eTransmit

Version 2.0

for ACCPAC® Advantage Series

Users Manual

Zinck Computer Group Limited

Zinck Computer Group Limited
Publisher

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Chapter 1
Introduction

Overview

eTransmit enables you to select a range of ACCPAC invoices, credit notes, orders, quotes, purchase orders, check advices, or customer statements for transmission to the email address or fax number stored within each customer, vendor or employee record. Specifically, you can send Accounts Receivable posted invoices, credit notes, debit notes, and customer statements, Order Entry invoices, credit notes, order confirimations, quotes, Purchase Orders, Accounts Payable check advices and Canadian and US Payroll check advices using this program.

Documents emailed or faxed using eTransmit are sent in Adobe Acrobat format so they can be easily displayed by the recipient. Sending documents in Acrobat format eliminates the usual viewing and printing problems experienced by the email recipient when receiving ACCPAC forms sent using other methods. Also, the Acrobat format prevents the recipient of emailed forms from editing the document ensuring accuracy for accounting purposes.

Since you may want a different format to be used when sending forms by email or fax, eTransmit allows you maintain a separate copy of any forms you currently use with your Accounts Receivable, Order Entry, Purchase Orders, Accounts Payable, or Payroll data. It is recommended that you keep any customized format files (.RPT files) that you use with eTransmit in the EZ20A/ENG directory and make any adjustments to the formats destined for use with eTransmit from that location.

Minimum Requirements & Integration

eTransmit requires:

- ACCPAC Advantage Series System Manager 4.2 with Service Pack 2 or higher.
- MAPI Compatible Faxing Program, WinFax 9.0 or higher or Windows 2000/XP fax Service and Adobe Acrobat Reader 4.05 or newer or Microsoft Word for transmitting faxes.

- Adobe Acrobat Reader 4.05 or higher for faxing documents

In addition you need one or more of the following programs depending on the type of documents you want to email or fax using eTransmit:

- Accounts Receivable 4.2 or higher
- Accounts Payable 4.2 or higher
- Canadian or US Payroll 4.2 or higher
- Order Entry 4.2 or higher
- Purchase Orders 4.2 or higher

System requirements are the same as for ACCPAC Advantage Series.

Chapter 2
Setting Up eTransmit

Installation

To install eTransmit you must have a workstation with a functional ACCPAC Advantage single user or workstation installation.

Follow these steps to install eTransmit on an ACCPAC Advantage workstation:

Step 1.   Start Windows and login to the computer if necessary.

Step 2.   Locate the ETRNSMIT20.EXE file that you previously downloaded and run the program.

The Password window will open. Fill in the password in the email you received from Zinck Computer Group when you downloaded the program.

The Welcome window opens.

Step 3.   Choose Next, then read through the Software License Agreement window that opens.

Step 4.   If you accept all the terms of the license agreement, select Yes to continue with Installation; otherwise, select No to end

Step 5.   When you select Yes, the select installation type window opens. If you have purchased a license for the program, choose *Full Installation*. If you are installing a 30 day trial version, choose *30 day trial*. Choose Next.

Note: This window will not appear if you have previously installed eTransmit on this computer.

Step 6.   Enter your name, company name, serial number (and activation code if you are performing a full installation). Choose Next.

Note: If you are doing a full installation, the Company Name, Serial Number and Activation code MUST be entered exactly as it was sent to you on your email receipt when you purchased the product. If these three fields are not entered correctly the activation code will not be accepted and the product will not install.

Step 7.   The installation summary window will appear. This window will show all of your installation options. It will also show the path to the ACCPAC folder where eTransmit will install its files. This path will default from the current ACCPAC programs path.

Choose Next. You will see messages that program files are being copied to your computer. (This may take a few minutes.)

Step 8. After the initial installation is completed, you will need to perform a workstation install on all other computers that use ACCPAC. The installation automatically performs a workstation install on the computer you used to install the main program.

Running the Workstation Setup Utility

You must run the eTransmit Workstation Setup utility on each workstation that uses ACCPAC.

eTransmit's workstation setup utility performs these functions:

- Copies files to \WINDOWS\SYSTEM folders.

- Sets up registry entries.

Note that when you installed the main eTransmit program, the workstation setup program is installed in the WSSETUP folder that is under the EZ20A folder where you installed ACCPAC.

To run Workstation Setup:

Step 1. Run SETUP.EXE (Workstation Setup) from the EZ20A\WSSETUP folder. This is located in the main ACCPAC programs folder. Then choose Next in the Welcome window.

Step 2. Choose Next and the program will install the necessary files. The window that opens allows you to confirm the settings you have chosen. If you need to make changes, choose Back to return to previous windows.

Step 3. When you have completed Workstation Setup, choose Finish.

Setting Up

After installation, start ACCPAC and open the company you want to use with eTransmit

Step 1. Activate - Be sure there are no other users in the company's data, then Activate the eTransmit module using the Adminstrative Services icon.

Step 2. Modify Setup Options - Select the Options icon under the Setup window and enter information into each field as is appropriate to your company's data.

Step 3. Enter email addresses and fax numbers using eTransmit - If you are using eTransmit to email or fax Accounts Receivable or Order Entry forms, you must indicate which customers will have the option to be sent forms by eTransmit and enter their correct email addresses and/or fax number.

eTransmit inserts two icons within your Accounts Receivable program under A/R customers: Customer eTransmit Options and National Account eTransmit Options. Use these icons to set up your email addresses and/or fax number and to tag appropriate customers for possible use with eTransmit.

The Customer eTransmit Options icon will also allow you to set up your email address and/or fax number for a customer's Ship To Addresses.

Any email addresses and/or fax number entered using these icons will automatically update the email addresses and fax number in the customer record and/or the ship to address record.

If you are using eTransmit to email or fax Accounts Payable vendor check advices, you must indicate which vendors will have the option to be sent check advices by eTransmit and enter their correct email addresses and/or fax number.

eTransmit inserts an icon within your Accounts Payable program under A/P vendors: Vendor eTransmit Options. Use this icon to set up your email addresses and/or fax number and to tag appropriate vendors for possible use with eTransmit. Any email addresses and/or fax number entered using this icon will automatically update the email addresses and fax number in the vendor record.

If you are using eTransmit to email or fax Canadian or US payroll employee cheque advices, you must indicate which employees will have the option to be sent check advices by eTransmit and enter their correct email address and/or fax number.

eTransmit inserts an icon within your Payroll program under Employees: Employee eTransmit Options. Use this icon to set up your email address and/or fax number and to tag appropriate employees for possible use with eTransmit.

Step 4.   Create/modify/copy form documents - eTransmit ships with sample formats that can be used for Accounts Payable and Payroll check advices. These documents can be found in the EZ20A/ENG directory. A list of fields available to be used on these forms can be found under Customizing Forms.

You can use the sample forms supplied by ACCPAC for Accounts Receivable posted invoices, credit notes, debit notes, Order Entry invoices, credit notes, order confirmations, quotes and Purchase Orders or your own customized form documents used by those programs.

If you use forms for eTransmit that you also use with your other ACCPAC programs, you may find it best to keep any .RPT files to by used by eTransmit in the EZ20A/ENG directory where they can be maintained separately should you want to make modifications to them for email or fax purposes. See Customizing Forms for more information.

Step 5.   Create/modify cover letters - eTransmit ships with sample cover letters that can be used with each email or fax. These documents can be found in the EZ20A/ENG directory and have a .txt extension.

See Customizing Cover Letters for more information.

Step 6.   Test your setup - To test your setup, simply replace the email address and/or fax number related to one or your customers, vendors or employees with your own. Send test documents to that customer, vendor or employee and view on your own email or fax.

Options

This window lets you:

- Change your email options including protocol, address, server and MAPI profiles and passwords.

- Change the fax document type and server type.

- Assign the Crystal Report form documents and cover letter text files that will be used when printing Accounts Payable advices, Accounts Receivable invoices and statements, Payroll advices, and Order Entry invoices and credit notes.

- Change your SQL server options.

- View the next Transmission Log run number.

- Setup defaults for eTransmit settings when adding new customers, employees or vendors.

To use the Options notebook:

Step 1.   Click the tab of the notebook page you want to see. (For information about a page, choose its tab from the tabs shown below.)

Step 2.   To select tabs without using the mouse, use F3 to highlight the tab, then use the right or left arrow key to move to the next tab.

Step 3.   Choose Save to keep any changes you make.

