United Wellspring

Training Note

E-mail EFT Statements with Sage 300 Construction &

Trade Specialty fka Sage Timberline

5 September 2013

The Payee List function in PrintBoss can be used to generate e-mail copies of direct deposit or EFT statements.

The Payee List can be especially useful for Sage 300 Construction & Trade Specialty statements as the software does not print a payee or vendor e-mail address on the statements.

The general steps required to setup e-mailing direct deposit or EFT statements with Sage 300 are as follows:

- 1. Create a PrintBoss Payee List. There are two methods for creating the Payee List. The payee names and e-mail addresses can be imported from a .csv file or the data can be entered manually in the Payee List table.
- 2. Edit the PrintBoss form to add scripts to the RunTime and Footer Objects tabs, and to also capture and assign the necessary processing variables.
- 3. Enable the PrintBoss E-mail function. Please refer to the companion PrintBoss Training Note: E-mail Settings (Document Number Q1034) for detailed instruction on how to enable the PrintBoss E-mail function.

CREATING A PAYEE LIST

The PrintBoss Payee List is a compilation of the payee data used by PrintBoss to e-mail direct deposit or EFT statements.

PAYEE – The name or identifier of the payee as it has been entered in Sage 300. PrintBoss uses this field to match the payee name on the check. It is an alphanumeric field.

PAYEE ID – An optional field used to identify the correct payee if there are two or more identical names.

PAYEE E-MAIL ADDRESS – The E-mail address for the payee.

There are two methods for creating the Payee List. The payee names and E-mail addresses can be imported from a .csv file or the data can be entered directly in the Payee List table.

Entering Payee data manually

- 1. Open the PrintBoss Master Application.
- 2. Click on the *Edit* menu and choose *Payee Lists*.
- 3. Click *Create* to start a new Payee List.

- a. Enter a *File Name* for the list. There are no requirements for the File Name.
- b. Click OK to create the list entry.
- 4. Select the list you created and click the *Editor* button. The *Payee List Browse* window opens.
- 5. Entries can be made one at a time in the list by clicking on the + sign.
- 6. Enter the Payee name as it appears in Sage 300 Construction. Enter the Payee Email Address. Change the Payment Type from the default to PS16 using the drop-down arrow.

Active	Payment Type:	N/A 💌
Payee (in accounting system)		N/A
		ACH PS16
Payee ID (in accounting system)		
ayee Email Address		

7. Click *OK* to save the record.

Create a Payee List by importing a .CSV File

The latest versions of PrintBoss include a sample Payee List in a .csv format. The file, SamplePayeeList.csv, is located in the Payee Lists folder in the PrintBoss folder. The sample can be used as a guide for creating a Payee List to import into PrintBoss.

Older versions of PrintBoss may not have the sample. If the sample is not available, it can easily be created. To create a PrintBoss Payee List, a template is exported from PrintBoss, edited and then imported back into PrintBoss. These are the steps to follow:

- 1. Open the PrintBoss Master Application.
- 2. Click on the *Edit* menu and choose *Payee Lists*.
- 3. Click Create to start a new Payee List.
 - a. Enter a *File Name* for the list. There are no requirements for the File Name.
 - b. Click *OK* to create the list entry.
- 4. Select the list you created and click the *Editor* button. The *Payee List Browse* window opens. Change the Payment Type from the default to PS16 using the drop-down arrow as shown below.

Z Active	Payment Type:	N/A 💌
ayee (in accounting system)		N/A
1		ACH PS16
ayee ID (in accounting system)		And the second s
 Payee Email Address		
aj ce znan koorees		

The next steps cover exporting a template to a .csv file and importing back into the Payee List when completed____

5. RIGHT-click on the gears in the top left corner of the Payee List Browse grid and choose *Export*. PrintBoss will open a status window:

Payee List Browse	_ O X
I4 44 4 b b b = 4 / ^{0/0}	Order Select: Natural
Export Confirm	PAYEEID
Export Record 0 Payee=	E
< III	

- 6. Click Yes.
- 7. Enter a name and location to save this file. PrintBoss will save it as a Comma Delimited (*.csv) file.
- 8. Navigate to the save location and open the *.csv file.
- 9. Enter values in the following fields:
 - a. PAYEE Enter the payee name as it appears in QuickBooks. PrintBoss uses this field to match the payee name on the check.
 - b. PAYEE ID Enter an ID for this payee if there are two or more identical names. This field is optional.
 - c. ACTIVE N denotes an inactive record. Enter Y to activate this record.
 - d. E-MAIL Enter a Payee E-mail Address for this payee.
- 10. Save changes to this file and click Yes to keep the features.
- 11. Return to PrintBoss, click on the *Edit* menu, and select *Payee Lists*.
- 12. Select the appropriate Payee List and click *Editor*.

