

Kofax ReadSoft Invoices

Upgrade Guide

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Preface

This guide contains essential information and procedures that you need to successfully install ReadSoft Invoices.

This guide assumes that you have a thorough understanding of Windows standards, applications, and interfaces.

Related documentation

A full set of the documentation can be found online [here](https://docshield.kofax.com/Portal/Products/en_US/RSI/6.0.0-gv9m3oh6jr/RS_Invoices.htm): https://docshield.kofax.com/Portal/Products/en_US/RSI/6.0.0-gv9m3oh6jr/RS_Invoices.htm

In addition to this guide, the Kofax ReadSoft Invoices documentation set contains the following relevant documents:

System Configuration Guide

ReadSoft_Invoices_System_Configuration_Guide.pdf contains pertinent information about system configuration and requirements.

FLEXIm Installation Guide

ReadSoft_Invoices_FLEXIm_Installation_Guide.pdf contains pertinent information about requirements for and installing the FLEXIm license server.

ReadSoft Invoices on Microsoft SQL Installation Guide

ReadSoft_Invoices_SQL_Server_Installation_Guide.pdf contains pertinent information about installing Microsoft SQL server in connection with ReadSoft Invoices.

ReadSoft Invoices on Oracle Installation Guide

ReadSoft_Invoices_Oracle_Server_Installation_Guide.pdf contains pertinent information about installing Oracle server in connection with ReadSoft Invoices.

Offline documentation

If you require offline versions of the documentation, you can download them from the [Kofax Electronic Fulfillment \(KEF\) site](https://services.kofax.com/support/files/kef/Downloading%20Software%20from%20the%20Kofax%20Electronic%20Fulfillment.pdf): <https://services.kofax.com/support/files/kef/Downloading%20Software%20from%20the%20Kofax%20Electronic%20Fulfillment.pdf>.

Chapter 1

Introduction

ReadSoft advises customers against performing the upgrade to ReadSoft Invoices 6.0 themselves, due to significant changes in the database and initialization files. We recommend that upgrades be performed by knowledgeable ReadSoft personnel or certified ReadSoft partners. This document is written for these staff who perform the upgrades.

Here you can find information to help you prepare and complete an upgrade to ReadSoft Invoices 6.0. The key to a successful upgrade is planning. If you follow the recommendations below and allocate your time carefully, the upgrade should be smooth and problem-free.

Chapter 2

Requirements

System Requirements

Ensure that the customer's system meets the hardware and software requirements for ReadSoft Invoices 6.0. These are listed in the *ReadSoft Invoices System Configuration Guide*.

You cannot use an existing Oracle database that was *originally created* in INVOICES 5-4 or earlier. If you are upgrading an Oracle database, any master data (that is, supplier and buyer information in the `zrs_supplier` and `zrs_buyer` tables) must be removed before you start the upgrade, or you will not be able to upgrade the database in the process. Master data can then be reinstalled after the upgrade has been completed.

Upgrading from INVOICES 5-3 or earlier is not supported.

Prerequisite knowledge

It is assumed that you have extensive knowledge of installing and configuring an ReadSoft Invoices system. You should also have knowledge of:

- What's new in ReadSoft Invoices 6.0.0.
- INI file settings (`Eilocal.ini`, `Eiglobal.ini`, and all `Eiglobalextra.ini` files)
- FLEX/m configuration and troubleshooting
- Advanced use of database administration
- General troubleshooting

Chapter 3

Upgrade summary

The ReadSoft Invoices upgrade procedure is divided into five parts. Each one has its own chapter in this guide:

- [Administrative tasks](#)
- [Pre-upgrade tasks](#)
- [General recommendations when upgrading to ReadSoft Invoices 6.0.0](#)
- [Upgrading ReadSoft Invoices](#)
- [Post-upgrade tasks](#)

Important All of the above tasks are necessary and form the entire upgrade procedure. Do not jump to *Upgrading ReadSoft Invoices* without having first read and understood the instructions in the other parts.

Chapter 4

Administrative tasks

Obtain installation package

Make sure you have installation packages for both the new version and for the currently installed version, in case something goes wrong, and you need to roll back the installation.