Step 4.   Choose Close to leave the notebook without changing any information.

Note: You cannot save most changes to the Options notebook if any other eTransmit windows are open.

Before Using

All other users should be out of eTransmit.

Changing settings

Email   This page enables you to change your mail protocol and related information applicable to either SMTP or MAPI protocols.

Fax   Change the type of server you are using to either MAPI, Winfax or no server.

Forms   Here you connect each type of form and cover letter with the applicable documents.

Misc   If you are running the Microsoft SQL version of ACCPAC Advantage Series, you can setup your SQL Server login here. The last Transaction Log Number also displays on this page.

Integration   Select each ACCPAC program that you want to use with eTransmit. Select from Accounts Receivable and/or Order Entry, Accounts Payable and/or Purchase Orders, Canadian Payroll, and US Payroll.

When you select an ACCPAC program for integration with eTransmit, it adds extra fields to Vendors, Customers and/or Payroll Employees depending the modules selected. Therefore, the ACCPAC programs you integrate with eTransmit will require eTransmit to be activated on any system using that data.

If you decide to discontinue using eTransmit for a particular module after it has been activated, you must turn off the integration options in Setup Options for that ACCPAC program.

If you move a copy of the data to a different system that does not have eTransmit installed, you must install eTransmit on that system in order for the integrated modules to work properly.

At any time should you want to remove eTransmit from your data entirely, use the Deactivate icon to safely remove all eTransmit data and links from your system.

Defaults   Set default eTransmit settings for use when adding new customers, employees, ship to addresses and vendors. These defaults are the check boxes that determine whether a customer/employee/vendor will be emailed and/or faxed.

Options Settings

Mail Protocol   eTransmit works with SMTP and MAPI email server protocols. Select the email server protocol you are using. If you require more information about your Mail Protocol, contact your System Administrator or Internet Service Provider.

Reply Address   Enter the email address where you want notification sent when an email or fax transmission was undeliverable.

Server   If you selected SMTP as your Mail Protocol, you must specify the Mail Server here. If you require more information about your Mail Protocol or Server, contact your System Administrator or Internet Service Provider.

Authentication	If you selected SMTP as your Mail Protocol, you can select the Authentication setting. This tells eTransmit that it must login to your SMTP mail server before it can send email.
POP3 Authentication	If you selected SMTP as your Mail Protocol and you have selected Authentication, you can choose the POP3 Authentication setting. This tells eTransmit that it must login to your SMTP mail server before it can send email and that it must use POP3 authentication as the method of telling the mail server your user name and password.
Timeout	If you selected POP3 Authentication, you can choose a timeout value for it. This timeout will determine how often eTransmit will re-authenticate. This can normally be set to 600 (10 minutes).
SMTP User/Password	If you are using SMTP Authentication, this username/password is used to login to the mail server.
Default Profile	If you selected MAPI as your Mail Protocol, this field will populate based on your Windows settings. If you require more information about your Mail Protocol, contact your System Administrator or Internet Service Provider.
Default Profile Password	If you selected MAPI as you Mail Protocol, enter your network login password here. You only need to enter this password if your workstation will not be logged into your email server network.
User Profile	If you selected MAPI as your Mail Protocol, enter the profile specific to your workstation here. If you require more information about your Mail Protocol, contact your System Administrator or Internet Service Provider.
User Profile Password	If you selected MAPI as your Mail Protocol, enter your User Profile Password here.
A/P Advice Form	In the Form column, type the name of the Crystal Report that contains your Accounts Payable Advice form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Accounts Payable Advices.
A/R Invoice Form	In the Form column, type the name of the Crystal Report that contains your Accounts Receivable Invoice form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Accounts Receivable Invoices.
A/R Statement Form	In the Form column, type the name of the Crystal Report that contains your Accounts Receivable Statement form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Accounts Receivable Statements.
C/P Advice Form	In the Form column, type the name of the Crystal Report that contains your Canadian Payroll Advice form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Canadian Payroll Advices.
O/E Credit Note Form	In the Form column, type the name of the Crystal Report that contains your Order Entry Credit Note form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Order Entry Credit Notes.

O/E Invoice Form	In the Form column, type the name of the Crystal Report that contains your Order Entry Invoice form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Order Entry Invoices.
O/E Order Confirmation	In the Form column, type the name of the Crystal Report that contains your Order Entry Order Confirmation form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Order Entry Order Confirmations.
O/E Quote Form	In the Form column, type the name of the Crystal Report that contains your Order Entry Quote form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Order Entry Quotes.
P/O Purchase Order	In the Form column, type the name of the Crystal Report that contains your Purchase Order form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your Purchase Orders.
U/P Advice Form	In the Form column, type the name of the Crystal Report that contains your US Payroll Advice form. In the Cover column, type the name of the .TXT file that contains the Cover Letter you want to send with your US Payroll Advice.
Use Customization Dir.	eTransmit will now support the Enterprise Edition customization directories feature. If you select this setting, all forms will only use default form names with no path information. The path to the form will be determined by the customization directories that are setup in ACCPAC. You will have to copy any forms that you were using from other modules (AR, OE, PO) to the EZ20A/ENG directory so that eTransmit can use them.
Document Type	This version of eTransmit supports sending faxes using Adobe PDF format or RTF (Rich Text Format). If you use Adobe PDF format, you must have the Adobe Acrobat Reader installed. If you use RTF, you must have Microsoft Word installed.
Fax Server Type	Select either None, MAPI or WinFax as your Fax Server Type. If you require more information about your Fax Server Type, contact your System Administrator.
Username	Enter the username associated with associated with your SQL Server database.
Accounts Receivable and or Order Entry	Select this option if you want to use eTransmit to send documents from Accounts Receivable or Order Entry.
Accounts Payable and or Purchase Orders	Select this option if you want to send vendor advices from Accounts Payable.
Canadian Payroll	Select this option if you want to send employee advices from Canadian Payroll.
US Payroll	Select this option if you want to send employee advices from US Payroll.
User Password	Enter the password associated with your SQL Server database username.
Transmission Log Run Number	This is a display field only, that contains the number of the last transmission processed.

Defaults – Email Customer Contact

This setting will be used as the default value for the email customer contact check box when adding new customers.

Defaults – Email Customer

This setting will be used as the default value for the email customer check box when adding new customers.

Defaults – Fax Customer

This setting will be used as the default value for the fax customer check box when adding new customers.

Defaults – Email Vendor Contact

This setting will be used as the default value for the email vendor contact check box when adding new vendors.

Defaults – Email Vendor This setting will be used as the default value for the email vendor check box when adding new vendors.

Defaults – Fax Vendor This setting will be used as the default value for the fax vendor check box when adding new vendors.

Defaults – Use Shipping Email

This setting will be used as the default value for the Ship To email check box when adding new Ship To Addresses.

Defaults – Use Shipping Fax

This setting will be used as the default value for the Ship To fax check box when adding new Ship To Addresses.

Defaults – Use Ship to Email and Fax Only

This setting will be used as the default value for the Use Ship To Email and Fax Only check box when adding new Ship To Addresses.

Defaults – Email Employee

This setting will be used as the default value for the email employee check box when adding new employees.

Defaults – Fax Employee

This setting will be used as the default value for the fax employee check box when adding new employees.

Customer eTransmit Options

Upon activation, eTransmit creates this icon in your Accounts Receivable under the A/R Customers window. Under the Customer eTransmit Options icon, you specify whether or not a specific customer is eligible for email or fax or both and the email address and fax number to be associated with any transmissions to them. Any email or fax numbers recorded here are also automatically updated in the customer record in Accounts Receivable.

As well, in this icon you can specify whether or not a specific ship to address for a customer is eligible for email or fax or both and the email address and fax number to be associated with any transmissions to them. Any email or fax numbers recorded here are also automatically updated in the ship to record in Accounts Receivable

National Account eTransmit Options

Upon activation, eTransmit creates this icon in your Accounts Receivable under the A/R Customers window. Under the National Account eTransmit Options icon, you specify whether or not a specific National Account is eligible for email or fax or both and the email address and fax number to be associated with any transmissions to them. Any email or fax numbers recorded here are also automatically updated in the National Account record in Accounts Receivable.

Vendor eTransmit Options

Upon activation, eTransmit creates this icon in your Accounts Payable under the A/P Vendors window. Under the Vendor eTransmit Options icon, you specify whether or not a vendor is eligible for email or fax or both and the email address and fax number to be associated with any transmissions to them. Any email or fax numbers recorded here are also automatically updated in the Vendor record in Accounts Payable.

