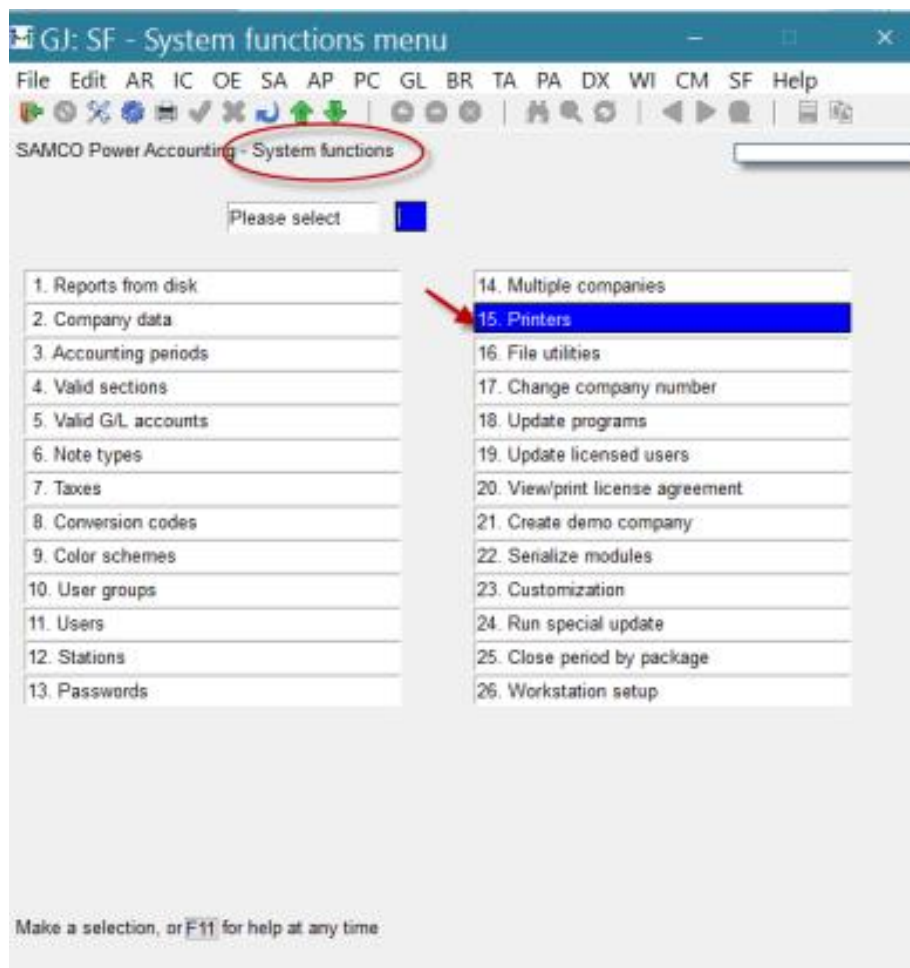


eSend

Printer Setup:

Go to **SYSTEM FUNCTIONS MODULE > PRINTERS > SYSTEM PRINTERS**



To setup the printer for emailing stubs select the following settings for Printer Type and Device Type:

System printers (Enter)

1. Printer number	97
2. Printer name	EMAIL SOMEONE
3. Printer type	531 Postscript - Helvetica
4. Device type	eSend format
5. eSend format	

email

Emailing Customer Invoices and Statements

AR Control Information:

Go To > AR > F2 (Second Screen) > Setup > Control Information.

Enter the form that is to be used for hard copies of customer statements.

Enter the printer for hard copies.

Enter the laser form that is to be used for emailing customer statements.

Enter the email “printer”.

Setup
Control information

AR Control Information

2

56. Statements always mounted ? 57. A/R statement paper form id 58. A/R statement eSend form id 59. 31 - 60 Days dunning notice 60. 61 - 90 Days dunning notice 61. Over 90 days dunning notice 62. Keyword customer's phone-1 ? 63. Keyword customer's phone-2 ? 64. Default view, group document 65. Default country	<div style="display: flex; justify-content: space-between;"> Y <input type="checkbox"/> Remain "Unlimited" </div> <div style="display: flex; justify-content: space-between;"> STATE <input type="text"/> 2 <input type="text"/> </div> <div style="display: flex; justify-content: space-between;"> STATE <input type="text"/> Printer 65 <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px;">Account Overdue:</div> <div style="border: 1px solid black; padding: 2px;">Please Remit</div> <div style="border: 1px solid black; padding: 2px;">Account Overdue:</div> <div style="border: 1px solid black; padding: 2px;">Please Remit ASAP</div> <div style="border: 1px solid black; padding: 2px;">Account Overdue:</div> <div style="border: 1px solid black; padding: 2px;">Please Remit Immediately</div> <div style="display: flex; justify-content: space-between;"> Y <input type="checkbox"/> N <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> N <input type="checkbox"/> N <input type="checkbox"/> </div> <div style="border: 1px solid black; padding: 2px;">Canada</div>
---	---