Ensure that in-house expertise is available

In-house expertise or assistance from the customer is often needed during the upgrade process, for example, to get administration rights on computers and other systems, to configure anti-virus software, to get physical access to server rooms, etc.

Discuss features, benefits, and risks with the customer

ReadSoft Invoices 6.0.0 is a Unicode application. This means that you can use the same database to process multilingual documents (invoices in different languages), even if they use different code pages.

The main initialization files (INI files) that are installed with ReadSoft Invoices are in Unicode format instead of ANSI. Plugins used with ReadSoft Invoices 6.0.0 must take this into account if they read those INI files. If ReadSoft Invoices finds an INI file in ANSI format, it converts the INI files to Unicode.

Other changes:

- The OmniPage OCR engine from Nuance will be deprecated. Within three years, customers that use OmniPage will have to shift to the ABBYY OCR engine, which has been supplied together with ReadSoft Invoices since version 5.8. To make it a smooth transition and to give the customers a fair chance to adapt, the first step is to change the hard coded default setting from OmniPage to ABBYY. Today, three settings are available in ReadSoft Invoices (Default, OmniPage & ABBYY). The standard setting is default, which means that OmniPage is used. All customers that install or upgrade to ReadSoft Invoices 6.0 will still have default as a setting (if this was used prior to installation), but will get ABBYY instead of OmniPage as the default engine. However, it will still be possible to change the setting to OmniPage on the profile level or using the INI-file.
- The ability to use OmniPage will be disabled in an upcoming minor release, and the OmniPage OCR engine will no longer be a part of the product.
- ReadSoft Invoices 6.0.0 can run on Windows 7 Professional, Windows 8, Windows 10, Windows Server 2008/R2, Windows Server 2012/R2, Windows Server 2014, and Windows Server 2016.

- If you are upgrading from a version prior to INVOICES 5-6, inactive amount fields, which were previously transferred with the value 0.00, now contain a null value like other kinds of inactive fields, such as text fields. Field definitions and field profiles can be set to *Inactive* in numerous dialogs.
- The ReadSoft Invoices installation program no longer includes scanner drivers or ASPI. Use the drivers supplied with your scanner, and obtain updates from the manufacturer's website.

No longer supported in ReadSoft Invoices 6.0.0:

- ReadSoft EMAIL - use ReadSoft Collector instead.
- Oracle 9i - if you use an Oracle database, use 32-bit versions of 10g, 11g, or 12c
- Microsoft SQL Server 2005 - if you use an SQ Server database, use version 2008 or later
- XML Input, and INVOICES 5-5 feature that enables interpretation of XML invoices in various formats - that functionality has been replaced by new intelligent XML functionality in connection with ReadSoft Collector 6.4.

(Please see the ReadSoft Invoices 6.0 readme for a full list of changes and new features.)

Make sure the customer understands the benefits of these features and how it will change their current processes. Make sure the customer also understands the risks and comes up with a plan to deal with them, if they occur.

Chapter 5

Pre-upgrade tasks

Reduce the amount of data in the database

The upgrade can take a lot of time if the database is large. You can reduce the size of the database and therefore speed up the upgrade by running a maintenance plan to remove old and/or unused invoice definitions, suppliers, statistics, and temporary data. The maintenance plan can also be used to clean up and improve the integrity of the database.

Transfer all invoices out of the system

All invoices must be processed before upgrading to ReadSoft Invoices 6.0.0. Invoice profiles cannot be upgraded if there are invoices in the system that are associated with them.

Export ReadSoft Invoices data

The section applies only if you have an existing Oracle database that was originally created in INVOICES 5-4 or earlier. Read this section carefully in that case.

An existing Oracle database that was *originally created* in INVOICES 5-4 or earlier (even if it was upgraded to 5-5) will not work with ReadSoft Invoices 5.8 SP2 or later, and you cannot upgrade it using the ReadSoft Invoices 6.0 database upgrade program. Instead, you must:

1. Back up the database.
2. Run a rigorous maintenance plan that crears out as many invoice definitions as can reasonably be deleted. Get rid of the oldest definitions and those that have performance problems. Be sure that unused learning invoices are also deleted.
3. Export all data and objects from the database.