Employee eTransmit Options

Upon activation, eTransmit creates this icon in your Canadian or US Payroll under the Employee window. Under the Employee eTransmit Options icon, you specify whether or not an employee is eligible for email or fax or both and the email address and fax number to be associated with any transmissions to them.

Register eTransmit

This window lets you enter your eTransmit license information.

To register eTransmit:

Upon purchasing eTransmit, you will receive an email from Zinck Computer Group that contains your Serial Number and Activation Code. Use the information on this email to enter information into the following fields:

Username	Enter the name of the contact person in your organization.
Company	Type the company name, exactly as it appears on the email you received from us when you purchased the product.
Serial Number	Type in the Serial Number, as it appears on the email you received from us when you purchased the product.
Activation Code	Type in the Activation Code, as it appears on the email you received from us when you purchased the product.

Deactivate eTransmit

This window lets you deactivate eTransmit for your data. All eTransmit information including all email and fax options set for Accounts Receivable customers, Accounts Payable vendors, and Payroll Employee email numbers, fax numbers and email and fax options will be deleted during deactivation. All Transmission Log information will also be deleted.

To deactivate eTransmit for a single module only, use the Integration window in Setup Options.

Setting up Security

Follow the same procedure to set up security as is documented in ACCPAC's System Manager manuals and in the ACCPAC system Help.

The following information describes Security Group access and User Authorizations required by Users when setting up security with eTransmit.

Security Groups and Required Authorizations

Security Groups for eTransmit can be set up allowing access to any or all of the following functions: Send A/P Advices, Send A/R Invoices, Send A/R Statements, Send C/P Advices, Send O/E Invoices, Send O/E Credit Notes, Send O/E Order Confirmations, Send O/EQuotes, Send P/O Purchase Orders, Send U/P Advices, Setup Maintenance and Year End Maintenance.

- If you want a User to have access to Send A/P Advices, that User must have that access assigned for the eTransmit application and also have access to Accounts Payable Vendor Maintenance and Vendor Batch Posting.

- If you want a User to have access to Send A/R Statements and Invoices, that User must have that access assigned for the eTransmit application and also have access to Accounts Receivable Customer Maintenance, Customer Analysis and Invoice Posting.

- If you want a User to have access to Send O/E Invoices, Send O/E Order Confirmations, Send O/E Quotes and/or Send O/E Credit Notes, that User must have that access assigned for the eTransmit application and also have access to Order Entry Invoice Printing and Credit Note Posting as well as Accounts Receivable Customer Maintenance.

- If you want a User to have access to Send C/P Advices, that User must have that access assigned for the eTransmit application and also have access to Canadian Payroll Employee Maintenance, Employee Inquiry and Payroll Check Printing.

- If you want a User to have access to Send P/O Purchase Orders, that User must have that access assigned for the eTransmit application and also have access to P/O Purchase Order Printing.

- If you want a User to have access to Send U/P Advices, that User must have that access assigned for the eTransmit application and also have access to US Payroll Employee Maintenance, Employee Inquiry and Payroll Check Printing.

- If you want a User to have access to Setup Maintenance, that User needs access to Setup Maintenance for the eTransmit application only.

- If you want a User to have access to Year End Maintenance, that User needs access to Year End Maintenance for the eTransmit application only.

Note: Due to a problem in System Manager 4.2, eTransmit will be listed multiple times in the User Authorization form in Administrative Services. You must make any changes to user authorization to each eTransmit entry in the application list or your changes will not be saved. This has been fixed in System Manager 5.0.

For more information on security, consult your ACCPAC System Manager manual.

Chapter 3
Sending Documents

Send O/E Invoices

Once an invoice has been posted in Order Entry, it is available to be emailed or faxed by eTransmit. The format of the invoice sent is defined by the Crystal Report attached to the O/E invoice line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Invoice form (.RPT file).

- In Order Entry, post any invoices to be sent using eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the customer records in Accounts Receivable.

- The appropriate transmission method for each customer should be specified in the Customer eTransmit Options icon found under A/R Customers in Accounts Receivable.

To send Order Entry Invoices via email or fax

Step 1.   Use ACCPAC Order Entry to create invoices as required.

Step 2.   In eTransmit, select the Send O/E Invoices icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of O/E Invoices on the Forms page of the Setup notebook.

If you are sending Order Entry Invoices by email, the Cover Letter will serve as an attachment to each email sent. If you are sending Order Entry Invoices by fax, the Cover Letter will be the first page of any invoices sent by fax.

A sample Cover Letter (EZOEINV.TXT) to use with Send O/E Invoices can be found in your ACCPAC program directory under EZ20A\ENG.You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Invoice. Change the Use Invoice document, if required. The Use Invoice document will default to the file attached to the Forms Column of O/E Invoices on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file that contains the fields and the layout you want to use when sending Order Entry invoices using eTransmit.

By default, eTransmit uses the OEINV01.RPT file stored in your Order Entry program's ENG directory. If you want to modify this file for use with eTransmit, it is recommended that you keep any customized format files (RPT files) that you use with eTransmit in the EZ20A/ENG directory and make any adjustments to the formats destined for use with eTransmit from that location.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Invoice Number. Select a range of invoice numbers to send. If you leave a blank in the From Invoice Number field, eTransmit will include the first invoice number. If you fill the To Invoice Number field with Z's, eTransmit will include up to the last invoice number.

Customer Number. Enter the first and last Customer Number to be included. If you leave a blank in the From Customer Number field, eTransmit will include the first Customer Number. If you fill the To Customer Number field with Z's, eTransmit will include up to the last Customer Number.

Include Invoices already printed/sent. Any invoices previously printed using Order Entry are tagged "printed". Any invoices previous sent using eTransmit are tagged "sent". If you want to include previously printed Order Entry invoices or previously transmitted invoices, check this box.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

Note

If the invoice is using a Ship To Address, the eTransmit settings for the Ship To Address will be used to send the document as well as the customer settings.

After Using

Print or view the Transmission Log for a list of invoices that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Send O/E Credit Notes

Once a credit note has been posted in Order Entry, it is available to be emailed or faxed by eTransmit. The format of the credit note sent is defined by the Crystal Report attached to the O/E credit note line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Credit Note form (.RPT file).

- In Order Entry, post any credit notes to be sent using eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the customer records in Accounts Receivable.

- The appropriate transmission method for each customer should be specified in the Customer eTransmit Options icon found under A/R Customers in Accounts Receivable.

To send Order Entry Credit Notes via email or fax

Step 1.   Use ACCPAC Order Entry to create credit notes as required.

Step 2.   In eTransmit, select the Send O/E Credit Notes icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of O/E Credit Notes on the Forms page of the Setup notebook.

If you are sending Order Entry Credit Notes by email, the Cover Letter will serve as an attachment to each email sent. If you are sending Order Entry Credit Notes by fax, the Cover Letter will be the first page of any credit note sent by fax.

A sample Cover Letter (EZOECRD.TXT) to use with Send O/E Credit Notes can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Credit Note. Change the Use Credit Note document, if required. The Use Credit Note document will default to the file attached to the Forms Column of O/E Credit Notes on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file that contains the fields and the layout you want to use when sending Order Entry credit notes using eTransmit.

By default, eTransmit uses the OECRN01.RPT file stored in your Order Entry program's ENG directory. If you want to modify this file for use with eTransmit, it is recommended that you keep any customized format files (RPT files) that you use with eTransmit in the EZ20A/ENG directory and make any adjustments to the formats destined for use with eTransmit from that location.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Credit Note No. Select a range of credit note numbers to send. If you leave a blank in the From Credit Note No. field, eTransmit will include the first credit note number. If you fill the To Credit Note No. with Z's, eTransmit will include up to the last credit note number.

Customer Number. Enter the first and last Customer Number to be included. If you leave a blank in the From Customer Number field, eTransmit will include the first Customer Number. If you fill the To Customer Number field with Z's, eTransmit will include up to the last Customer Number.

Include Credit Notes already printed/sent. Any credit notes previously printed using Order Entry are tagged "printed". Any credit notes previously sent using eTransmit are tagged "sent". If you want to include previously printed Order Entry credit notes or previously transmitted credit notes, check this box.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

After Using

Print or view the Transmission Log for a list of invoices that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Send O/E Order Confirmations

Once an order has been posted in Order Entry, it is available to be emailed or faxed by eTransmit. The format of the order sent is defined by the Crystal Report attached to the O/E Order Confirmations line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Order Confirmations form (.RPT file).