Make changes, PgUp = previous screen, PgDn = next screen
 Field number to change ?

Customer Setup 1:

Enter the fax number for customers who want statements and/or invoices faxed.
 Enter the email address for customers who want statements and/or invoices emailed.

NOTE:

In Windows: -To send Multiple Receipants emails , separate email addresses by a comma
Example: EMAIL1,EMAIL2

For Linux : -To send Multiple Recepiants emails ; separate email addresses by a Semi Colon (;) and space
Example: EMAIL1; EMAIL2 with a space

Customers

Enter

* 1. Customer ESENCUSTOMR

2. Name Esend Customer

3. Address-1

4. Address-2

5. City Surrey

6. Country CA Canada

7. Prov BC British Columbia

8. P/C

9. Currency CAD

10. Phone-1

11. Phone-2

12. Fax # 604-597-7320

13. Email barry@samco.com

14. Web site

15. Cus type

16. Bal method Open item

17. Sales rep # HSE House

18. Territory "none"

19. Hold status "none"

20. Comment

A=Aging, M=Mailing address, F1=next, ShF1=prev, F2=contacts, F3=delete, F6=notes

Field number to change ?

Customer Setup Page 1

Customer Setup 2:

Enter the code for how you want to send statements and invoices.

Customer Setup
Page 2

Customers
Enter

For customer

21. A/R account	<input type="text" value="1100"/>	<input type="text" value="Accounts Receivable"/>
22. Stmt cycle	<input type="text" value="E"/>	
23. Crdt limit	<input type="text" value="Unlimited"/>	35. Comm pct
24. Crdt rate	<input type="text" value=""/>	(Not applicable)
25. Fin chg ?	<input type="text" value="Y"/>	36. Ship via
26. Back odr ?	<input type="text" value="Y"/>	<input type="text" value="PU"/> <input type="text" value="Pick UP"/>
27. Parent A/C#	<input type="text" value=""/>	37. Courier A/C#
28. Part ship ?	<input type="text" value="Y"/>	<input type="text" value=""/>
29. Discnt pct	<input type="text" value=".00"/>	38. Terms code
30. Invc copies	<input type="text" value="1"/>	<input type="text" value="N30"/> <input type="text" value="Net 30 Days"/>
31. PO# required ?	<input type="text" value="N"/>	39. Tax group
32. Price level	<input type="text" value="2"/>	<input type="text" value="BC"/> <input type="text" value="BC HST"/>
33. O/E form fmt	<input type="text" value="df1t"/>	40. Default tax?
		<input type="text" value="Y"/>
34. Default ship to	<input type="text" value="None"/>	41. eSend stmtnt?
		<input type="text" value="Email"/> <input type="text" value="Inv?"/> <input type="text" value="Email"/>
		42. ABCD code
		<input type="text" value=""/>
		43. Date added
		<input type="text" value="8/22/13"/>

=Print
 =Email
 =Fax
 EP=Email+Print
 FP=Fax+Print
 EF=Email+Fax
=All (E+F+P)

Sending Customer Statements:

Enter the subject line for this email transmission. For a single statement, you may wish to override the embedded codes and email to another contact. The F5 prompt for a single customer allows you to toggle through the customer's email, fax number, and both fax and email if that information is entered in the customer record.