Note Invoice profiles may need to be exported one at a time. Those with many invoice definitions (for example more than 1000) require extreme amounts of RAM memory during export and result in large files. An invoice profile that has 2000 invoice definitions can be about 1 GB in size. If desired, contact Kofax Support for assistance.

4. After creating a new ReadSoft Invoices 6.0.0 database, import the data exported in the previous step. See [Create a new database and import data](#).

Web dashboard to monitor services

Note that if you intend to use ReadSoft Invoices 6.0.0's web dashboard to monitor services, IIS needs to be installed before installing the new ReadSoft Invoices version.

If you do not know when the database was created

If you are unsure of which ReadSoft Invoices version the existing database was originally created for, you can try using one of the following scripts to check. If you get a result row when executing the query, it means the database was originally created in 5-4 or earlier, and you must create a new database for 6.0.

For SQL

```
SELECT OBJECT_NAME(c.OBJECT_ID) TableName, c.name ColumnName
FROM sys.columns AS c
JOIN sys.types AS t ON c.user_type_id=t.user_type_id
WHERE t.name = 'varchar'
and OBJECT_NAME(c.OBJECT_ID) = 'jobdefinitions'
and c.name='name'
ORDER BY c.OBJECT_ID;
```

For Oracle

```
SELECT 1
FROM ALL_TAB_COLUMNS
WHERE TABLE_NAME='JOBDEFINITIONS'
and COLUMN_NAME='NAME'
and DATA_TYPE='VARCHAR'
```

Back up the system

Before you start to upgrade ReadSoft Invoices, back up all necessary data such as the database, invoice images and INI files.

It is important that the old versions of the `Eiglobal.ini` and `Eilocal.ini` are not used by ReadSoft Invoices 5.8 SP2 or later. If they are, the new settings are not added and the software may not work correctly or may even crash.

Make sure you save all of the old INI files with new names. After ReadSoft Invoices 6.0.0 is installed, you can copy any customized settings from your old INI files to the ones for 6.0. The same goes for all `Eiglobalextra.ini` files.

Chapter 6

General recommendations when upgrading to ReadSoft Invoices 6.0.0

The following best-practice recommendations are provided to help you take full advantage of the improvements built into ReadSoft Invoices 6.0.0:

- The installation program was changed in ReadSoft Invoices 5.8 SP2. See the installation guide for information on how to install the program using command-line parameters.
- If you are upgrading from a version older than ReadSoft Invoices 5.8, it is recommended that you start with new definitions. It is not required, but if done, significant increases in auto completion can be expected (as seen at a pilot customer), even though the results will differ depending on the complexity of the invoices processed.
- To get the most out of the new line-item functionality, all definitions connected to invoices, on which line items are processed, should be removed.
- If the InvoiceRules, ScanInfo, or RemoteScan plugins were used in the previous installation, they need to be uninstalled using the Windows **Programs and Features** utility in the Control Panel before ReadSoft Invoices 6.0.0 is installed. Note that the XML configuration files for these plugins are still the same and no additional licensing is required now that they are included in the ReadSoft Invoices 6.0.0 installation.
- Starting with INVOICES 5-8 SP2, `Interop.EHICOM.dll` was upgraded to .NET 4.0 meaning that plugins used with earlier ReadSoft Invoices versions may need to be recompiled in order to work properly with ReadSoft Invoices 6.0.0 . However, plugins from versions prior to INVOICES 5-8 SP2 can still be run by replacing the file in the installation with the one from the older version.

Multiple services

The use of multiple instances of Interpret and Transfer as services has been improved significantly. The following recommendations apply:

- Services are set up quite differently in ReadSoft Invoices 6.0.0 compared to previous versions, but to be able to plan for services in the new version, it can be advantageous to know how they were set up in the old one. This can be done in one of two ways:
 - Before uninstalling the old ReadSoft Invoices version, click Administration > Services in the Manager module and take a screen shot of the Services dialog.
 - After installing ReadSoft Invoices 6.0.0, print the `dbo.servicejobs` table from the database.
- If you want to use the web dashboard to monitor services, IIS should be installed before installing ReadSoft Invoices.
- The use of multiple services can currently only be configured on a single server.
- The `EnableCrashReport` flag in the `[Options]` section of `Eiglobal.ini` must be set to 0.