- In Order Entry, post any orders to be sent using eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the customer records in Accounts Receivable.

- The appropriate transmission method for each customer should be specified in the Customer eTransmit Options icon found under A/R Customers in Accounts Receivable.

To send Order Entry Order Confirmations via email or fax

Step 1.   Use ACCPAC Order Entry to create orders as required.

Step 2.   In eTransmit, select the Send O/E Order Confirmations icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of O/E Order Confirmations on the Forms page of the Setup notebook.

If you are sending Order Entry Order Confirmations by email, the Cover Letter will serve as an attachment to each email sent. If you are sending Order Entry Order Confirmations by fax, the Cover Letter will be the first page of any invoices sent by fax.

A sample Cover Letter (EZOECON.TXT) to use with Send O/E Order Confirmations can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Confirmation. Change the Use Confirmation document, if required. The Use Confirmation document will default to the file attached to the Forms Column of O/E Order Confirmations on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file that contains the fields and the layout you want to use when sending Order Entry Order Confirmations using eTransmit.

By default, eTransmit uses the OECONF01.RPT file stored in your Order Entry program's ENG directory. If you want to modify this file for use with eTransmit, it is recommended that you keep any customized format files (RPT files) that you use with eTransmit in the EZ20A/ENG directory and make any adjustments to the formats destined for use with eTransmit from that location.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Order Number. Select a range of order numbers to send. If you leave a blank in the From Order Number field, eTransmit will include the first order number. If you fill the To Order Number field with Z's, eTransmit will include up to the last order number.

Customer Number. Enter the first and last Customer Number to be included. If you leave a blank in the From Customer Number field, eTransmit will include the first Customer Number. If you fill the To Customer Number field with Z's, eTransmit will include up to the last Customer Number.

Include Confirmations already printed/sent. Any orders previously printed using Order Entry are tagged "printed". Any orders previous sent using eTransmit are tagged "sent". If you want to include previously printed Order Entry Confirmations or previously transmitted orders , check this box.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

Note

If the order is using a Ship To Address, the eTransmit settings for the Ship To Address will be used to send the document as well as the customer settings.

After Using

Print or view the Transmission Log for a list of orders that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Send O/E Quotes

Once an quote has been posted in Order Entry, it is available to be emailed or faxed by eTransmit. The format of the quote sent is defined by the Crystal Report attached to the O/E Quotes line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Quotes form (.RPT file).

- In Order Entry, post any quotes to be sent using eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the customer records in Accounts Receivable.

- The appropriate transmission method for each customer should be specified in the Customer eTransmit Options icon found under A/R Customers in Accounts Receivable.

To send Order Entry Quotes via email or fax

Step 1.   Use ACCPAC Order Entry to create quotes as required.

Step 2.   In eTransmit, select the Send O/E Quotes icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of O/E Quotes on the Forms page of the Setup notebook.

If you are sending Order Entry Quotes by email, the Cover Letter will serve as an attachment to each email sent. If you are sending Order Entry Quotes by fax, the Cover Letter will be the first page of any invoices sent by fax.

A sample Cover Letter (EZOEQUO.TXT) to use with Send O/E Quotes can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Quote. Change the Use Quote document, if required. The Use Quote document will default to the file attached to the Forms Column of O/E Quotes on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file that contains the fields and the layout you want to use when sending Order Entry Quotes using eTransmit.

By default, eTransmit uses the OEQUOT01.RPT file stored in your Order Entry program's ENG directory. If you want to modify this file for use with eTransmit, it is recommended that you keep any customized format files (RPT files) that you use with eTransmit in the EZ20A/ENG directory and make any adjustments to the formats destined for use with eTransmit from that location.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Quote Number. Select a range of quote numbers to send. If you leave a blank in the From Quote Number field, eTransmit will include the first order number. If you fill the To Quote Number field with Z's, eTransmit will include up to the last quote number.

Customer Number. Enter the first and last Customer Number to be included. If you leave a blank in the From Customer Number field, eTransmit will include the first Customer Number. If you fill the To Customer Number field with Z's, eTransmit will include up to the last Customer Number.

Include Quotes already printed/sent. Any quotes previously printed using Order Entry are tagged "printed". Any quotes previous sent using eTransmit are tagged "sent". If you want to include previously printed Order Entry Quotes or previously transmitted quotes, check this box.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

Note

If the quote is using a Ship To Address, the eTransmit settings for the Ship To Address will be used to send the document as well as the customer settings.

After Using

Print or view the Transmission Log for a list of quotes that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Send A/P Advices

Accounts Payable Advices can be sent by eTransmit after cheques have been posted. You can send both vendor payment advices and prepayment advices. The form used for the advice sent will be the form attached to the A/P Advice line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Advice form (.RPT file).

- In Accounts Payable, post any outstanding payment batches containing advices to be sent using eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the vendor records in Accounts Payable.

- The appropriate transmission method for each customer should be specified in the Vendor eTransmit Options icon found under A/P Vendors in Accounts Payable.

To send Accounts Payable Advices via email or fax

Step 1.   Use ACCPAC Accounts Payable to process payments as required.

Step 2.   In eTransmit, select the Send A/P Advices icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of A/P Advices on the Forms page of the Setup notebook.

If you are sending Accounts Payable Advices by email, the Cover Letter will serve as an attachment to each email sent. If you are sending Accounts Payable Advices by fax, the Cover Letter file will be the first page of any advices sent by fax.

A sample Cover Letter (EZAPADV.TXT) to use with Send A/P Advices can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Advice. Change the Use Advice document, if required. The Use Advice document will default to the file attached to the Forms column of A/P Advices on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file and contain the fields and the layout you want to use when sending Accounts Payable Advices using eTransmit.

A sample Accounts Payable Advice form (EZAPADV.RPT) can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with Seagate Crystal Reports. Select from any of the fields shown in the Customizing Forms section under Accounts Payable Advice Fields.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Batch Number. Select the batch that contains the posted check advices you want to send. If you don't know the batch number, click on the Finder to select from a list of available batches.

From Entry Number. This field will automatically contain the first Entry Number in the batch. If you want to start from another Entry Number in that batch, you can enter it here.

To Entry Number. This field will automatically contain the last Entry Number in the batch. If you want to specify another Entry Number as the ending entry, you can enter it here.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

After Using

Print or view the Transmission Log for a list of advices that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Send A/R Statements

A/R statements can be sent by eTransmit at any time based on information from ACCPAC Accounts Receivable. The format for the statement is defined by the Crystal Report attached to the A/R Statement line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Statement form (.RPT file).

- In Accounts Receivable, post any transactions that are to be included on your statements.

- Valid email addresses and fax numbers, as applicable, should be entered in the customer records in Accounts Receivable.

- The appropriate transmission method for each customer should be specified in the Customer eTransmit Options icon found under A/R Customers in Accounts Receivable.

To send Accounts Receivable Statements via email or fax

Step 1.   Use ACCPAC Accounts Receivable to post transactions to customers as required.

Step 2.   In eTransmit, select the Send A/R Statements icon. Edit the window based on the following information:

Selection Page

Run Date. Enter the date you want to appear on the statements. Transactions are also assigned to aging periods based on this date.

Cutoff Date. Documents dated after this date will not be included in the statements sent.

National Account Statements. Choose this option if you use National Accounts in your Accounts Receivable system and want to print statements for national accounts rather than individual customers not assigned to national accounts.

Age By. Specify whether you want to Age By Due Date or Document Date. This field and the Run Date above control what documents are included in each of the aging periods.

Account Type. Select whether you want to include All Customers, or only Open Item customers, or only Balance Forward customers.

Options Page

Select By. Specify up to four selection criteria to indicate the customer accounts to list on the report. If you are printing national account statements, you can specify one selection criteria. For the first selection, choose from Customer Number, National Account, Customer Group, Billing Cycle, and Short Name.

For the remaining three selection criteria choose from the above options, plus customer optional fields (if any), Territory, Account Set, Currency Code (multicurrency ledgers only), Current Balance, Current Functional Balance (multicurrency ledgers only), Customer Name, Salesperson, Short Name, Start Date, and Zip/Postal Code.

If you do not specify selection criteria, the report includes all customer records or national accounts with the account type you select.