Date	8/22/13	Time	08:30	TSI	Print
Send	08:30		08:30	Com	Printing/eSending AR Statements
Priority	Medium	Resn	Fine	Fax	
				From	
Fax/Eml	(from customer)				
Contact	(from customer)		Overlay	(none)	
Company	(from customer)		Printer	88	Esend
Subject	Statements for July		Attach		
Embedded					

View options

- ☒ Attachments
- ☐ C. Check fax status/cancel
- ☐ E. Embedded off/on
- ☐ L. Load Memo
- ☐ S. Save Memo
- ☐ O. Overlay change
- ☐ P. Printer change

☐ F1=Customer, ☐ F2=Vendor, ☐ F3=No cover, ☐ F4=Extra-functions, ☐ F6=Send, ☐ F7=Group,
☐ F9=Exit

NOTE:

**In Windows: -Multiple Receipients email addresses need to be seperated by a Comma .
Example: EMAIL1,EMAIL2 (no space)**

**For Linux : -To send Multiple Recepiants, email addresses are separted by a Semi Colon (;) and a space
Example: EMAIL1; EMAIL2**

Billing Control Information:

Go to OE > F2 (Second Screen) > Setup > Control Information

Enter the form that is to be used for hard copies of invoices.

Enter the printer for hard copies.

Enter the laser form that is to be used for emailing invoices.

Enter the email "printer".

Billing Control Information			
1. Starting order	125508		
2. Starting quote	1021		
3. Starting RMA	1046		
4. Starting invoice	39723		
5. Next auto assign customer	"Use A/R"		
6. Interface to J/C	N		
7. Create job cost items	N		
8. Are sales reps used	Y		
9. Are commissions used	Y		
10. Keep an invoice history	Y		
11. Use separate ship-to file	Y		
12. Default warehouse	Central		
13. Paper invoice form ID	INVCP	Printer	43
14. eSend invoice form ID	INVCE	Printer	88
15. Post cash receipts for the order type	None		
16. Info. for sales reference	0		

Make changes, [PgDn] = next screen

Field number to change ?

Sending Invoices, Immediate Printing:

If the customer is setup as Email invoices, the eSend information will appear.

If the customer is setup as both Print and Email invoices, both paper and eSend information will appear.

If the customer is setup as Print only, the paper information will appear.

Immediate invoice printing

Paper form id	(n/a)	eSend form id	INVCE
Paper printer	(n/a)	eSend printer	"ask"
I=Invoice #	39725	Comment type	Order
D=Invoice date			

Print this invoice now ? ☒

Select ☒=Yes ☐=change form-id ☐=print alignment
☐=No ☐=change comment ☐=change invoice date
☐=change printer ☐=change invoice #

eSending/Printing Invoices

Sending Invoices, Batch Printing:

Emailing Vendor Purchase Orders and EFT Stubs

NOTE:

In Windows: -To send Multiple Recepiants emails .

Email addresses are seperated by a comma

Example: EMAIL1,EMAIL2

For Linux : -To send Multiple Recepiants emails

Addresses are separated by a Semi Colon (;) and a space

Example: EMAIL1; EMAIL2 with a space

Vendor Setup 1:

Enter the fax number for vendors who want purchase orders faxed.

Enter the email address for vendors who want purchase orders emailed.

