



## Tech Notes

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

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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.

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

```
#Assign 'EmailTo', ÷{PayeeAds2}÷
```

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)