Select Customers Based on Balance. If you want to send statements to customers who have debit balances only or credit balances only, then select the Select Customers Based on Balance Type box. Otherwise, leave the box blank to send statements to customers regardless of their balance. (If you want to exclude zero balance statements, you must check the Print Zero Balance Statements option in Accounts Receivable Setup Options.)

Include Applied Details for Open Item Accounts. If you want to include all documents related to an invoice on the statement, then select Include Applied Details for Open Item Accounts. If you leave this field blank, only the outstanding amount on each document will be displayed on the statement.

Include Paid Transactions for Open Item Accounts. If you want to include uncleared paid invoices and other zero balance documents, select this option. If you leave this field blank, only documents with outstanding amounts will be included on the statements.

Using Aging Periods. Either change the aging periods displayed under Use Aging Periods or print as is. The aging periods displayed here default based on the Aging Periods you specified in Accounts Receivable in the Options notebook.

Sort Documents By. Select to either sort the information in the each statement by Document Number or Document Date.

Dunning Messages. If you have Dunning Messages set up in Accounts Receivable, then you can apply them here. The dunning message code displayed here defaults to the one entered in your Accounts Receivable Options notebook.

Email Page

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of A/R Statements on the Forms page of the Setup notebook.

If you are sending Accounts Receivable Statements by email, the cover letter will serve as an attachment to each email sent. If you are sending Accounts Receivable Statements by fax, the cover letter file specified here will be the first page of any statement sent by fax.

A sample Cover Letter (EZARSTMT.TXT) to use with Send A/R Statements can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Statement. Change the Use Statement document, if required. The Use Statement document will default to the file attached to the forms column of A/R Statements on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file that contains the fields and the layout you want to use when sending Accounts Receivable Statements using eTransmit

By default, eTransmit uses the ARSTMT01.RPT file stored in your Accounts Receivable program's ENG directory. If you want to modify this file for use with eTransmit, it is recommended that you keep any customized format files (RPT files) that you use with eTransmit in the EZ20A/ENG directory and make any adjustments to the formats destined for use with eTransmit from that location.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

After Using

Print or view the Transmission Log for a list of statements that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Note re Balance Forward Customers

eTransmit does not generate a Balance Forward amount. eTransmit simply reports on information already existing in your Accounts Receivable. Therefore, you must print your statements in Accounts Receivable and specify that the statements printed correctly to generate the Balance Forward amount for your next statement run.

Send A/R Invoices

Once an invoice has been posted in Accounts Receivable, it is available to be emailed or faxed by eTransmit. The form used for the invoice sent will be the form attached to the A/R Invoice line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Invoice form (.RPT file).

- In Accounts Receivable, post any invoices to be sent using eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the customer records in Accounts Receivable.

- The appropriate transmission method for each customer should be specified in the Customer eTransmit Options icon found under A/R Customers in Accounts Receivable.

To send Accounts Receivable Invoices via email or fax

Step 1.   Use ACCPAC Accounts Receivable to create invoices as required.

Step 2.   In eTransmit, select the Send A/R Invoices icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to A/R Invoices on the Forms page of the Setup notebook.

If you are sending Accounts Receivable Invoices by email, the cover letter will serve as an attachment to each email sent. If you are sending Accounts Receivable Invoices by fax, the cover letter will be the first page of any invoices sent by fax.

A sample Cover Letter (EZARINV.TXT) to use with Send A/R Invoices can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Invoice. Change the Use Invoice document, if required. The Use Invoice document will default to the file attached to A/R Invoices on the Forms page of the Setup notebook

This document must be a Crystal Report file (.RPT) that contains the fields and the layout you want to use when sending Accounts Receivable invoices using eTransmit.

By default, eTransmit uses the ARDINVO.RPT file stored in your Accounts Receivable program ENG directory. If you want to modify this file for use with eTransmit, it is recommended that you keep any customized format files (RPT files) that you use with eTransmit in the EZ20A/ENG directory and make any adjustments to the formats destined for use with eTransmit from that location.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Invoice Number. Select a range of invoice numbers to send. If you leave a blank in the From Invoice Number field, eTransmit will include the first invoice number. If you fill the To Invoice Number field with Z's, eTransmit will include up to the last invoice number.

Customer Number. Enter the first and last Customer Number to be included. If you leave a blank in the From Customer Number field, eTransmit will include the first Customer Number. If you fill the To Customer Number field with Z's, eTransmit will include up to the last Customer Number.

Include Invoices already printed/sent. Any invoices previously printed using Accounts Receivable are tagged "printed". Any invoices previous sent using eTransmit are tagged "sent". If you want to include previously printed Accounts Receivable invoices or previously transmitted invoices, check this box.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

After Using

Print or view the Transmission Log for a list of invoices that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Send C/P Advices

Canadian Payroll Advices can be emailed or faxed via eTransmit after a payroll run has been posted. The form used for the advice sent will be the form attached to the C/P Advice line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Advice form (.RPT file) should have been created.

- In Canadian Payroll, post any payroll cheques containing advices to be sent via eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the employee records of Canadian Payroll.

- The appropriate transmission method for each employee should be specified in the Employee eTransmit Options icon found under Payroll Employees in Canadian Payroll.

To send Canadian Payroll Advices via email or fax

Step 1.   Use ACCPAC Canadian Payroll to process employee payments as required.

Step 2.   In eTransmit, select the Send C/P Advices icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of C/P Advices on the Forms page of the Setup notebook.

If you are sending Canadian Payroll Advices by email, the cover letter will serve as an attachment to each email sent. If you are sending Canadian Payroll Advices by fax, the Cover Letter file will be the first page of any advices sent by fax.

A sample Cover Letter (EZCPADV.TXT) to use with Send C/P Advices can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Advice. Change the Use Advice document, if required. The Use Advice document will default to the file attached to the Forms column of C/P Advices on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file and contain the fields and the layout you want to use when sending Canadian Payroll advices using eTransmit

A sample advice form (EZCPADV.RPT) to use with Send C/P Advices can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with Seagate Crystal Reports. Select from any of the fields shown in the Customizing Forms section under Canadian Payroll Advice Fields.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Employees. Select the range of employees to be included in the transmission. If you leave a blank in the From Employee field, eTransmit will include the first employee number. If you fill the To Employee field with Z's, eTransmit will include up to the employee number.

Advice Date. Enter the date range that includes the cheques processed that you want to include in the transmission.

Selection List. Enter the Selection List that is applicable to the payroll run to be included.

Detail Level. Select Summary or Detail depending on the level of information you want to display on your advice. If you select summary, your advice will summarize the earnings and deductions by Type and Rate. This options summarizes multiple earnings/deduction entries of the same type (cash, noncash, reported tips, salaries, etc.) and at the same rate ($10 per hour, for example) in a single line on the cheque stub. If you select detail, your advice will display each earning or deduction with on a single line on the cheque stub.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

After Using

Print or view the Transmission Log for a list of advices that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Send P/O Purchase Orders

Once an purchase order has been posted, it is available to be emailed or faxed by eTransmit. The format of the purchase order sent is defined by the Crystal Report attached to the P/O Purchase Orders line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Purchase Orders form (.RPT file).

- In Purchase Orders, post any purchase orders to be sent using eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the vendor records in Accounts Payable.

- The appropriate transmission method for each vendor should be specified in the Vendor eTransmit Options icon found under A/P Vendors in Accounts Payable.

To send Purchase Orders via email or fax

Step 1.   Use ACCPAC Purchase Orders to create purchase orders as required.

Step 2.   In eTransmit, select the Send P/O Purchase Orders icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of P/O Purchase Order on the Forms page of the Setup notebook.

If you are sending purchase orders by email, the Cover Letter will serve as an attachment to each email sent. If you are sending purchase orders by fax, the Cover Letter will be the first page of any purchase orders sent by fax.

A sample Cover Letter (EZPOPOR.TXT) to use with Send P/O Purchase Orders can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to

suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use PO. Change the Use PO document, if required. The Use PO document will default to the file attached to the Forms Column of P/O Purchase Orders on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file that contains the fields and the layout you want to use when sending purchase orders using eTransmit.

By default, eTransmit uses the POPOR01.RPT file stored in your Purchase Orders program's ENG directory. If you want to modify this file for use with eTransmit, it is recommended that you keep any customized format files (RPT files) that you use with eTransmit in the EZ20A/ENG directory and make any adjustments to the formats destined for use with eTransmit from that location.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

PO Number. Select a range of purchase order numbers to send. If you leave a blank in the From PO Number field, eTransmit will include the first purchase order number. If you fill the To PO Number field with Z's, eTransmit will include up to the last purchase order number.