Vendors

Vendor Setup Page 1

* 1. Vendor # ESVEND

2. Name eSend Vendor

3. Address 1

4. Address 2

5. City Surrey

6. Country CA Canada

7. Prov BC British Columbia

8. P/C

9. Phone 1

10. Phone 2

11. Email barry@samco.com

12. Web site

13. Fax 604-597-7320

14. Vendor type

15. Vendor status Normal

16. Vendor's ref#

17. Currency CAD

18. Comment

19. Terms type Days

20. Terms Net 30

21. Due days 30

22. Disc days 0

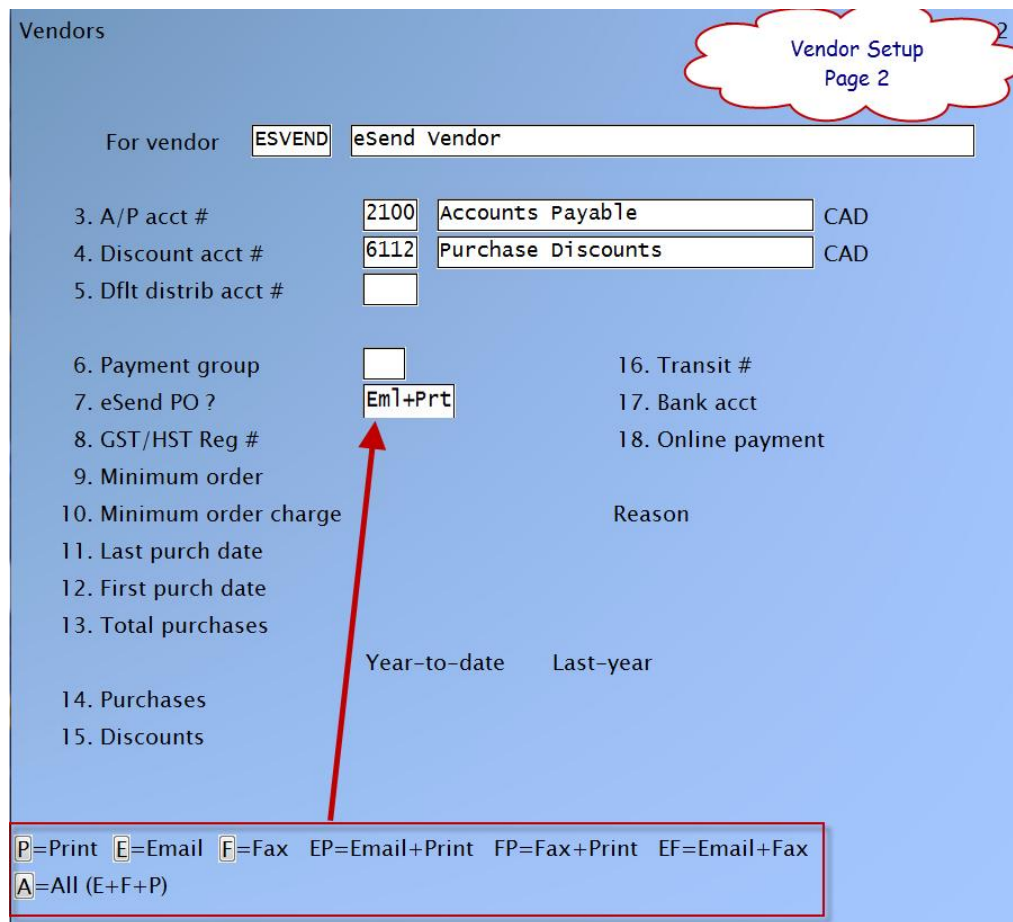
23. Disc pct .00

24. Cutoff day (Not applicable)

Field number to change ?

Vendor Setup 2:

Enter the code for how you want to send purchase orders.



Vendors

Vendor Setup Page 2

For vendor

3. A/P acct # CAD

4. Discount acct # CAD

5. Dflt distrib acct #

6. Payment group

7. eSend PO ?

8. GST/HST Reg #

9. Minimum order

10. Minimum order charge

11. Last purch date

12. First purch date

13. Total purchases

14. Purchases

15. Discounts

16. Transit #

17. Bank acct

18. Online payment

Reason

Year-to-date Last-year

P=Print E=Email F=Fax EP=Email+Print FP=Fax+Print EF=Email+Fax
A=All (E+F+P)

Sending EFT Stubs to Vendors:

Go to AP > F2 (SECOND SCREEN) > SETUP > CONTROL INFORMATION

A new field *eSend stubs* has been added.

- Use [F1] for “None”
- Type the form ID
- Use [?] to make a selection from the *Find AP form* pop-up window

Once you have specified the eSend stub form, you are prompted to specify a printer. This is the printer for eSending funds transfer stubs. It must specify a printer with:

3. Printer type 531 Postscript - Helvetica
4. Device type eSend

- Use [F1] for “Ask”; the system will prompt for a printer number each time you email forms
- Type a printer number
- Use [?] to make a selection from the *Find system printers* pop-up window

After you have specified the printer, the new field *PDF password* is displayed. This is the PDF Owner password and is a required field. This password is an Adobe requirement and is needed to change the rights of any PDF file that contains the Accounts Payable direct deposit advice for a vendor. Normally, this password would be used by the A/P administrator or anyone who has access to the vendor data. Enter the owner password to use when encrypting eSend pdf stubs. The password is only displayed when the cursor is in the field. Otherwise, only asterisks (*) are displayed.

The screenshot shows a software setup window titled 'Setup' with a 'Control information' section. It lists various fields for electronic funds transfer setup. A callout bubble labeled 'AP Control Information' points to fields 59 and 60. Field 59, 'eSend stubs', is set to 'ESTUB' with an 'Ask' button. Field 60, 'PDF password', is set to 'esend' and is highlighted with a yellow background. Below field 60, a prompt says 'Enter the owner password to use when encrypting eSend pdf stubs'. At the bottom, there is a 'Field number to change ?' field with the value '60'.