- For services to run, the following sections must be found in `Eilocal.ini`
 - `[ServiceInterpret]`
 - `[ServiceTransfer]`
 - `[INVOICEServices]`

Consequently, if an old `Eilocal.ini` file is used from a previous installation, these sections must be added or updated. See following corresponding sections for more information.

Eilocal.ini settings

The following settings are either new or must be updated for ReadSoft Invoices 6.0.0. See `INVOICES-INI-File-Help.chm` for more information.

[ServiceInterpret] settings

- `MaxMemoryUsage=1500`
- `RestartOnCrash=1`
- `NumberOfInstances=10`
- `Eventlogginglevel=0; 0=Error, 1=Warning, 2=Information`

[ServiceTransfer] settings

- `MaxMemoryUsage=1500`
- `RestartOnCrash=1`
- `Eventlogginglevel=0; 0=Error, 1=Warning, 2=Information`

[INVOICEServices] settings

- `TimeIntervalBetweenInstances=50`
- `AdvancedJobConditions=0`
- `Eventlogginglevel=0; 0=Error, 1=Warning, 2=Information`

[ErrorLogEnabledForLogin] setting

- `LogEnabled`

[Verify] setting

- `OCROnRotate` (from `INVOICES 5.8 SP1 Patch 10`)

Eiglobal.ini settings

The following settings are either new or must be updated for ReadSoft Invoices 6.0.0. See `INVOICES-INI-File-Help.chm` for more information.

[Database] setting

- EncryptUsingSSL

[Options] settings

- PDFOutputType (from INVOICES 5-8 SP2)
- PDFTextInput
- ShowFullPathInInvoices

[Interpret] settings

- LearningOverridesValidation (from INVOICES 5.8 SP1 Patch 12)
- SupplierBankAllowAccountNumberAsIBANIf Missing

[SupplierIdentification] setting

- RequiredCharactersForNameMatchXML

Chapter 7

Upgrading ReadSoft Invoices

Before installing ReadSoft Invoices 6.0.0 and performing the actual upgrade, you *must* complete the [Pre-upgrade tasks](#) described in the previous chapter:

Note You cannot run older versions in parallel with INVOICES 5-8 SP2 or later, and you cannot install INVOICES 5-8 SP2 or later "on top of" an older version.

Upgrade options

There are three ways to upgrade ReadSoft Invoices. The first option is to simply upgrade the production system. The other options involve testing the upgrade first and simulating production to detect potential problems.

- Upgrade the production system directly.
Uninstall the current production version of ReadSoft Invoices and install ReadSoft Invoices 6.0.0.
- Upgrade a copy of the database.
Create a copy/export the production database, install ReadSoft Invoices 6.0.0 on a test machine, and then upgrade the copied database. The upgraded database can then be used by ReadSoft Invoices 6.0.0 installed on the production machine(s).
- Upgrade ReadSoft Invoices on a test machine.
Generate a backup of the production system and mirror this installation in a local test environment. Install ReadSoft Invoices 6.0.0 and upgrade the database. Either copy the test installation back to the production machine(s) or install ReadSoft Invoices 6.0.0 on the production machine(s), having noted the results of the test upgrade.

To minimize interruptions and unexpected problems, you may want to perform a test upgrade. This is not necessary if the customer has good system backups in place and they are prepared to be out of production for a few days (in cases where problems do arise). Although upgrades do not normally take so long, if problems do occur, the installation may have to be rolled back to the previous version of ReadSoft Invoices.

Important If any invoices remain in the production system during the upgrade, make sure the invoice images are accessible from the Manager module on the test system. If they are not, you *must* process the invoices out of the system before upgrading the test system.

The upgrade procedure

1. Backup the database.

2. Ensure you have system administrator rights on the computer and database role membership "db_owner".
3. Uninstall the current version of ReadSoft Invoices. You cannot run older versions in parallel with ReadSoft Invoices 6.0.0, and you cannot install ReadSoft Invoices 6.0.0 "on top of" an older version.
4. Install ReadSoft Invoices 6.0.0 on one workstation. Select **Custom** installation to specify a central location for items that are shared by all workstations.