Vendor Number. Enter the first and last Vendor Number to be included. If you leave a blank in the From Vendor Number field, eTransmit will include the first Vendor Number. If you fill the To Vendor Number field with Z's, eTransmit will include up to the last Vendor Number.

Include. Selecting these check boxes allows you to specify which types of purchase orders to send.

Include Purchase Orders already printed/sent. Any purchase orders previously printed using P/O are tagged "printed". Any purchase orders previous sent using eTransmit are tagged "sent". If you want to include previously printed purchase orders or previously transmitted purchase orders, check this box.

Include Details already printed/sent. Any detail lines on a purchase order previously printed are tagged "printed". Any detail lines previous sent using eTransmit are tagged "sent". If you want to include previously printed detail lines or previously transmitted detail lines, check this box.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

After Using

Print or view the Transmission Log for a list of purchase orders that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Send U/P Advices

US Payroll Advices can be emailed or faxed via eTransmit after a payroll run has been posted. The form used for the advice sent will be the form attached to the U/P Advice line on the Forms page of the Setup notebook.

Before Using

- Create an eTransmit Cover Letter (.TXT file) and Advice form (.RPT file) should have been created.

- In US Payroll, post any payroll cheques containing advices to be sent via eTransmit.

- Valid email addresses and fax numbers, as applicable, should be entered in the employee records of US Payroll.

- The appropriate transmission method for each employee should be specified in the Employee eTransmit Options icon found under Payroll Employees in US Payroll.

To send US Payroll Advices via email or fax

Step 1.   Use ACCPAC US Payroll to process employee payments as required.

Step 2.   In eTransmit, select the Send U/P Advices icon. Edit the window based on the following information:

Cover Letter. Change the Cover Letter attached if required. The Cover Letter will default to the file attached to the Cover column of U/P Advices on the Forms page of the Setup notebook.

If you are sending US Payroll Advices by email, the cover letter will serve as an attachment to each email sent. If you are sending US Payroll Advices by fax, the Cover Letter file will be the first page of any advices sent by fax.

A sample Cover Letter (EZUPADV.TXT) to use with Send U/P Advices can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your own requirements with any editor or word processor that enables you to save files in TXT format. Select from the fields shown in Customizing Cover Letters.

Use Advice. Change the Use Advice document, if required. The Use Advice document will default to the file attached to the Forms column of U/P Advices on the Forms page of the Setup notebook.

This document must be a Crystal Report (RPT) file and contain the fields and the layout you want to use when sending US Payroll advices using eTransmit

A sample advice form (EZUPADV.RPT) to use with Send U/P Advices can be found in your ACCPAC program directory under EZ20A\ENG. You can modify this file to suit your

own requirements with Seagate Crystal Reports. Select from any of the fields shown in the Customizing Forms section under US Payroll Advice Fields.

Subject Line. If desired, type a message of up to 80 characters for the recipient of the email or fax. The Subject line will display in the Subject of the email and in the default cover sheet of each fax.

Employees. Select the range of employees to be included in the transmission. If you leave a blank in the From Employee field, eTransmit will include the first employee number. If you fill the To Employee field with Z's, eTransmit will include up to the employee number.

Advice Date. Enter the date range that includes the cheques processed that you want to include in the transmission.

Selection List. Enter the Selection List that is applicable to the payroll run to be included.

Detail Level. Select Summary or Detail depending on the level of information you want to display on your advice. If you select summary, your advice will summarize the earnings and deductions by Type and Rate. This options summarizes multiple earnings/deduction entries of the same type (cash, noncash, reported tips, salaries, etc.) and at the same rate ($10 per hour, for example) in a single line on the cheque stub. If you select detail, your advice will display each earning or deduction with on a single line on the cheque stub.

Step 3.   Select Send - When the transmission is complete, information will appear indicating the number of messages sent as well as any errors or warnings logged.

After Using

Print or view the Transmission Log for a list of advices that have been sent as well as a description of any errors or warnings that may have occurred during transmission.

Chapter 4
Period End Procedure

Period End Procedure - Overview

The Period End Processing procedure related to eTransmit consists of two functions. One function is related to resetting Transaction Log numbers back to one. The other function enables you to clear Transaction Log reports to free up space.

You may decide the best time to do these procedures is at the end of a month or year or some other period of time that you determined relevant.

Year End

This window lets you reset the Transmission Log numbers back to one.

Before Using

- Close all other eTransmit tasks and ask other users to leave the system.

To Use the Year End Window:

Step 1.   Choose Process to proceed resetting Transmission Log numbers back to one or Cancel to exit the window

> **Tip:** You can use the Year End window at any time during the year to reset the Transmission Log Number as long as you follow the Before Using procedure above.

Clear Transmission Log

This window lets you remove obsolete Transmission Logs from your system. You can clear logs by a range of Run Numbers.

To use the Clear Transmission Log window:

Step 1.   In eTransmit, select the Clear Transmission Log icon. Edit the window based on the following information:

Clear Entire Log. Make this selection if you want to clear all information related to messages sent, errors and warnings generated during all previous transmissions.

Clear by Range. Make this selection if you want to clear only a range of Transmission Logs.

Start Run Number. If you selected Clear by Range, enter the first Transmission Log number to be cleared. If you do not know the first log number to clear, use the finder to help you make the selection.

End Run Number. If you selected Clear by Range, enter the last Transmission Log number to be cleared. If you do not know the last log number to clear, use the finder to help you make the selection.

Step 2.   Select Proceed to begin the clearing process.

Before Using

Before clearing Transmission Logs, make sure you have printed any Transmission Logs required for your records.

Chapter 5
Reports

Reports - Overview

Since eTransmit's main function is to email or fax documents already generated in other ACCPAC programs, the reporting requirement of eTransmit is simple. eTransmit reports on any documents sent via email or fax so you can confirm transmission (Transmission Log). ETransmit also provides a report that prints the configuration options selected during setup (Options Report).

This section briefly describes the reports produced by eTransmit.

Printing reports

You can print reports in eTransmit using the same options available to you in your other ACCPAC Advantage Series modules. You can:

- Print directly from the program to the printer, to obtain permanent copies of the information.

- Display the information on your screen for quick review before sending the report to a printer. (You can send the report to your default printer from the display.)

- Print to a file for printing later, importing into another program, or transferring to a diskette that will be used for offsite storage.

- E-mail the report as an attachment in an e-mail message.

- Schedule the report to be printed from a network server at a later time (if you use Seagate Info).

For more information on printing reports to different destinations, see your ACCPAC System Manager manuals.

Transmission Log

This report lists the contents of each Transmission Run. The report can be printed in summary or detail format. The Transmission Log can be printed for one or a range of Transmission Run numbers. The information in this report is purged using the Clear Transmission Log icon in Periodic Processing.

When to print this report

Print this report after using any of the following functions: Send OE Invoices, Send OE Credit Notes, Send O/E Order Confirmations, Send O/E Quotes, Send AP Advices, Send AR Statements, Send AR Invoices, Send P/O Purchase Orders, Send UP Advices, or Send CP Advices. Print this report to verify the list of persons to whom you emailed or faxed documents or to display a record of each transmission.

To print the report

Step 1.   Choose the Transmissions Log icon from the Reports window.

Step 2.   Then select:

Report Type. Summary or Detail. The summary report lists each the Run Number, Run Type, Date, Time, User and Subject Line attached to the each transmission. The detail report lists the information included in the summary as well as lists the individual recipients within each run and any errors or warnings that may have occurred during transmission.

Message Type. Select one or all of the following Message Types: Errors, Warning, and /or Error.

Start/End Run Number. Select the first and last Run Number to be included in the report.

Step 3.   Then select Print.

- If printing to a printer, eTransmit displays the print destination window to let you confirm your printer selection and change the number of copies to print. Choose OK if the settings are correct; otherwise chose Cancel or Setup.

- If printing to a file, eTransmit displays the name of the file, so you can change it or cancel printing.

- If printing to the screen (preview), eTransmit displays the report. If you want, you can then export it to a file or send it to the printer.

- If printing to e-mail, eTransmit displays an e-mail message window for you to fill in, and inserts the report as an attachment when you choose Send.