- 13. LEFT-click on the gears in the top left corner of the Payee List Browse grid and select *Import*.
- 14. Select the appropriate .csv file and click *Open*. The list will populate with the .csv entries.
- 15. Select a record and click the arrowhead by to open and edit the selected Payee file.
- 16. Click the *Done* button when you are finished.

EDIT THE PRINTBOSS FORM

In order for PrintBoss to process the Payee List the PrintBoss check form must be edited to include processing instructions and variable assignments. The PrintBoss check form could be TL_PR5, TL_PR6, or TL_PR7 depending on which form you routinely use.

FORM EDITOR

The Form Editor has several tabs and options for customizing forms or handling special needs.

- 1. Open the PrintBoss Master Application.
- 2. Click on the Edit menu and choose Form Files.
- 3. Then highlight a form and click the **Editor** button. The Form Editor window with several tabs will appear when you open the Editor.

Eooter Objects Misc Settings Special Controls Block Mirrors	Multi-Parts & Printers Comments BunTime Objects
Description TL_PR6 w/CND Form Date 10/ 6/2006 9:54 AM InterForm Delay 0 Form Next Number 0	Form Width, Length 8.500 111.000 Letter, Portrait Size/Orientation Alerts Orientation or Size Mis-Match Printer Paper Size Default Conics
Captured Text Treatment X, Y Text Offset 0.000 0.000 Font Override	Copies: VIDCCUments Special Handling Forms Per Page Ask 1st Page Orientation Vork/Archive File Compression Work Files Indexed at creation Archive Files Indexed at creation
Text Only is captured (Legacy PrintBo: ▼) Graphic Image Default Graphic Text ▼ Adj. Captured Text	Default Print Order Natural Order Immediate Print Dialog Method Start printing wout prompt V When Auto-Archiving Completed Records Overwrite Work File at Start of Batch V

FORM SETUP FOR E-MAIL

1. Increment **Copies** by 1 on the **Settings** Tab. This new copy will be treated as the Email copy.

Description IIPR6 w/CNU Form Width, Length 8.500 11.000 Letter, Portrait Form Date 10/ 6/2006 9:54 AM Size/Orientation Alers Orientation or Size Mis-Match • InterForm Delay 0 Printer Paper Size Default • Coptient Text Offset 0.000 0.000 Form Size / Default • Coptient Text Textment Special Handling • • Y Text Offset 0.000 0.000 Forms Per Page 1 Ack 1st Page • Point Adjust 0 Work/Archive File Compression • • • Ignore Text Between 0.000 0.000 • • • Fext / Image Capture dicegacy PrintBot • • • • • Fext Only is captured (Legacy PrintBot • • • • • • Graphic Image • • • • • • • • Ignore Text Between (Legacy PrintBot • • • • • • • • •	Eooter Objects Misc Settings Special Controls Block Mirror	s <u>M</u> ulti-Parts & Printers Comments <u>R</u> unTime Objects
InterForm Delay 0 Printer Paper Size Default Form Next Number Paper Active Treatment X, Y Text Offset 0.000 Point Adjust O Doint Adjust O Unit	Description TL_PR6 w/CND	
Form Next Number 0 Copies: 1 Pocuments Captured Text Treatment Special Handling: No special handling Image: Special handling X, Y Text Offset 0.000 0.000 Forms Per Page 1 Ack 1st Page Font Adjust 0 Work/Archive File Compression Image Capture Mode Vork/Archive Files Indexed at creation Text / Image Capture Mode Archive Files Indexed at creation Image Capture Mode Text / Image Capture Mode Graphic Text North Print Dailog Method Graphic Text Graphic Text Addition Default Graphic Text Addition Graphic Text Addition Start printing w/out prompt When Captured Text Captured Text Auto-Archiving Completed Records Forms	Form Date 10/ 6/2006 9:54 AM	Size/Orientation Alerts Orientation or Size Mis-Match 💌
Captured Text Treatment X, Y Text Offset 0.000 0.000 Font Override Forms Per Page 1 Aek 1st Page Orientation Default Ignore Text. Between 0.000 0.000 Text / Image Capture Mode Text Only is captured (Legacy PrintBo: Graphic Image Default Graphic Image Default Captured Text / Adj Captured Text / Adj Start printing w/out prompt When Captured Text	InterForm Delay 0	Printer Paper Size Default
X, Y Text Offset 0.000 0.000 Form Override Forms Per Page 1 Ack 1st Page Point Adjust 0 0 0 0 Ignore Text Between 0.000 0.000 Work/Archive File Compression Image Text / Image Capture Mode Archive Files Indexed at creation Archive Files Indexed at creation Image Text / Image Capture Mode Graphic Image Graphic Image Immediate Print Dialog Method Immediate Print Dialog Method Default Graphic Text Captured Text Acto-Archiving Completed Records Image	Form Next Number 🔽 🛛	Copies: 1 Pocuments 💌
	X, Ý Text Offset 0.000 0.000 Font Override Point Adjust 0 Ignore Text Between 0.000 0.000 Text / Image Capture Mode Text only is captured (Legacy PrintBot • Graphic Image Default Graphic Text IV Adj.	Forms Per Vage 1 Ack 1st Page Orientation Default Image: Compression Work/Archive File Compression Image: Compression Work/Archive File Compression Image: Compression Work/Archive File Compression Image: Compression Orientation Image: Compression Default Print Order Image: Compression Immediate Print Dialog Method Image: Compression Start printing wout prompt When

