U Wellspring

Tech Notes

E-mailing Direct Deposit Statements from Sage 300 Construction and Trade Specialty fka Sage Timberline Office

19 April 2012

There are two ways to send direct deposit statements to employees from Sage 300 Construction and Trade Specialty (fka Sage Timberline Office) using PrintBoss.

- 1. Add the e-mail address to the Address field in Timberline
- 2. Use the PrintBoss Payee List

Add the e-mail address to the Address field in Timberline

One way to e-mail direct deposit statements to employees from Sage 300 Timberline Construction is to place the employee's e-mail address in the second line of the Address on the Employee Setup screen.

🕮 Employee Se	tup					
Employee 121	Nar	ne 미	on: Barry W	-		0
General Entry Info Misc Info Yearly Totals Quarterly Totals Monthly Totals Custom Fields						
Title	Mr.			🔽 Se	rvice Management Emp	ployee Pays
Occupation					Gender	Deducts
Country	US			•	 Male Female 	Eringes
Address	ss 4550 NE 45th Ave					Taxes
51 M 1815	BOlson@aol.com				State	
City St ZIP		OR	97220	Skill	Level Journeyman	•
Foreign St/Postal						
Teleshous	(503)294-6213			Birt	h date 6-25-1967	
Soc sec number	(003)234-6213			Ethnic	group Caucasian	
Pay group	FIELD			E d'il no	group [Coucosidin	
-	STATE DASKING ALLINGS					not a successive di successive d
Close List Conditions Previous Next Attachments Delete Prefile Help						

The following script must then be added to the RunTime section of the PrintBoss payroll form:

#Assign 'EmailTo', ÷{PayeeAds2}+

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Also, the script for {PayeeAds2} in the Footer section of the PrintBoss payroll form must be changed to the following:

Payee Name and Address
#Text 1.0, 9.6, 'Arial/11', ÷{DocRecip}÷
#Text {LastLineX}, {LastLineY+.16}, 'Arial/11', ÷{PayeeAds1}÷
#[!Inu, @, {PayeeAds2}]Text {LastLineX}, {LastLineY+.16}, 'Arial/11',
÷{PayeeAds2}÷
#Text {LastLineX}, {LastLineY+.16}, 'Arial/11', ÷{PayeeAds3}÷
#Text {LastLineX}, {LastLineY+.16}, 'Arial/11', ÷{PayeeAds4}÷

One consequence of placing an e-mail address in the Sage 300 Employee Setup Address is that when printing other items, such as labels, using the information on the Employee Setup Address, the employee e-mail address will also print. If this could be an issue consider using the PrintBoss Payee List instead.

PrintBoss Payee List

Another way to process e-mailing payroll direct deposit statements to employees is by using the PrintBoss Payee List. The PrintBoss Payee List is comprised of the employee's name (Payee), and optional identifier for duplicate names (Payee ID) and the employee's e-mail address (Payee Email Address). This list is used during the processing of the payroll statements to match the Employee with the correct e-mail address.

Please see the following documents for instructions on how to create a PrintBoss Payee List and process the file:

E-mail EFT Statements with Sage 300 (Timberline)