- If printing to a shedule, eTransmit displays the Schedule Report window.

For more information on printing reports to different destinations, see your ACCPAC System Manager manuals.

Options Report

The Options report lists the options selected and other information entered in the Options notebook to specify how your eTransmit system operates.

Print the report when you change your selections for eTransmit options.

To print the report

Step 1.   Choose File, Print from the Options notebook, or select the Options icon from the Setup Reports window.

Step 2.   Then select Print.

- If printing to a printer, eTransmit displays the print destination window to let you confirm your printer selection and change the number of copies to print. Choose OK if the settings are correct; otherwise chose Cancel or Setup.

- If printing to a file, eTransmit displays the name of the file, so you can change it or cancel printing.

- If printing to the screen (preview), eTransmit displays the report. If you want, you can then export it to a file or send it to the printer.

- If printing to e-mail, eTransmit displays an e-mail message window for you to fill in, and inserts the report as an attachment when you choose Send.

- If printing to a shedule, eTransmit displays the Schedule Report window.

For more information on printing reports to different destinations, see your ACCPAC System Manager manuals.

Appendix A
Customizing Forms and Letters

Customizing Forms

Accounts Receivable Invoices, Statements, Order Entry Invoices, Credit Notes, Order Confirmations, Quotes and Purchase Orders

You can use your own ACCPAC forms with eTransmit for invoices, credit notes, order confirmations, quotes, and statements or use the sample forms provided with your ACCPAC Accounts Receivable and Order Entry programs. If you want to edit these forms for use with eTransmit, you may want to copy them to the EZ20A/ENG directory so you can easily maintain the forms you use with eTransmit separately.

Please note: If you copy forms from your Order Entry or Accounts Receivable /ENG directories to eTransmit's EZ20A/ENG directory, change the default path and document information on the Forms page under the Options icon in Setup in eTransmit to match the new location of your forms.

The following sample forms exist in your Accounts Receivable, Order Entry and Purchase Order /ENG directories:

- ARINV01.RPT – Accounts Receivable Posted Invoice

- ARSTMT.RPT – Accounts Receivable Customer Statement

- OEINV01.RPT – Order Entry Invoice

- OECRD01.RPT – Order Entry Credit Note

- OECONF01.RPT – Order Entry Order Confirmation

- OEQUOT01.RPT – Order Entry Quote

- POPOR01.RPT – Purchase Order

These forms can be used as are or modified for use with eTransmit as per information included in your ACCPAC Accounts Receivable and Order Entry manuals. For more information on location of file folders, consult your ACCPAC System Manager Manuals.

Accounts Payable and Payroll Check Advices

The following sample Accounts Payable check advice and sample Payroll advices are included with your eTransmit program in the EZ20A/ENG directory:

- EZAPADV.RPT – Accounts Payable Check Advice

- EZCPADV.RPT – Canadian Payroll Check Advice

- EZUPADV.RPT – US Payroll Check Advice

These forms can be modified to suit your requirements based on the fields listed below.

Before you begin processing transactions, you should modify and test your forms as required. To test your forms, simply replace the email address and/or fax number related to one or your customers, vendors or employees with your own. Send that customer's, vendor's or employee's documents and view on your own email or fax.

For more information about how to customize forms, consult your ACCPAC System Manager Manuals.

Accounts Payable Advice Fields

The following information lists the fields you can include when designing or modifying formats for Accounts Payable check advices to be sent via email or fax when using eTransmit.

Table APVEN – Vendors

Field Name	Length	Description
VENDORID	12	Vendor Number
SHORTNAME	10	Short Name
IDGRP	3	Group Code
SWACTV	2	Status
DATEINAC	5	Inactive Date
DATELASTMN	5	Date Last Maintained
SWHOLD	2	On Hold
DATESTART	5	Start Date
IDPPNT	12	Participant ID

```
VENDNAME        30        Vendor Name

TEXTSTRE1       30        Address Line 1

TEXTSTRE2       30        Address Line 2

TEXTSTRE3       30        Address Line 3

TEXTSTRE4       30        Address Line 4

NAMECITY        20        City

CODESTTE        20        State/Prov.

CODEPSTL        15        Zip/Postal Code

CODECTRY        20        Country

NAMECTAC        30        Contact Name

TEXTPHON1       21        Phone Number

TEXTPHON2       21        Fax Number

PRIMRMIT        6         Primary Remit-To Location

IDACCTSET       6         Account Set

CURNCODE        3         Currency Code

RATETYPE        2         Rate Type

BANKID          8         Bank Code

PRTSEPCHKS      2         Print Separate Checks

DISTSETID       6         Distribution Set

DISTCODE        6         Distribution Code

GLACCNT         45        G/L Account

TERMSCODE       6         Terms

DUPAMTCODE      2         Duplicate Amount Code

DUPDATECD       2         Duplicate Date Code

CODETAXGRP      6         Tax Group

TAXCLASS1       2         Tax Class Code 1

TAXCLASS2       2         Tax Class Code 2
```

TAXCLASS3	2	Tax Class Code 3
TAXCLASS4	2	Tax Class Code 4
TAXCLASS5	2	Tax Class Code 5
TAXRPTSW	2	Subject to 1099/CPRS Reporting
TAXNBR	20	1099/CPRS Tax Number
TAXIDTYPE	2	Tax Type
CLASID	6	1099/CPRS Code
AMTCRLIMT	10	Credit Limit
AMTBALDUET	10	Balance due in Vndor currency
AMTBALDUEH	10	Balance due in Func. Currency
AMTPPDINVT	10	Total Prepaid Invoice Vend. Cur
AMTPPDINVH	10	Total Prepaid Invoice Func. Cur
DTLASTRVAL	5	Date of Last Revaluation
AMTBALLARV	10	Last Revaluation Balance
CNTOPENINV	4	Number of Open Invoices
CNTPPDINVC	4	Number of Preapaid Invoices
CNTINVPAID	4	Number of Paid Invoices
DAYSTOPAY	4	Number of Days to Pay
DATEINVCHI	5	Date of Largest Invoice
DATEBALHI	5	Date of Highest Balance
DATEINVHIL	5	Date of Largest Invoice Last Yr
DATEBALHIL	5	Date of Highest Balance Last Yr
DATELASTAC	5	Date of Last Activity
DATELASTIV	5	Date of Last Invoice
DATELASTCR	5	Date of Last Credit Note
DATELASTDR	5	Date of Last Debit Note
DATELASTPA	5	Date of Last Payment
DATELASTDI	5	Date of Last Discount

DATELSTADJ	5	Date of Last Adjustment	
IDINVCHI	22	Number of Largest Invoice	
IDINVCHILY	22	Number of Largest Invoice Last Yr	
AMTINVHIT	10	Largest Invoice – Vendor Curr.	
AMTBALHIT	10	Highest Balance – Vendor Curr	
AMTINVHILT	10	Largest Inv. Last Yr. Vend. Curr	
AMTBALHILT	10	Highest Bal. Last Yr. – Vend. Curr	
AMTLASTIVT	10	Last Invoice Amt. – Vend. Curr	
AMTLASTCRT	10	Last Cr. Note Amt. – Vend. Curr	
AMTLASTDRT	10	Last Dr. Note Amt. – Vend. Curr	
AMTLASTPYT	10	Last Payment – Vend. Curr.	
AMTLASTDIT	10	Last Discount Amt. – Vend. Curr	
AMTLASTADT	10	Last Adj. Amt. – Vendor Curr	
AMTINVHIH	10	Larget Invoice – Functional Curr	
AMTBALHIH	10	Highest Balance – Functional Curr	
AMTINVHILH	10	Largest Inv. Last Yr. Func. Curr	
AMTBALHILH	10	Highest Balance Last Yr. Func. Curr	
AMTLASTIVH	10	Last Invoice Amt. – Functional Curr	
AMTLASTCRH	10	Last Cr. Note Amt. – Func. Curr	
AMTLASTDRH	10	Last Dr. Note Amt – Func. Curr	
AMTLASTPYH	10	Last Payment – Functional Curr	
AMTLASTDIH	10	Last Discount Amt. – Func. Curr	
AMTLASTADH	10	Last Adj. Amt. – Func. Curr.	
TEXTOPFL1	2	Optional Field 1	
TEXTOPFL2	3	Optional Field 2	
TEXTOPFL3	4	Optional Field 3	