- 2. Select the **Multi-Parts & Printers** tab.
- 3. Set the **Destination Printer/Device** for the new copy to **<EMail>**.

Settings	Objects Mise Special Co	e entrols <u>B</u> lock Mirrors Multi-Pa	rts & Printers Comment	s <u>R</u> unTime Objects
Copies	Print Time	Destination Printer/Device*	Source Tray*	Copy Name
Original	Immediate	<default printboss="" printer=""></default>	Default	
Copy 1	Immediate	<email></email>	Default	
and the second second		Must Set his own. 💌	t PrintBoss Printer> : Bullz	p PDF Printer

4. On the **Special Controls** tab choose the '*Pre-process Assignments'* option to be '*Special.'*

Eooter Objects Misc Settings Special Controls Block Mirro PrintBoss Version Requirements Minimum PrintBoss Version 53	rs <u>M</u> ulti-Parts & Printers Comments <u>R</u> unTime Objects Requires input from PB50 printer driver
Form Log File Log File Mode Log File Name No Logging V TL_PR6.LOG	
Wellspring Stock No 53200 http://www.WellspringSoftware.com 0 Left Zero Fill Check Number 0 Documents Per Input Page 1 Input Document Height 11.000 Sacurity Stamp String (accessable as (Se [CurrentTime="https://www.ddf.yr) (CurrentTime="https://www.ddf.yr) Work File Name Suffix Archive File Name Suffix	

5. On the **RunTime Objects** tab enter the following script line to assign the variable 'EmailTo' to the value found in the Payee List for the E-mail address:

#Assign EmailTo, "{plEmail}"

Other assignments can be entered here for E-mail processing such as:

#Assign EmailSubject,"Electronic Deposit Notification for {DocRecip}"
#Assigns EmailBody, " Dear, {DocRecip}"
#Assigns EmailBody, " "
#Assigns EmailBody, "Please find a PDF statement attached. This statement contains details"
#Assigns EmailBody, "of an Electronic Deposit to your account. Please allow 1-2 days"
#Assigns EmailBody, "for your bank to post the Direct Deposit transaction."

More information about these additional assignments can be found in Appendix A of this document.

6. Click **OK**.

Enable the PrintBoss E-mail function

PrintBoss can be configured to e-mail direct deposit or EFT statements as PDF attachments. PrintBoss converts an image of the document to an Adobe PDF file and attaches that PDF to the e-mail. The Adobe Reader for PDF files is free to download from <u>www.Adobe.com</u>, but it is often installed with the operating system on most computers.

PrintBoss can e-mail on an individual basis (manual mode) or in batches (automatic mode).

- > Manual mode PrintBoss e-mails any page viewed from a work or archive file.
- Automatic mode One of the copies in the PrintBoss form is defined as the e-mail copy. PrintBoss processes the copy and the work file to record e-mail attempts and successes.

The user sending the e-mail must have access to a SMTP mail server or Microsoft Outlook.

