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Exceptional Business Management Solutions



Electronic Statement Delivery

M500-AR-1007

OVERVIEW

This EASY Solution™ to standard MAS 500 Accounts Receivable provides the user with the ability to Electronically Deliver Accounts Receivable (AR) Customer Statements to specified contacts. Two new tasks have been added, Electronic Statement Setup and Electronic Statement Delivery.

The Electronic Statement Delivery task is similar to the standard AR statement printing with the added capability to fax, email, or print statements by contact. For each customer multiple contacts may be set up for Electronic Delivery or printing to paper.

INSTALLATION

When you have the installation folder saved to your server or client computer, open it up and double click the install.exe file.

- NOTE: the install folder does not have to be located on the local machine for successful installation

The initial installation screen (Figure 1) will give you the option of performing a client installation, a server installation, or the combination of the two.

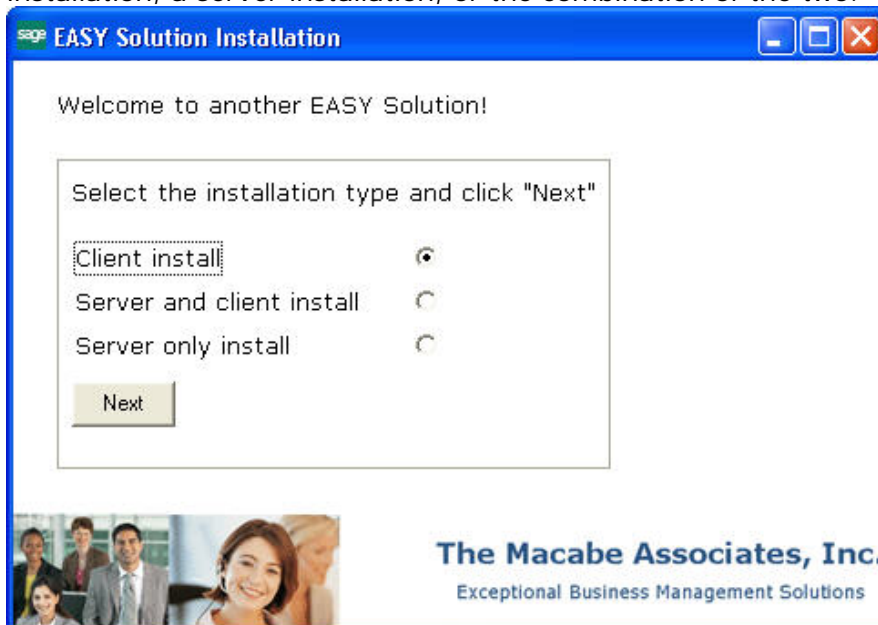


Figure 1

NOTE: After you make your installation choice, and before the installation process begins, the user will first be prompted to read and agree to the Macabe Associates' license agreement (Figure 2)

Client Installation: The client installation will install the software components to the local computer with which to run the EASY solution.

- If you elect to perform a client installation from the initial menu screen and click “Next”, the upgrade will proceed silently until a completion message is displayed.
- In addition to clicking the install.exe program, you may also perform the client installation through a command line interface. To do so, open a command prompt, navigate to the location of the installation files, and enter the “install.exe /c” command

Server only Installation: The Server installation will install the software components to the central SQL Server database where MAS 500 is installed.

- If a Server only installation is chosen from the first screen and the “Next” button is selected, then a new screen will appear, after the license agreement is accepted, that will deal with the Server details of the installation.
- On the server installation page, the user will need to choose the SQL Server and Database on which MAS 500 resides (See Figure 3). Enter in the name of the server where MAS 500 is installed and click the Search button in order to search for databases on that server. Once that is done, select the appropriate database where MAS 500 is located (such as mas500_app) and select the install button on the menu to run the installation.
- During the installation process, the Menu Selection screen will be displayed and you will be prompted to select the task menu where you would like the EASY solution task items added(See Figure 3).
- The main server installation menu will show you the progress of your installation as it goes through the various steps of the procedure. When the “Installation Complete” message is shown, you may close the install menus and proceed to open MAS 500.