Important When upgrading from a version prior to INVOICES 5.8 SP2, note that the `Eiglobal.ini` has a new location. It is now found in `C:\Users\Public\READSOFT\INVOICES\Globalpath`.

5. Merge old and new versions of `Eiglobal.ini` and `Eilocal.ini`. In other words, copy the customized settings from the old versions of these two files to the new versions installed by ReadSoft Invoices 6.0.0.

Important When upgrading from a version prior to INVOICES 5.8 SP2, note the new location of `Eiglobal.ini` mentioned in the note in step 4. Note that a few of the Classname settings in `Eilocal.ini` have also been changed in INVOICES 5.8 SP2 and later. Be very careful when replacing setting in `Eilocal.ini`, so that you do not paste old versions of those settings into the new file.

Reuse the resulting INI files in subsequent installations.

6. Start the Manager module. The **Database upgrade** dialog is displayed.

Important It is essential that you back up the database before upgrading.

Note If you have problems upgrading the database, it may be because the database user that ReadSoft Invoices uses does not have sufficient privileges to drop the stored procedures. Ensure you have database role membership "db_owner".

7. Start the database upgrade process. (For more information, see the next section.)
8. Upgrade ReadSoft Invoices on the rest of the computers, if any.
You can do this while waiting for the database to be upgraded. However, do not start any of the modules until the database upgrade is complete.
9. Test the system functionality and performance.

What happens when you upgrade the database

The time it takes to upgrade the database can vary greatly. It can take a few minutes, or even several hours, depending on the size of your database.

The size of the database and the number of objects being upgraded are key factors in determining how long it will take to upgrade the ReadSoft Invoices database. Usually an upgrade consists of updating the database tables and database objects, such as invoice definitions. Each object's integrity is analyzed and repaired, if necessary, during the upgrade process. Therefore, the more objects you have in your database, the longer the upgrade can take. As a general rule, invoice definitions are upgraded at a rate of 1,000 per hour.

Upgrading the database consists of the following stages:

Updating database tables	Database tables are updated to increase performance. Which tables are updated varies depending on which version you are upgrading from.
Updating database objects	Database objects are updated. Which objects are updated varies depending on which version you are upgrading from.
Updating invoice definitions	Each invoice definition is updated. This may take some time if there are many invoice definitions.
Analyzing the database	The integrity of all objects in the database is checked. This includes any invoices, invoice definitions, invoice profiles, etc. If an object has an error that cannot be fixed, the object is automatically deleted from the database. Therefore, it is essential that you back up the database before upgrading.

Additional maintenance operations not listed here may also be performed during the upgrade procedure.

When the database upgrade is complete, you can click **View log file** to view the results.

Chapter 8

Post-upgrade tasks

Create a new database and import data

Refer to "Export ReadSoft Invoices data". If the previous database was an SQL Server database that was *originally created* in INVOICES 5-4 or earlier, you must do the following:

1. Create a new ReadSoft Invoices 6.0.0 database.

To install the appropriate database configuration tool, navigate to the location where the ReadSoft Invoices 6.0.0 installation package was downloaded and double-click the file, `INVOICES_ORACLE_DB_Config.msi` in the folder `\Installation\database setup \Oracle` for an Oracle database or the file, `INVOICES_MSSQL_DB_Config.msi` in the folder `\Installation\database setup\MSSQLServer` for an SQ database

2. Import the data that you exported from the previous version of ReadSoft Invoices. (Use **Administration > Import**. See ReadSoft Invoices help if you need further details.)
3. Import master data, if you use it. (Use a maintenance plan. See ReadSoft Invoices help if you need further details.)