E-mailing Setup

Please refer to the companion document, PrintBoss Training Notes: E-mail Settings (Document Number 1034) for complete instructions for enabling the PrintBoss E-mail function.

<u>E-mailing</u>

To begin the e-mailing process, statements are printed from Sage 300. PrintBoss will process each copy type including the e-mail copy.

When the **Print Time** on the **Multi-Parts & Printers** tab of the **Form Editor** is set to *Immediate*, documents will be e-mailed automatically as the print job is processed. No further steps are required.

When the **Print Time** on the **Multi-Parts & Printers** tab of the **Form Editor** is set to *Batch*, documents can be e-mailed manually from the View or directly from the Work File. Please see the PrintBoss Manual (Document Number Q1000) for step-by-step instructions on sending e-mail from the Work File.

APPENDIX A

VARIABLES

There are several e-mail variables PrintBoss automatically recognizes when they are assigned. These variables are:

Enterprise Only	Variable Name	Additional Description
	EmailTo	The <i>To</i> address for sending the e-mail
	EmailCC	The CC address for sending the e-mail
	EmailBCC	The BCC address for sending the e-mail
	EmailFromAddress	The From E-mail address
	EmilFromName	The <i>From</i> Name
	EmailReplyAddress	The Reply To e-mail address
	EmailSubject	The Subject of the e-mail
	EmailBody	The Message Body of the e-mail
	EmailReqReadRcpt	Assign yes to request a Read Receipt for the e-mail
P	EmailPDFAlias	The PDF File name alias
P	EmailPDFPassWord	The password required to open the PDF file
®	EmailPDFNoPrint	This restricts the PDF file from being printed. Assign a Yes or No
P	EmailPDFNoEdit	This restricts the PDF file from being edited. Assign a Yes or No
P	EmailOptions	This adds additional options to the e-mail
®	EmailAttachments	This defines file attachments to the e-mail

{EmailPDFAlias}

The name of the PDF file attachment is the same as the PrintBoss Form file name by default.

PrintBoss Enterprise allows you to define the file name. The file name for the PDF attachment needs to be entered in one of the Objects tabs of the Form Editor with an assignment command and may use variables. Two examples of the syntax for this assignment follows:

#Assign EmailPDFAlias, "Invoice from Wellspring Software, Inc."
#Assign EmailPDFAlias, "Invoice #{DocNo}"

{EmailPDFPassWord}

The PDF file attachment does not require a password to open by default.

PrintBoss Enterprise allows you to password protect the PDF attachment. The password for the PDF file needs to be entered in one of the Objects tabs of the Form

Editor with an assignment command and may use variables. Two examples of the syntax for this assignment follows:

#Assign EmailPDFPassWord, "abracadabra" #Assign EmailPDFPassWord, "{SSN}"

{EmailPDFNoPrint}

The PDF file attachment can be printed by default.

PrintBoss Enterprise allows you to restrict the printing of the PDF file attachment. This is accomplished by assigning the value of E-mailPDFNoPrint to "NO". This assignment command needs to be entered in one of the Objects tabs if the Form Editor. The syntax for this assignment follows: #Assign E-mailPDFNoPrint, "NO"

{EmailPDFNoEdit}

The PDF file attachment may be edited by default when someone has the proper software.

PrintBoss Enterprise allows you to restrict editing the PDF file attachment. This is accomplished by assigning the value of E-mailPDFNoEdit to "NO". This assignment command needs to be entered in one of the Object tabs of the Form Editor. The syntax for this assignment follows:

#Assign EmailPDFNoEdit, "NO"

{EmailOptions}

The following options may be defined by assigning them to the *E-mailOptions* variable. For example:

#Assign EmailOptions, "/FP /SD"

The following options are available:

- /SS Skip Sending e-mail
- /SD Skip Deleting the PDF attachment (only when PDF Alias is assigned)
- /FP Forces a Pause during E-mailing to allow additional e-mails or attachments



/OA Omit Attachments

{EmailAttachments}

The e-mail only has a PDF of the PrintBoss document attached by default.



PrintBoss Enterprise allows you to add other documents as attachments to the email. The additional PDF attachments need to be entered in one of the Objects tabs of the Form Editor with an assignment command and may use variables. Two examples of the syntax for this assignment follows:

#Assign E-mailAttachments, "L:\Legal\Invoicing\Payment Requirements.doc"
#Assign E-mailAttachments, "S:\Customers\{DocRecip}\Terms.xls"