Server and Client Installation: The Server and client installation will install the database components to the central SQL Server database where MAS 500 is installed as well as installing the software components to the local computer installation.

- If a Server and client installation is chosen from the first screen and the “Next” button is selected, then the installation will proceed just as if the user had selected a Server only installation with the client installation running silently in tandem with the server installation.

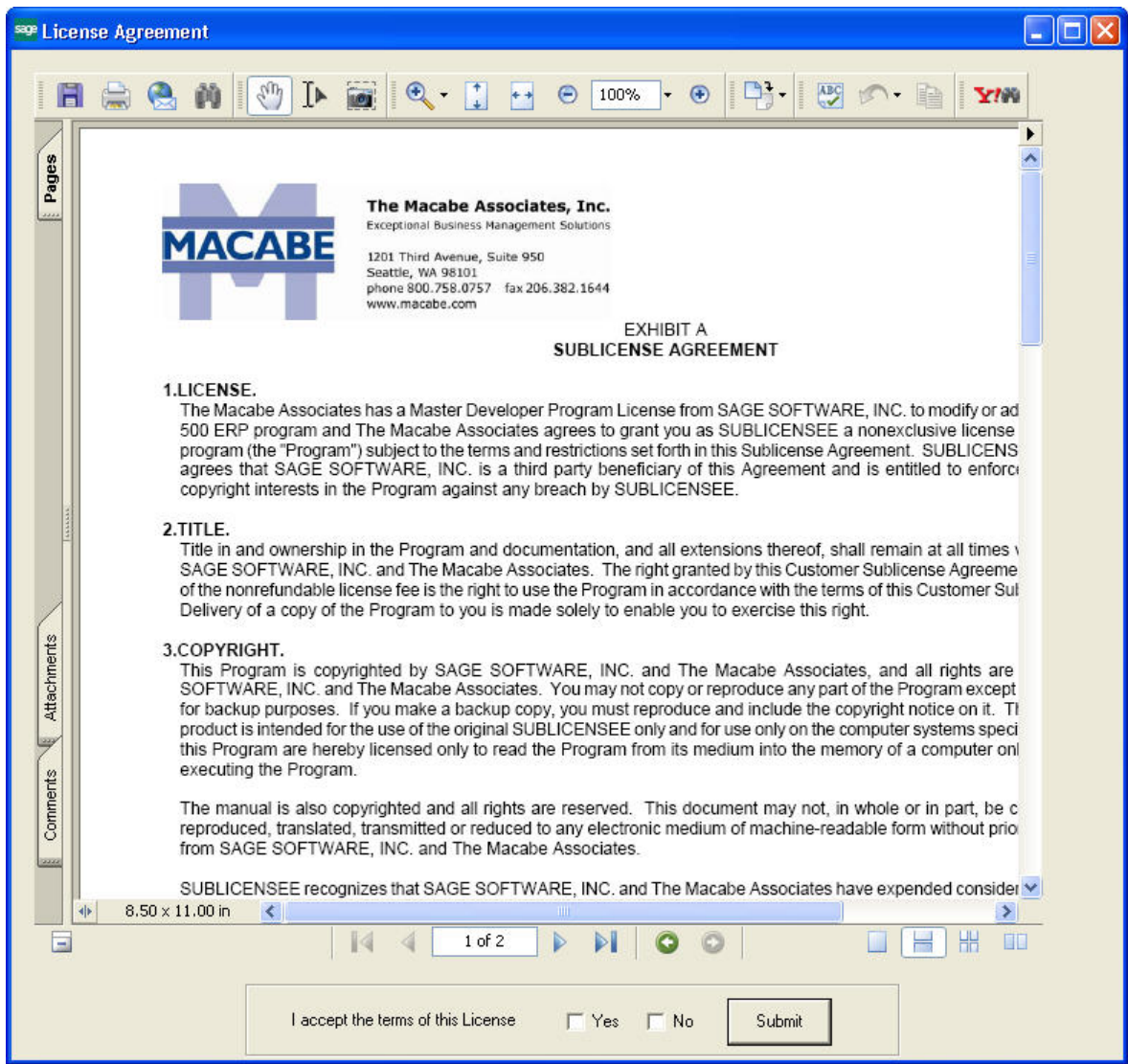


Figure 2

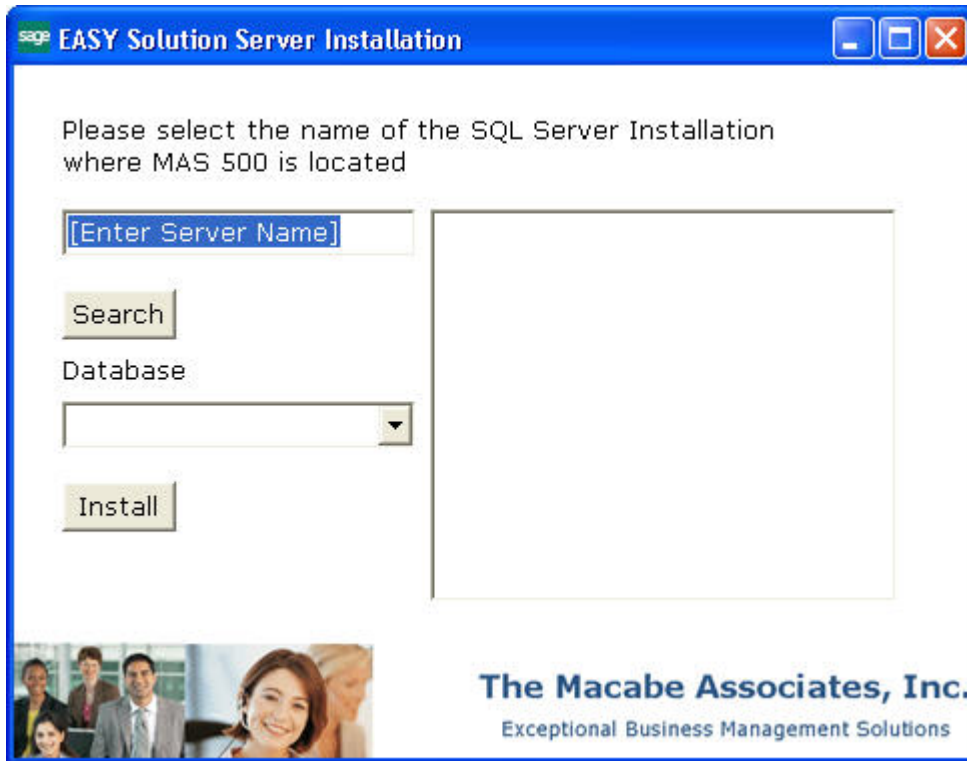


Figure 3

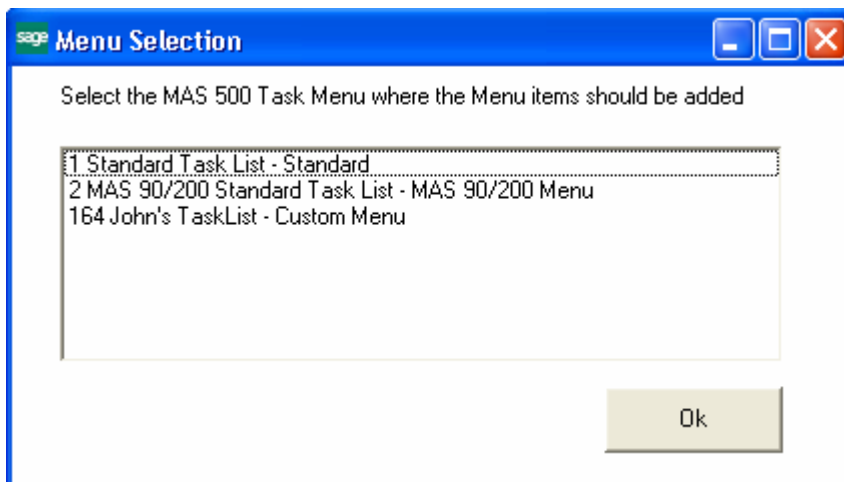


Figure 4

SETUP

From the System Manager Task select the EASY Solutions Folder. Select the Electronic Statements Setup screen. Check the 'Enabled' box to activate this EASY Solution (Figure 5).

