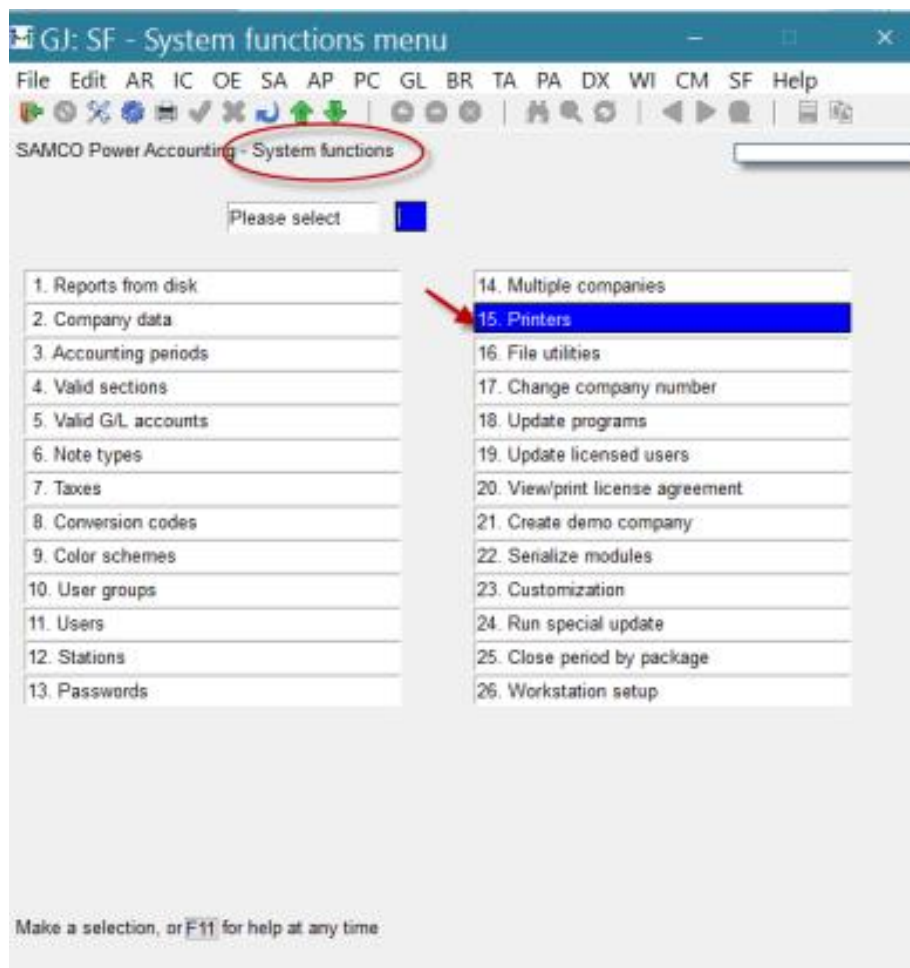# eSend

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:

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".

AR Control Information 2

56. Statements always mounted ?	Y	Remain	"Unlimited"
→ 57. A/R statement paper form id	STATE		2
→ 58. A/R statement eSend form id	STATE	Printer	65
59. 31 – 60 Days dunning notice	Account Overdue:		
	Please Remit		
60. 61 – 90 Days dunning notice	Account Overdue:		
	Please Remit ASAP		
61. Over 90 days dunning notice	Account Overdue:		
	Please Remit Immediately		
62. Keyword customer's phone-1 ?	Y		
63. Keyword customer's phone-2 ?	N		
64. Default view, group document	N		
65. Default country	Canada		

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 Receipiants emails , separate email addresses by a comma
Example:** EMAIL**1**,EMAIL**2**

**For Linux :   -To send Multiple Recepiants emails ; separate email addresses by a Semi
Colon (;) and space
Example:** EMAIL**1;** EMAIL**2** with a space

Customers

Enter

*   1. Customer   ESENDCUSTOMR

   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   20. Comment

  18. Territory   "none"

  19. Hold status   "none"

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

Field number to change ?

Customer Setup 2:

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

```
Customers                                                     ⌒‾‾‾‾‾‾‾‾‾‾⌒ 2
Enter                                             (        Customer Setup  )
    For customer   ESENDCUSTOMR Esend Customer      (         Page 2      )
                                                    ⌒‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾⌒

    21. A/R account      1100  Accounts Receivable
    22. Stmnt cycle      E
    23. Crdt limit       Unlimited      35. Comm pct      (Not applicable)
    24. Crdt rate                       36. Ship via      PU  Pick UP
    25. Fin chg ?        Y              37. Courier A/C#
    26. Back ordr ?      Y              38. Terms code    N30 Net 30 Days
    27. Parent A/C#                     39. Tax group     BC  BC HST
    28. Part ship ?      Y              40. Default tax?  Y
    29. Discnt pct       .00
    30. Invc copies      1
    31. PO# required ?   N
    32. Price level      2
    33. O/E form fmt     "dflt"
                                        41. eSend stmnt?  Email  Invc?  Email

    34. Default ship to  "None"         42. ABCD code
                                        43. Date added    8/22/13

P=Print  E=Email  F=Fax  EP=Email+Print  FP=Fax+Print  EF=Email+Fax
A=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.

NOTE:

In Windows: -Multiple Receipiants email addresses need to be seperated by a Comma .
Example: EMAIL**1,**EMAIL**2** (no space)

For Linux : -To send Multiple Recepiants, email addresses are separted by a Semi Colon
(;) and a space
Example: EMAIL**1;** EMAIL**2**

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".

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 ?      Y


  Select    Y=Yes      F=change form-id   A=print alignment
            N=No       C=change comment D=change invoice date
                       P=change printer     I=change invoice #
```