Electronic Funds Transfer Detail		
34. Funds transfer ID number		12 00
35. Destination data center		
36. Return item transit ID		
37. Return item bank account		
38. Prefix for item trace num		
39. Next file creation number		
40. Funds transfer long name		
41. Funds transfer short name		
42. CIBC Settlement transit id		
43. CIBC Settlement bank acct		
44. CIBC version number		"none"
45. Create file with checks ?	N	
46. Funds transfer type code	460	
47. Split into 80 byte records ?	N	
48. Put ID# on each deposit ?	Y	
49. Put trace on each deposit ?	Y	
50. Split records into lines ?	N	
51. Allow cancel ?	Y	
52. Allow override ?	N	
53. Form id for stubs		ESTUB
54. Printer for stub		08
55. Output file format		Royal Bank
56. CPA currency code		CAD
57. Use R/B qualifier		Y
58. Setup mode ?		N
59. eSend stubs		ESTUB "Ask"
60. PDF password		esend

Enter the owner password to use when encrypting eSend pdf stubs

Field number to change ? 60

Then go to ->Accounts Payable, Vendors -> Enter

A new field *PDF password* has been added. This is the PDF User password. It is required for opening and printing the PDF file that contains the Accounts Payable direct deposit advice for the vendor.

- Blank = paper stub
The system will print the Accounts Payable deposit advice using the form specified as *Paper stub* in A/P Information. A PDF of the AP deposit advice will not be created and will not be emailed to the vendor.

- F1 = no password
The system will not password protect the PDF of the AP deposit advice for this vendor so anyone with access to the vendor's email will be able to view the PDF.
- Enter the password to open the pdf
When opening a PDF of a payroll / deposit advice for this vendor, this password will be required.

The *PDF password* is only displayed when the cursor is in the field. Otherwise, only asterisks (*) are displayed

Vendors

For vendor **SAMCO** **Samco Software Inc.**

Vendor Maintenance

New field to determine if vendor receives EFT stub via email and if this stub is password protected on arrival at the

6. Payment ☐ 16. Transit # **123456789**

7. eSend PO ? **Eml+Prt** 17. Bank acct **123456789012**

8. GST/HST Reg # 18. PDF password

9. Minimum order **.00**

10. Minimum order charge **.00** Reason

11. Last purch date **10/16/20**

12. First purch date **10/16/20**

13. Total purchases **.00**

Year-to-date Last-year

14. Purchases **.00** **.00**

15. Discounts **.00** **.00**

Enter a password for the PDF of the funds transfer stub going to this vendor.
Leave **blank** to print a paper stub or press **F1** to send PDFs with no password

Go to AP > **PREPARE PAYMENTS/PRINT CHECKS > PRINT CHECKS AND POST**

The Transfer stubs title has been changed to Transfer stubs (paper) and a new option Transfer stubs (email) has been added to the Print checks screen. Although you have pre-defined the forms and printers in A/P Control Information, this screen offers you the option of changing either or both of fields for each of the stub types, paper or email.

Prepare payments/print checks
Print checks and post

Cash account # 1110-004

Please enter

1. Payment date	10/10/20
2. Check date	10/10/20
3. Last check # used	10448
4. Checks	Form ID Printer Start check# SSC01 14 10449
5. Transfer stubs (paper)	ESTUB 13 "pre-set"
6. Transfer stubs (email)	ESTUB 65 "pre-set"
7. Sorted by	Sorted by vendor #
8. Starting vendor #	"First"
9. Ending vendor #	"Last"
10. Comment	

Field number to change ? ☐

When the check run is complete, the stubs will be sent automatically to the vendors who are setup for EFT email of stubs.

Purchasing Control Information Setup:

Go To > PA > F2 (Second Screen) > Setup > Control Information

Set the immediate P/O print to Y.

Set the 2nd PO form (eSend) to Y.

Set the eSend PO form.

Set the hard copy PO form.