The screenshot shows a software configuration window titled "Set Up Electronic Statement Delivery". At the top, there is a "Part Number" field containing "M500-AR-1007" and a corresponding description "Electronic Statement Delivery". Below this, a section contains a checked checkbox labeled "Enable this EASY Solution" and a "Manual" button. The main area of the window consists of several input fields: "PDF Output Directory" (set to "C:\Temp" with a "Browse" button), "SMTP User Name" (set to "John@soa.com"), "SMTP Password" (masked with asterisks), "From Email Address" (set to "jsmith@soa.com"), "From Email Name" (set to "John Smith"), "Email Subject Line" (set to "Your Systems of America Statement is here."), and "Fax Statement Form" (set to "Statement" with a lookup icon). At the bottom right, there is a status bar showing "admin", "SOA", "6/30/2008", and a help icon.

Figure 5

Choose the PDF output file directory for Electronic Delivery statements. The file name of the PDF is the Customer ID, space, "S", space and the date the report was run (based on the computer doing the printing) in a format of "YYYYMMDD".

For example: Aldebrn S 20081028.PDF

If emailing, the SMTP User Name, SMTP Password, From Email Address and From Email Name should be entered. Your network administrator should be able to supply these values. The user may also enter a standard Subject Line for each Email. Additionally, in the Common Information task under CI Setup folder, 'Set Up CI Options' the E-Mail Transport must be set to SMTP and the Email Server field must contain the name of the SMTP Server in your network. (See Figure 6)

If you will be faxing Statements, use the lookup button next to the Fax Statement form field to select a fax report. It is recommended that you create a custom form for Fax printing. The Electronic Statement Delivery system allows the user to print to a fax printer (e.g. RightFax) on their network that can interpret PCL code. The Macabe Associates does not provide a network fax printer for this module.