Upgrade invoice profiles

When you upgrade to ReadSoft Invoices 6.0.0, you get new and improved versions of the country profiles (stored in `Eiglobalextra.ini` files). Upgrading the existing invoice profiles to the latest version is therefore *highly recommended*. The reasons:

- Field types were changed in INVOICES 5-5. When you upgrade an invoice profile from a version prior to this, its field profiles are updated to the new field types. This enables the latest business logic, making the system more efficient.
- You cannot edit field profiles that are based on old field types (versions prior to INVOICES 5-5). If you want to be able to edit these fields in ReadSoft Invoices 6.0.0, you must upgrade the invoice profiles

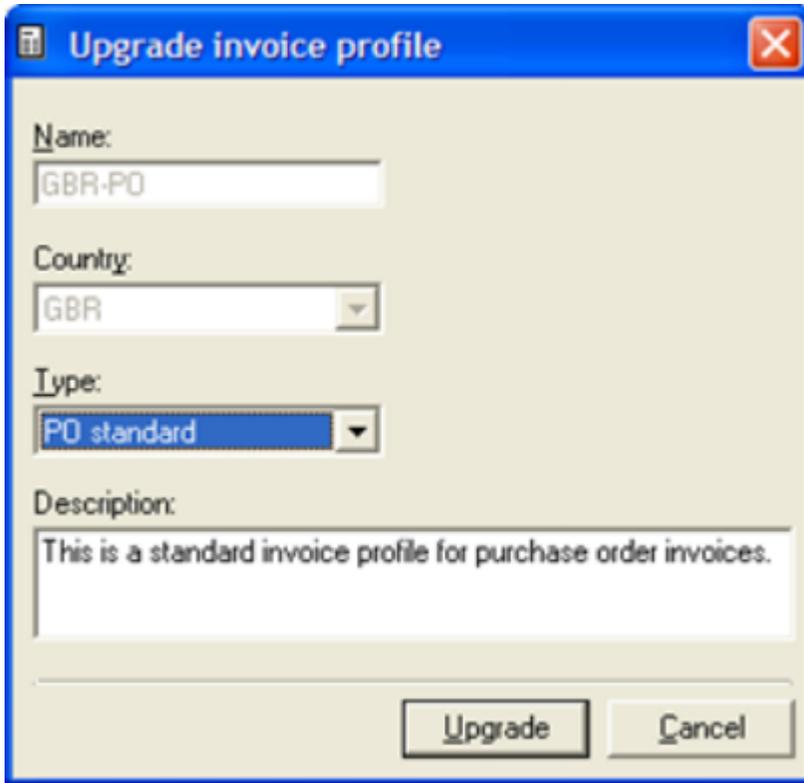
Important Upgrading your invoice profiles means new versions of `Eiglobalextra.ini` are used (one for each country profile that you are using). If you previously edited this file, you must manually copy your changes to the new version.

To upgrade an invoice profile

You must be using Manager, and the invoice profile must be *inactive*.

1. Right-click an open and inactive invoice profile and select **Upgrade**.

2. The **Upgrade invoice profile** dialog is displayed. Adjust the **Type** and **Description** (if necessary), and click **Upgrade**.