Setup

Control information

PA Control Information

1. Use vendor items ?	<input type="text" value="Y"/>	
2. Allow immediate P/O print ?	<input type="text" value="Y"/>	Default Printer <input type="text" value="2"/>
3. Keep inventory history ?	<input type="text" value="Y"/>	
4. Keep merchandise history ?	<input type="text" value="N"/>	
5. Keep received P.O. history ?	<input type="text" value="Y"/>	
6. Enter non-misc descriptions ?	<input type="text" value="N"/>	
7. Show cost during receivings ?	<input type="text" value="N"/>	
8. Print 2nd PO form ? (eSend)	<input type="text" value="Y"/>	Default Printer <input type="text" value="88"/>
9. Next purchase order number	<input type="text" value="6216"/>	
10. Next receiver number	<input type="text" value="1250"/>	
11. Default eSend P.O. form ID	<input type="text" value="STD"/>	<input type="text" value="Standard Laser PO"/>
12. Default buyer	<input type="text"/>	
13. Default ship-via	<input type="text"/>	
14. Default F.O.B.	<input type="text" value="Origin"/>	
15. Default vendor number	<input type="text" value="None"/>	
16. Default paper P.O. form ID	<input type="text" value="STD"/>	<input type="text" value="Standard Laser PO"/>
17. Default receivings form ID	<input type="text" value="STDRC"/>	<input type="text" value="Standard Laser Receiver"/>
18. Create vendor in P/A ?	<input type="text" value="N"/>	
19. Post user ID to I/C ?	<input type="text" value="Y"/>	

Make changes, = next screen

Field number to change ?

Sending Purchase Orders, Immediate Printing:

If the vendor is setup as Email and Print, both paper and eSend information will appear in the immediate PO printing window.

Immediate P.O. printing

Paper form id	<input type="text" value="STD"/>	eSend form id	<input type="text" value="STD"/>
Paper printer	<input type="text" value="02"/>	eSend printer	<input type="text" value="88"/>
P.O. number	<input type="text" value="6217"/>		

Print this P.O. now ? ☒

Select: ☒=Yes ☐=change forms ☐=print alignment
☐=No ☐=change printer

Payroll: Emailing Employee Pay Stubs and T4/T4A's

Payroll Control Information:

Go to Payroll > F2 (Second Screen) > Setup > Control Information

If you are currently using direct deposit stubs, you may wish to use the same stub design for both printing to paper and emailing to employees. If you wish to use the same stub for both, set the field called *Paper stubs*.

12. Create file with checks ?	<input type="checkbox"/> Y	20. Line length of stub	<input type="text" value="66"/>
13. Funds transfer type code	<input type="text" value="200"/>	21. Paper stubs	<input type="text" value="DDEP1"/> <input type="button" value="Ask"/>
14. Split into 80 byte records ?	<input type="checkbox"/> N	22. Output file format	<input type="text" value="CPA"/>
15. Put ID# on each deposit ?	<input type="checkbox"/> N	23. CPA currency code	<input type="text"/>
16. Put trace on each deposit ?	<input type="checkbox"/> N	24. Use R/B qualifier	<input type="text" value="N"/>
17. Split records into lines ?	<input type="checkbox"/> Y	25. Setup mode ?	<input type="text" value="N"/>
18. Allow cancel ?	<input type="checkbox"/> Y	26. eSend stubs	<input type="text" value="DDEPE"/> <input type="text" value="97"/>
19. Allow override ?	<input type="checkbox"/> Y	27. PDF password	<input type="text" value="*****"/>

- Type the form ID **DDEP1**

OR

- Use [?] to make the selection from the *Find payroll form* pop-up window

Enter the printer number to use when printing direct deposit stubs to paper.

- Use [F1] for “Ask”; the system will prompt for a printer number each time you print the forms

OR

- Type the printer number provided by Samco Technical

OR

- Use [?] to make a selection from the *Find system printers* pop-up window

Set the field for *eSend stubs*.

- Type the form ID **DDEP1**

Enter the printer number to use when emailing direct deposit stubs to employees.

- Use [F1] for “Ask”; the system will prompt for a printer number each time you print the forms

OR

- Type the printer number provided by Samco Technical

OR

- Use [?] to make a selection from the *Find system printers* pop-up window

After you have specified the printer, the new field *PDF password* is displayed. This is the PDF Owner password and is a required field. This password is an Adobe requirement and is needed to change the rights of any PDF file that contains the payroll / direct deposit advice for an employee. Normally, this password would be used by the payroll administrator or anyone who has access to the confidential payroll data. Enter the owner password to use when encrypting eSend pdf stubs.

The password is only displayed when the cursor is in the field. Otherwise, only asterisks (*) are displayed.