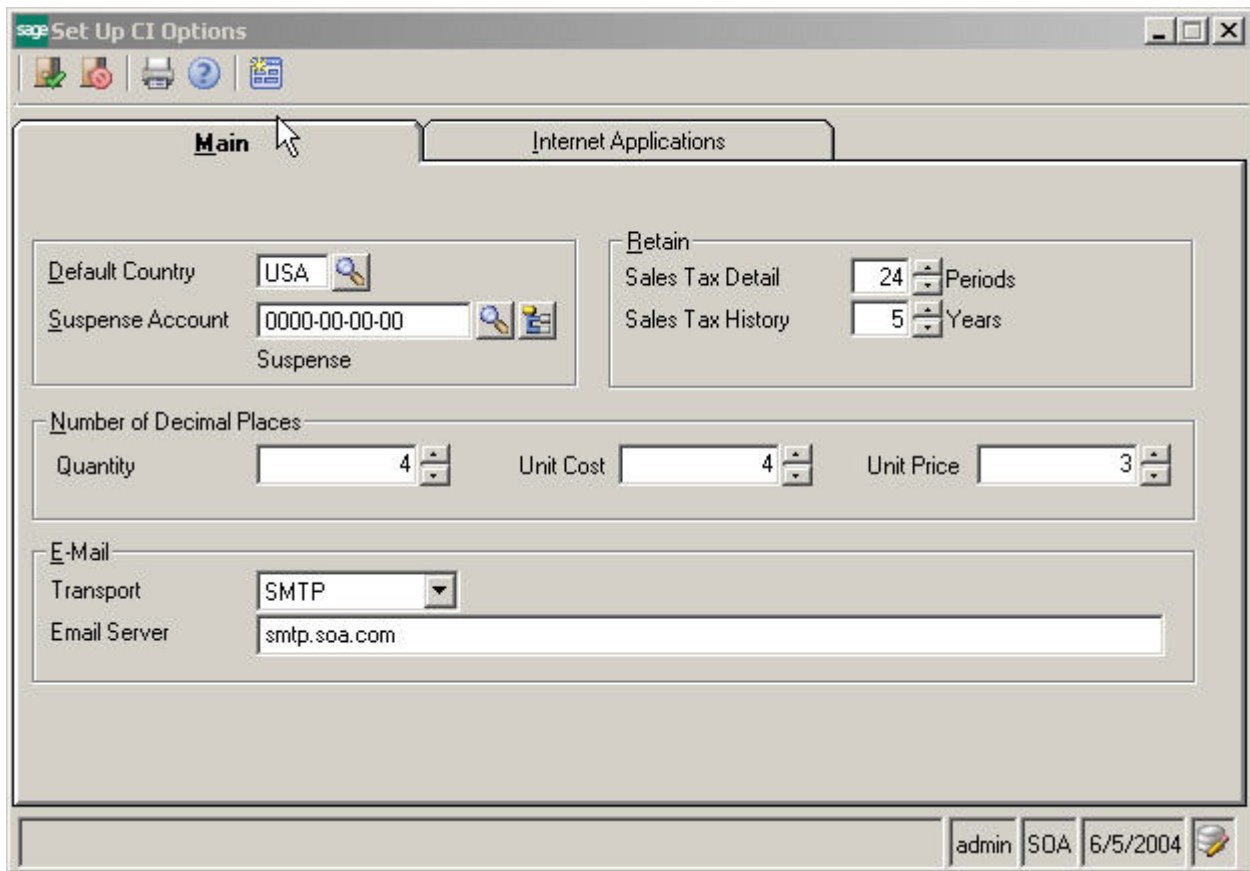


Figure 6

Set up of 'Statement Delivery':

Accounts Receivable - Maintain Customers has been modified to store the method of delivery per contact and the unique delivery information such as email address and fax number. Any number of contacts may be set up for Electronic Delivery (Figure 7 and Figure 8).

Once each contact has been maintained for Electronic Delivery this information is accessed during the selection of the statements.