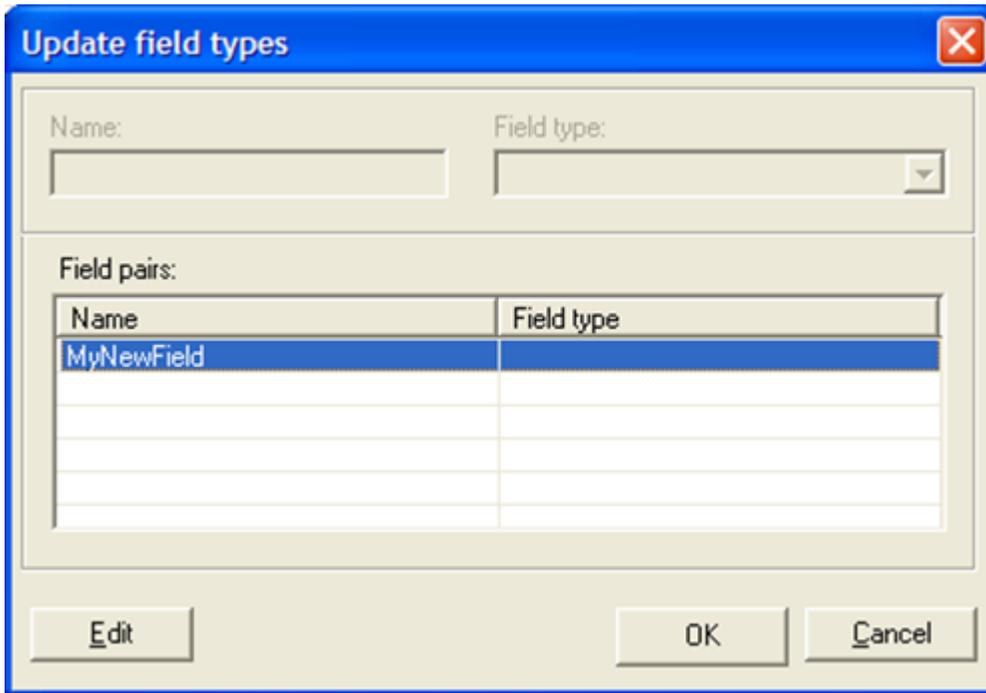


The screenshot shows a dialog box titled "Upgrade invoice profile". It has a blue title bar with a close button (X) in the top right corner. The dialog contains the following fields:

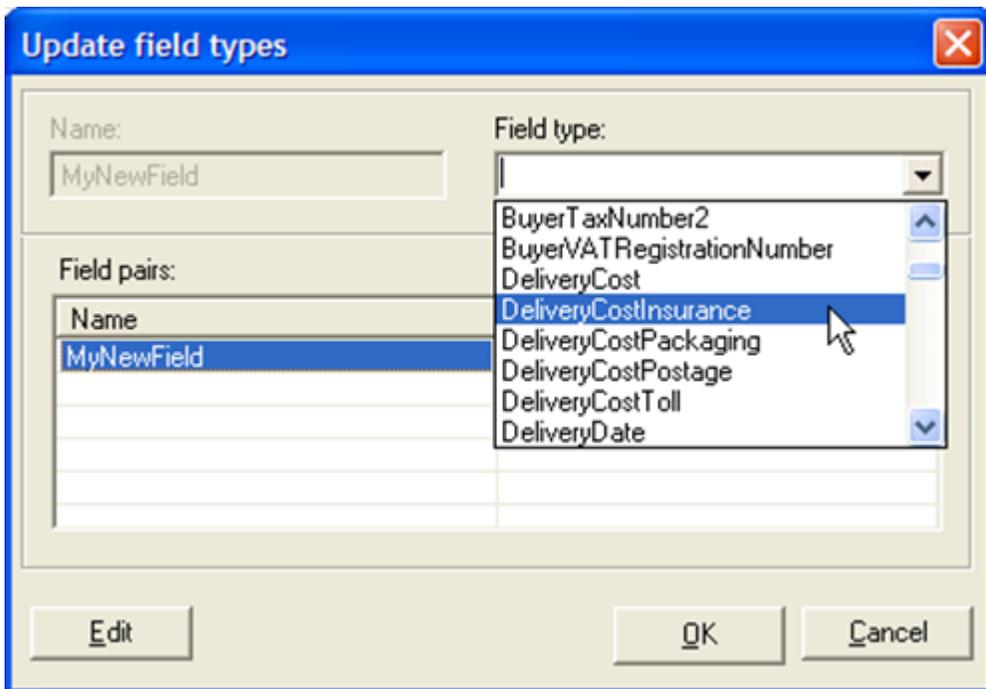
- Name:** A text box containing "GBR-PO".
- Country:** A dropdown menu with "GBR" selected.
- Type:** A dropdown menu with "PO standard" selected.
- Description:** A text box containing "This is a standard invoice profile for purchase order invoices."

At the bottom of the dialog, there are two buttons: "Upgrade" and "Cancel".

3. If the current invoice profile contains fields that are either assigned to non-standard field types or are not assigned to any field type at all, the **Update field types** dialog is displayed.