Employee Setup:

Go to **PAYROLL > EMPLOYEE > ENTER**

Enter the employee's email address in the first screen.

In the second screen enter a *PDF password*. This is the PDF User password. It is required for opening and printing the PDF file that contains the payroll / direct deposit advice for the particular employee.

48. Transit #	123456789
49. Bank acct	123456789012
50. Auto transit #	"none"
51. Auto bank acct	"none"
52. Auto amount	"none"
53. PDF password	*****

- F1 = no password

The system will not password protect the PDF of the payroll / deposit advice for this employee so anyone with access to the employee's email will be able to view the PDF.

- Blank = paper stub

The system will print the payroll / deposit advice using the form specified as *Paper stub* in Payroll Control Information. A PDF of the payroll / deposit advice will not be created and will not be emailed to the employee.

- Enter the password to open the pdf

When opening a PDF of a payroll / deposit advice for this employee, this password will be required.

The *PDF password* is only displayed when the cursor is in the field. Otherwise, only asterisks (*) are displayed.

Emailing Stubs to Employees:

When issuing checks, you will see the following screen:

Print checks

Please select

1. Funds transfers as checks?	<input type="text" value="N"/>	Form ID	Printer	Start check#
2. Checks		<input type="text" value="OTPC3"/>	<input type="text" value="22"/>	<input type="text" value="6961"/>
3. Transfer stubs (paper)		<input type="text" value="DDEP1"/>	<input type="text" value="23"/>	<input type="text" value="pre-set"/>
4. Transfer stubs (email)		<input type="text" value="DDEPE"/>	<input type="text" value="97"/>	<input type="text" value="pre-set"/>
5. Department Order?	<input type="text" value="N"/>			
6. Name Order?	<input type="text" value="N"/>			
7. Comments		<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		

Although you have pre-defined the forms and printers in Payroll Control Information, this screen offers you the option of changing either or both of fields for each of the stub types. You cannot change the Start check # as it is system controlled. Continue to process each payroll as you normally would.

Prior to the system emailing the payroll / deposit advice PDFs for each payroll run, the following is displayed:

Date	<input type="text" value="5/23/12"/>	Time	<input type="text" value="15:16"/>	TSI	<input type="text"/>
Send	<input type="text" value="15:16"/>		<input type="text" value="15:16"/>	Comp	<input type="text"/>
Priority	<input type="text" value="Medium"/>	Resn	<input type="text" value="Std"/>	Fax	<input type="text"/>
				From	<input type="text" value="Payroll Department"/>
Fax/Emi	<input type="text"/>				
Contact	<input type="text"/>	Overlay	<input type="text" value="(none)"/>		
Company	<input type="text"/>	Printer	<input type="text" value="97 EMAIL SOMEONE"/>		
Subject	<input type="text"/>	Attach	<input type="text"/>		
	<input type="text" value="Body"/>		<input type="text" value="Stand-alone"/>		

F1=Customer, F2=Vendor, F4=Extra-functions, F6=Send, F7=Group, F9=Exit

Enter a Subject for the emails about to be created. Follow the system prompts; [F6] to send the emails.

Special notes:

The order of cheque “printing” is:

Print all “paper” cheques

Allow re-printing of “paper” cheques

Print all “forms-based” stubs switching between paper and “eSend” printers

Print “built-in” stubs

Print the cheque register

Emailing T4/T4A's to Employees:

Be sure that the employee has an email address setup in the first screen of the employee record.

Enter the PDF password on the second screen of the employee record, if one is not already entered.

Set the T4 flag on the second screen of the employee record to either P (Print) or E (email).

When printing T4 or T4A's for employees in any of the following places in Payroll, set the Paper forms printer and the eSend forms printer.

PC -> Year-end -> Print T4's

PC -> Year-end -> Print T4A's

PC -> History -> Print historical T4's

PC -> History -> Print historical T4A's

1. In order by	Code
2. Beginning employee	First
3. Ending employee	Last
4. Beginning dept	First
5. Ending dept	Last
6. Beginning group	First
7. Ending group	Last
8. RCT/Business#	"dflt"
9. T4 form ID	13EMP 2013 Employee T4
10. Data Type	1 Original
11. Paper printer	22
12. eSend printer	97

This option for the eSend printer (field 12) should only be used for the employee copy of the T4's and T4A's. If printing either the government or the company copy version of the T4/T4A's, use the paper printer for your copies.