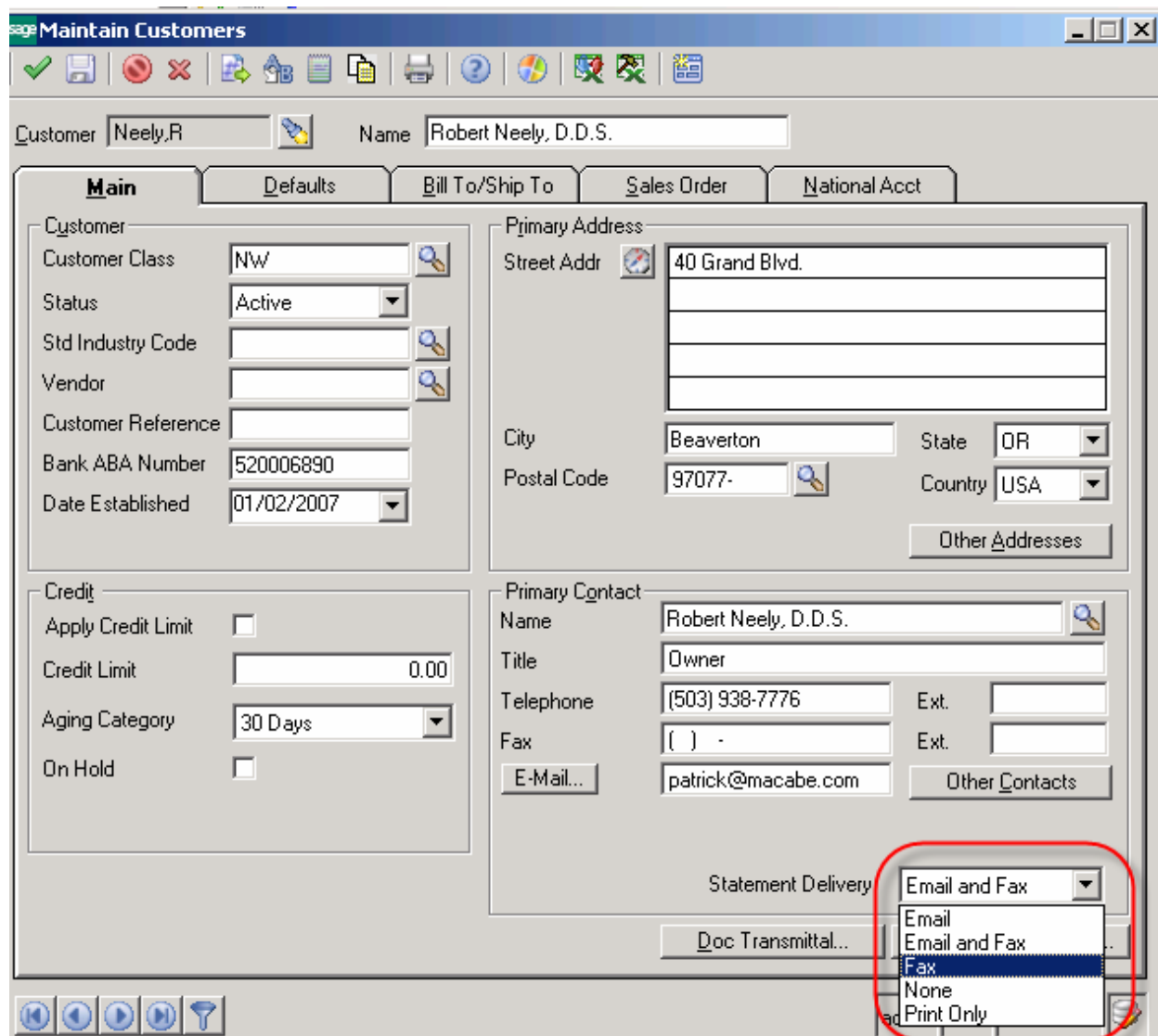


Figure 7

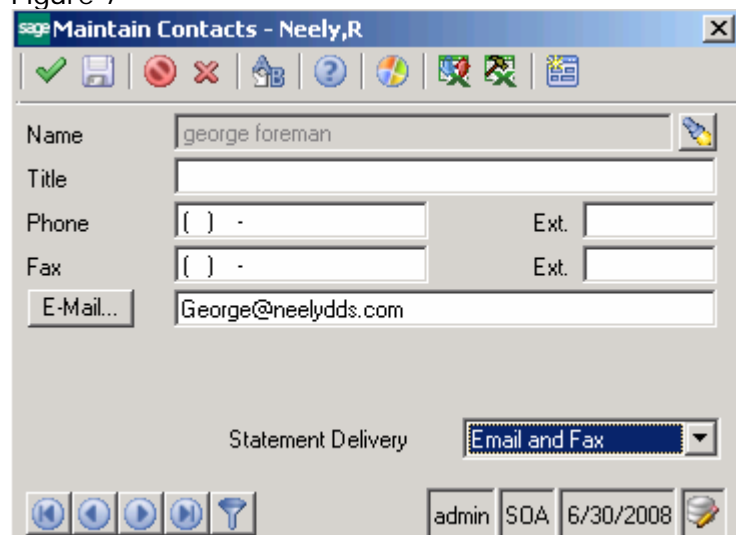


Figure 8

Note: When this field is added to the Customer Master File, it will default with a blank value. The value must be populated for each customer that is to receive Electronic Delivery prior to running the task.