eSending/Printing
Invoices

Sending Invoices, Batch Printing:

Emailing Vendor Purchase Orders and EFT Stubs

NOTE:

In Windows: -To send Multiple Receipiants emails .
Email addresses are seperated by a comma
Example: EMAIL**1**,EMAIL**2**

For Linux :   -To send Multiple Recepiants emails
Addresses are separted by a Semi Colon (;) and a space
Example: EMAIL**1;** EMAIL**2** 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        19. Terms type   Days
    14. Vendor type                         20. Terms        Net 30
    15. Vendor status   Normal              21. Due days     30
    16. Vendor's ref#                       22. Disc days    0
    17. Currency        CAD                 23. Disc pct     .00
    18. Comment                             24. Cutoff day   (Not applicable)


    Field number to change ?
```
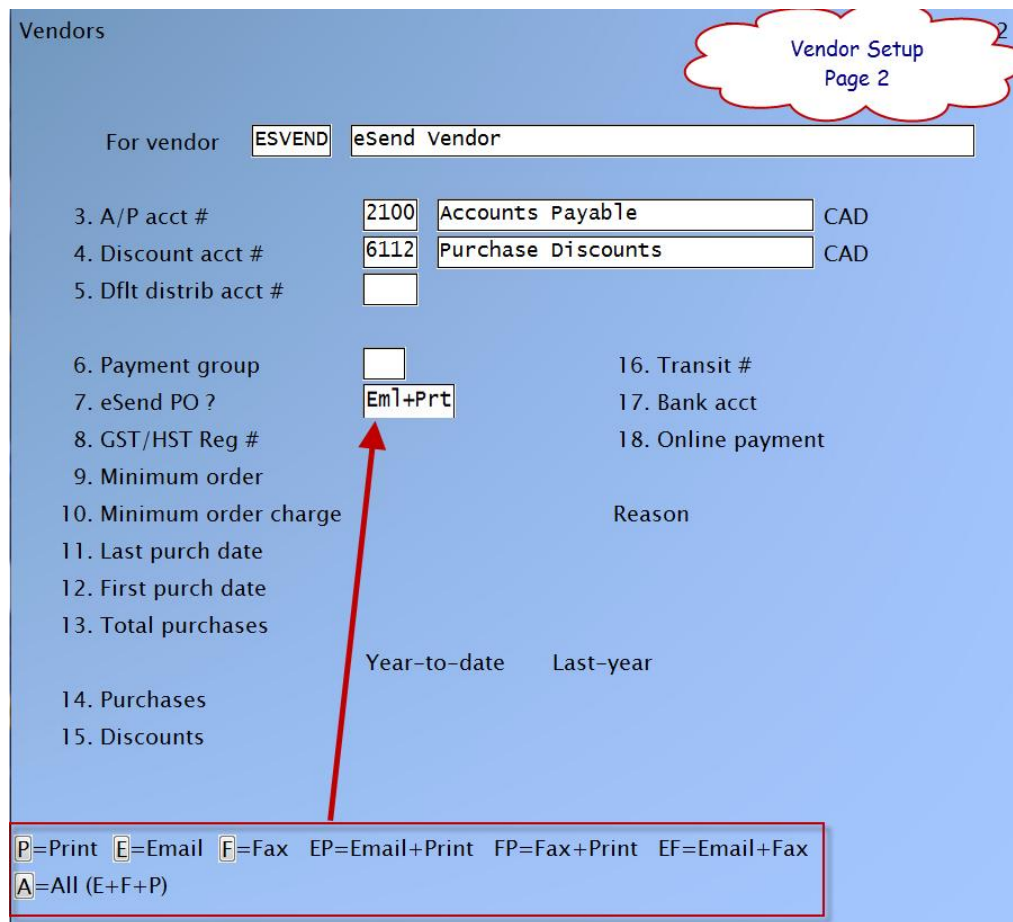
Vendor Setup 2:

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

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.

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

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

                                            Form ID    Printer   Start check#
                  4. Checks                 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

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

Make changes, PqDn = 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.

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

· 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.

· 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:

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:

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.

<p align="center">PC -> Year-end -> Print T4's</p>

<p align="center">PC -> Year-end -> Print T4A's</p>

<p align="center">PC -> History -> Print historical T4's</p>

<p align="center">PC -> History -> Print historical T4A's</p>

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.

Samco Power Accounting