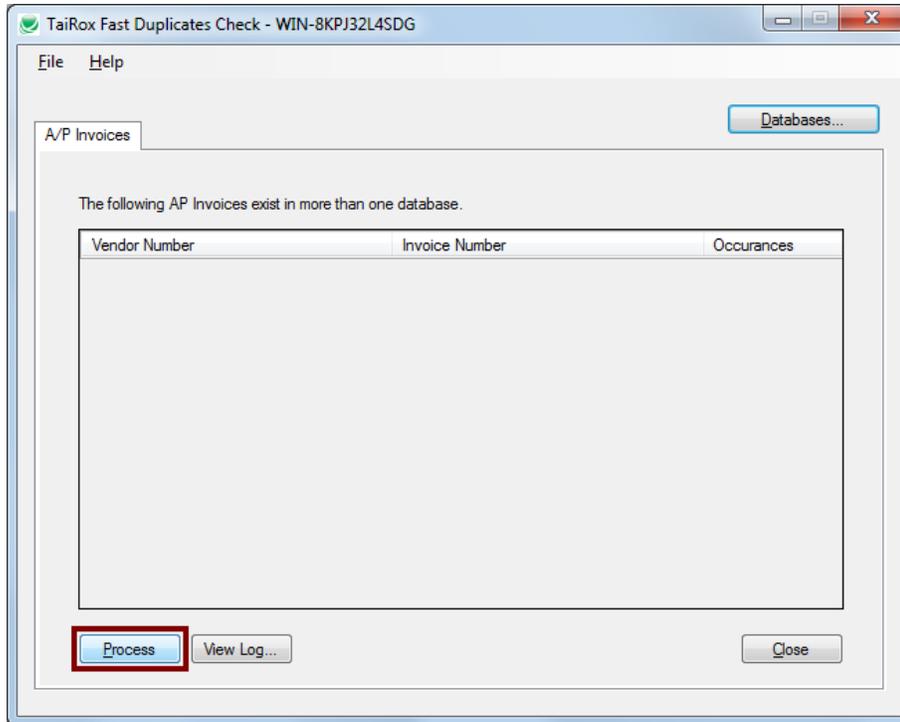
- The "Checking A/P Invoices" message will appear, and then the program will display a count of duplicate invoices, if any exist, and list the invoices along with the number of occurances of each duplicate.