OPERATION

The Electronic Statement Delivery screen is similar to the MAS 500 Customer Statement printing screen in the Accounts Receivable module. From this screen the user may establish the selection criteria for the statements to be Electronically Delivered (Figure 9).

Setting: [None] Print Report Settings

Main Options

Sort

Field	Sort Order	Subtotal	Page Break
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Select

Field	Condition
National Account	All
National Account Description	All
Credit Limit	All
Customer Name	All
Date Establish	All
Billing Type	All
Customer	All
Cust Svc Rep	All
URL	All
Status	All

admin SOA 6/5/2004

Figure 9

From the options tab the user may choose from three methods of delivery email, fax or print to paper (Figure 10). Once the user selects the delivery method and clicks the print button, the program will then deliver the selected statements to all the Customer contacts that are set up to receive Electronic Delivery of Statements.

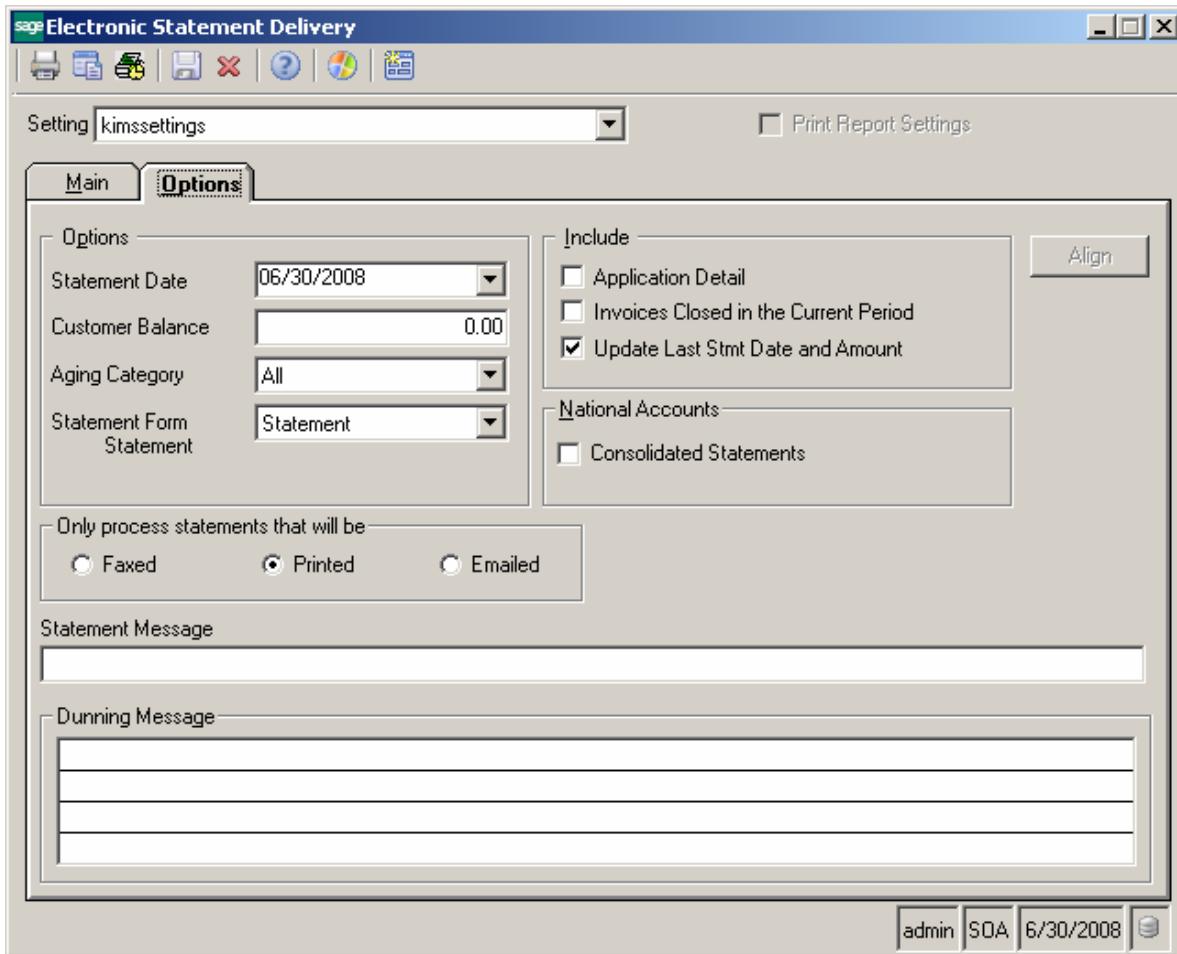


Figure 10