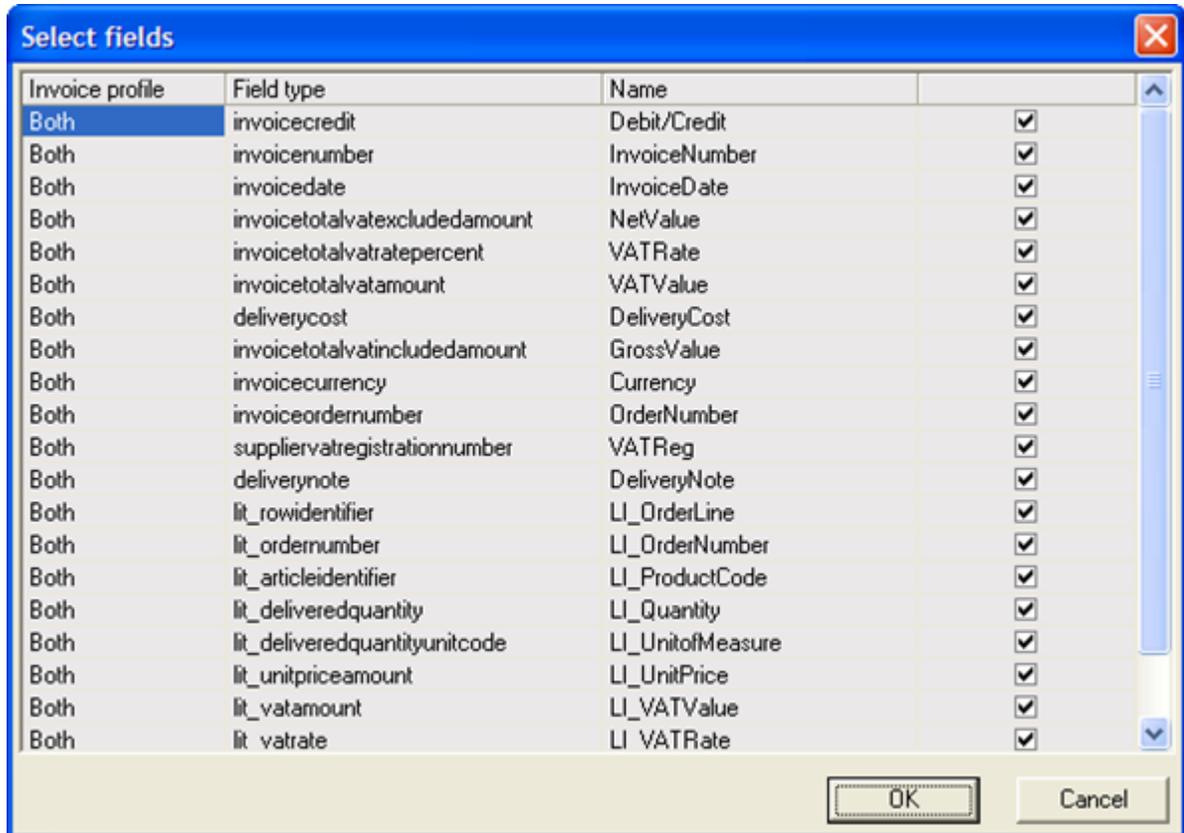


Use this dialog to match the old fields with the new field types. To do so, select a field in the **Field pairs** list and click **Edit**. Then select a corresponding field type from the **Field type** box.



Click **OK** when finished.

- When the **Select fields** dialog is displayed, use it to determine which field profiles you want to include in the upgrade:



- Click **OK** to complete the upgrade.

Upgrade job descriptions

If your previous ReadSoft Invoices solution received data from Transfer in ANSI format, you must adjust the Code page setting in the Transfer job description in ReadSoft Invoices 6.0.0.

- Open the Transfer job description.
- In the navigation pane, select **Transfer > Output format**.
- Specify the code page that matches the invoice profile (the data to be transferred). For example, the 1252 (Latin 1) code page includes English, French, German, and several other Western European language character sets.

Optimize the ReadSoft Invoices system

After a ReadSoft Invoices system is in use for a while, customers typically have lots of comments and suggestions on how to improve it. Many of these suggestions can be easily implemented by adjusting the

configuration slightly. Therefore, many customers appreciate an offer of general system analysis to tune their system. Doing this at the same time as the upgrade may increase customer satisfaction with and approval of the new version, and it can compensate for any minor disturbances in production that may occur during the upgrade.

Batching in connection with ReadSoft Collector

To be able to use batching in ReadSoft Invoices 6.0.0 in connection with ReadSoft Collector, COLLECTOR 6.4 HF23 or later must be installed.