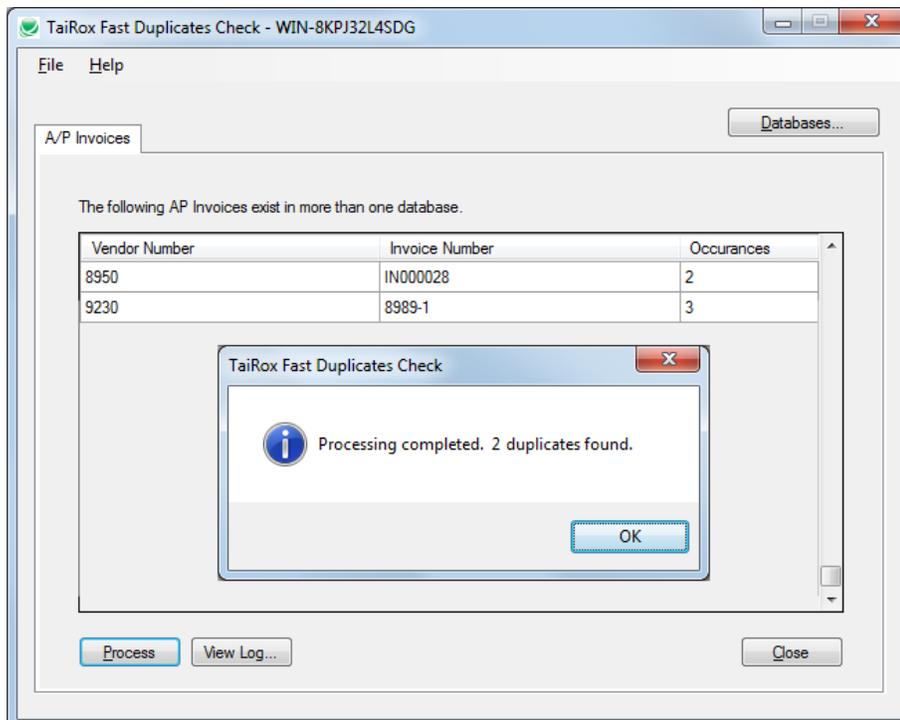
3. Click the Log button to see a list of invoices.
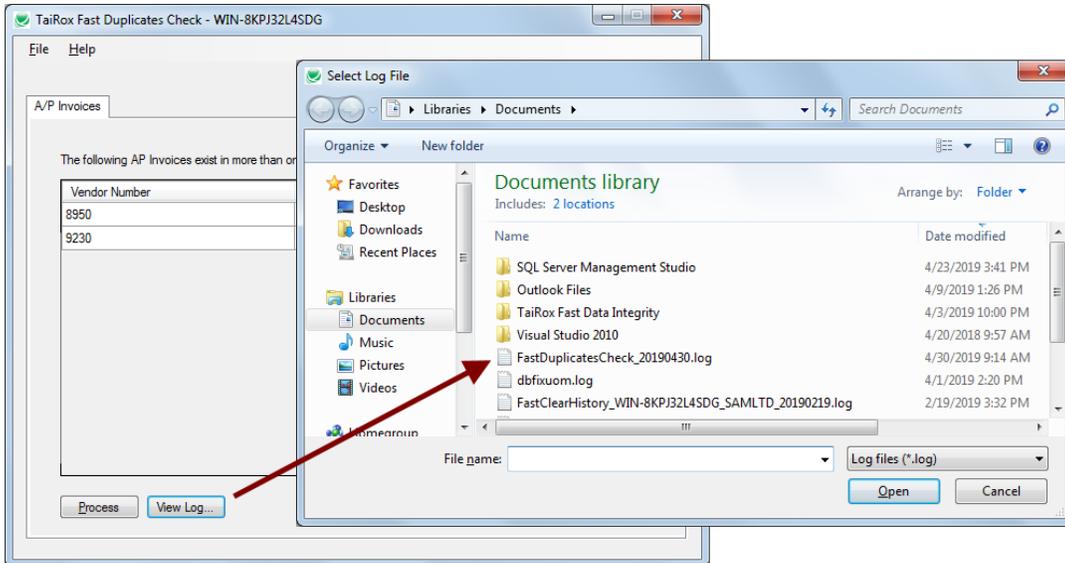
- The program will display the log file folder, where you can see the most recent log file.
- Double-click the log file to open it in Notepad.
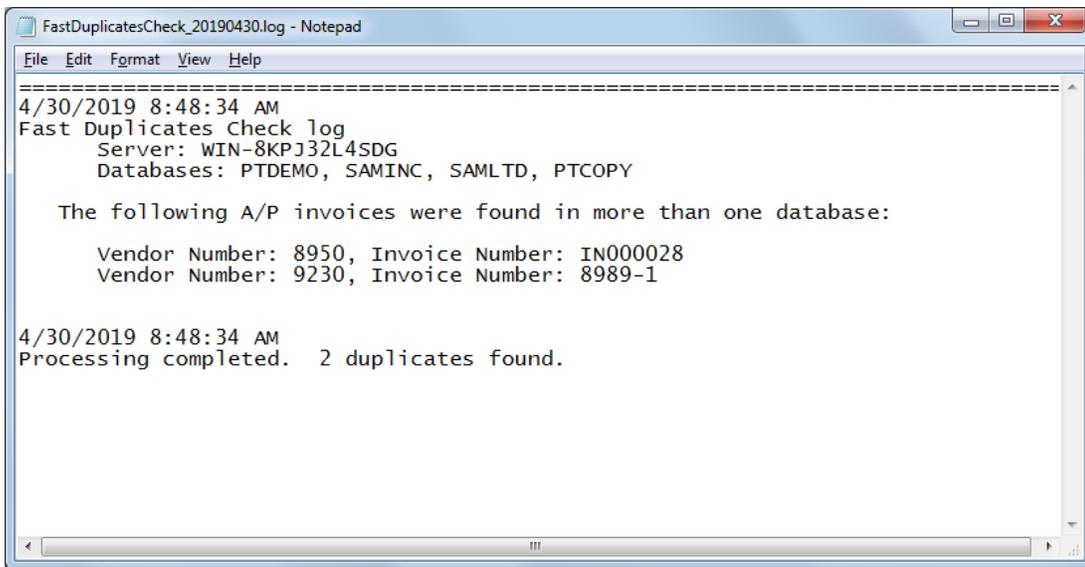
Setting the Log File Folder

To change the folder where the program creates log files:

1. Choose **File > Settings** from the Fast Duplicates Check window.
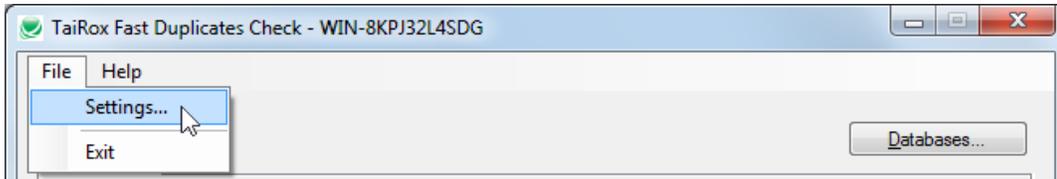
2. Choose the log file location on the form that appears.