The subject line of your email will contain the message maintained in set up and the message of the email message will contain the following message 'Statement: 6/30/2008' (Figure 11)

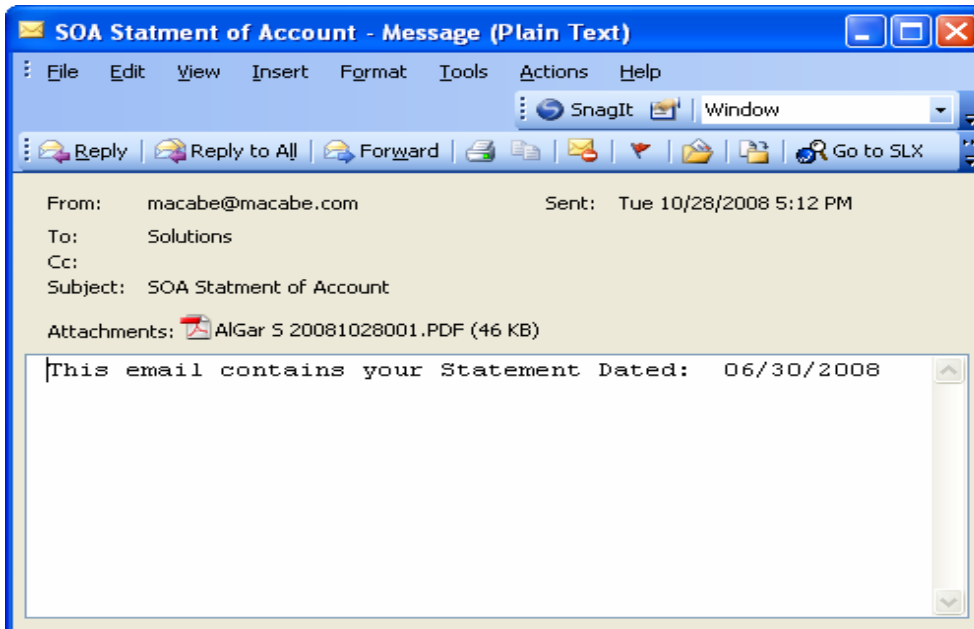


Figure 11

Helpful Hints

- Every statement delivery is logged in a table called tciElectronicDeliveryLog_MAC.

UPGRADES AND COMPATIBILITY

The installation disks provided by the Macabe Associates are labeled with the version of the MAS 500 module for which this EASY Solution™ was prepared. This EASY Solution™ will check its compatibility with the appropriate MAS 500 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 500 modules, this EASY Solution™ must be upgraded as well. Your MAS 500 dealer can supply this upgrade.

DOCUMENTATION

Only changes made by the Macabe Associates, Inc. to the standard operation of Sage Software, Inc., MAS 500 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 500 processing. Standard MAS 500 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 500 standards and procedures. These features may or may not benefit you in your application of MAS 500.

ACKNOWLEDGMENTS

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