Field Name	Length	Description
TEXTOPFL4	12	Optional Field 4
TEXTOPFL5	15	Optional Field 5
TEXTOPFL6	30	Optional Field 6
DATEOPFL1	5	Optional Field Date
AMTOPFL1	10	Optional Field Amount
IDTAXREGI1	20	Tax Registration Code 1
IDTAXREGI2	20	Tax Registration Code 2
IDTAXREGI3	20	Tax Registration Code 3
IDTAXREGI4	20	Tax Registration Code 4
IDTAXREGI5	20	Tax Registration Code 5
SWDISTBY	2	Distribution Type
CODECHECK	3	Check Language
AVGDAYSPAY	5	Average Days to Pay
AMTINVPDHC	10	Total Invoices Paid – Func. Curr
AMTINVPDTC	10	Total Invoices Paid – Vend. Curr
CNTNBRCHKS	4	Total Number of Checks
SWTXINC1	2	Tax Included 1
SWTXINC2	2	Tax Included 2
SWTXINC3	2	Tax Included 3
SWTXINC4	2	Tax Included 4
SWTXINC5	2	Tax Included 5
EMAIL1	50	Contact's email
EMAIL2	50	Vendor's email
WEBSITE	100	Vendor's Web Site

Table APOBP – Document Payments

Field Name	Length	Description

IDVEND	12	Vendor Number
IDINVC	22	Document Number
CNTPAYMNBR	3	Payment Number
IDRMIT	12	Check Number
DATEBUS	5	Business Date
TRANSTYPE	2	Document Type
CNTSEQNCE	3	Sequence No.
CNTBTCH	5	Batch Number
DATEBTCH	5	Creation Date
AMTPAYMHC	10	Func. Payment Amount
AMTPAYMTC	10	Vend. Payment Amount
CODECURN	3	Currency Code
IDRATETYPE	2	Rate Type
RATEEXCHHC	8	Exchange Rate
SWOVRDRATE	2	Rate Override
IDBANK	8	Bank Code
TRXTYPE	2	Transaction Type
IDMEMOXREF	22	Reference Document No.
SWINVCDEL	2	Delete Invoice
DATELSTSTM	5	Last Statement Date
IDPREPAID	22	Matching Document No.
IDRMITVEND	12	Remitting Vendor No.
DATERMIT	5	Check Date
CNTITEM	4	Entry Number
FISCYR	4	Year
FISCPER	2	Period
LONGSERIAL	4	Check Serial Number

```
CODE1099        6           1099/CPRS Code

AMT1099         10          1099/CPRS Amount

RATEDATE        5           Rate Date

RATEOP          2           Rate Operator
```

Canadian Payroll Advice Fields

The following information lists the fields you can include when designing or modifying formats for Canadian Payroll check advices to be sent via email or fax when using eTransmit.

Table CPEMPL – Employees

Field Name	Length	Description
EMPLOYEE	12	Employee
LASTMAINT	5	Last Maintained
TEMPLATE	12	Employee Template
LASTNAME	20	Last Name
FIRSTNAME	15	First Name
MIDDLENAME	15	Middle Name
FULLNAME	40	
ADDRESS1	30	Address Line 1
ADDRESS2	30	Address Line 2
ADDRESS3	30	Address Line 3
ADDRESS4	30	Address Line 4
CITY	25	City
STATE	25	State/Province
ZIP	15	Postal Code
COUNTRY	20	Country
SSN	11	Social Insurance Number

BIRTHDATE	5	Birth Date
STATUS	2	Employment Status
HIREDATE	5	Hire Date
FIREDATE	5	Termination Date
POSITION	25	Position
PARTTIME	2	Part-Time
PAYFREQ	2	Pay Frequency
CHECKLANG	2	Cheque Language
HRSPERPER	4	Hours per Period
WCC	6	Workers' Compensation Code
OTSCHED	6	Overtime Schedule
SHIFTSCHED	6	Shift Differential Schedule
SHIFTNUM	2	Shift Number
TIMESLATE	2	Times Late
ENTRYSEQ	4	Entry Sequence
CLASS1	6	Class 1
CLASS2	6	Class 2
CLASS3	6	Class 3
CLASS4	6	Class 4
GLSEG1	15	Segment Code 1
GLSEG2	15	Segment Code 2
GLSEG3	15	Segment Code 3
PHONE	20	Phone
SUPERVSR	25	Supervisor
REVWDATE	5	Last Review Date
LASTRAISE	5	Date of Last Raise
ALTADDR1	30	Alternate Address Line 1

ALTADDR2	30	Alternate Address Line 2
ALTADDR3	30	Alternate Address Line 3
ALTADDR4	30	Alternate Address Line 4
ALTCITY	25	Alternate City
ALTSTATE	25	Alternate State/Province
ALTZIP	15	Alternate ZIP/Postal Code
ALTCNTRY	20	Alternate Country
GENDER	2	Gender
ETHNIC	2	
EMERNAME	40	Emergency Contact
EMERPHON	20	Emergency Phone
OPTTXTFLD1	2	Optional Field 1
OPTTXTFLD2	3	Optional Field 2
OPTTXTFLD3	4	Optional Field 3
OPTTXTFLD4	12	Optional Field 4
OPTTXTFLD5	15	Optional Field 5
OPTTXTFLD6	30	Optional Field 6
OPTAMTFLD	10	Optional Amount Field
OPTDATEFLD	5	Optional Date Field
MINWAGE	10	Minimum Wage
VACATION	6	Vacation ID
SICK	6	Sick Pay ID
COMPTIME	6	Banked Time ID
SSNFORMAT	2	SIN Format
RPP	7	Registered Pension Plan Number
WORKPROV	2	Province of Employment

Table CPCHKH - Cheque Header

Field Name	Length	Description
EMPLOYEE	12	Employee
PEREND	5	Period End Date
ENTRYSEQ	4	Entry Sequence By Employee
ENTRYTYPE	2	Type of Cheque
BANK	8	Bank ID
TRANSNUM	5	Transaction Number
TRANSDATE	5	Transaction Date
PERSTART	5	Period Start Date
TIMESLATE	2	Times Late This Period/Timecard
CHECKSTAT	2	Cheque Status
PRPOSTSTAT	2	PR Post Status
GLPOSTSTAT	2	G/L Post Status
PAYFREQ	2	Pay Frequency
CLASS1	6	PR Class 1
CLASS2	6	PR Class 2
CLASS3	6	PR Class 3
CLASS4	6	PR Class 4
SERIAL	4	Bank Serial Number
CALCSEQ	4	Calculation Sequence
POSTSEQ	4	Posting Sequence
PRPERIOD	2	Payroll Period
TRANSAMT	10	Transaction Amt
GLSEG1	15	G/L Segment One
GLSEG2	15	G/L Segment Two
GLSEG3	15	G/L Segment Three
BANKACCT	45	Bank General Ledger Account

WORKPROV	2	Province of Employment
TAXPLAN	6	Employee EI ID

Table CPCHKD - Cheque Details

Field Name	Length	Description
EMPLOYEE	12	Employee
PEREND	5	Period End Date
ENTRYSEQ	4	Entry Sequence By Employee
CATEGORY	2	Category code
EARNDED	6	Earnings/Deduction
LINETYPE	2	Presentation List Type Pay
LINENO	2	Unique Key Field
EARDEDTYPE	2	Earnings/Deduction Type
EARDEDDATE	5	Earnings/Deduction Date
HOURS	4	Earnings/Deduction Hours
ECNTBASE	10	Employee Amt, Cnt, Base or Sale
ERATE	9	Employee Hourly Rate or Percent
EEXTEND	10	Employee Dollar Amounts
EREGRATE	9	Base Regular Rate for OT
RCNTBASE	10	Employer Amt, Cnt, Base or Sale
RRATE	9	Employer Hourly Rate or Percent
REXTEND	10	Employer Dollar Amounts
EXPACCT	45	Regular Pay Expense G/L Account
ELIABACCT	45	Employee Liability G/L Account
RLIABACCT	45	Employer Liability G/L Account
WCC	6	Workers' Compensation Code
GLSEG1	15	Cost Center Segment One
GLSEG2	15	Cost Center Segment Two

GLSEG3	15	Cost Center Segment Three
PARTIAL	2	Detail Was Partially Taken or N
TAXWEEKS	4	Weeks Worked for the Taxing Authority
TAXEARNS	10	Taxable Earnings
TXEARNCEIL	10	Taxable Earnings Ceiling
TAXTIPS	10	Taxable Tips Without a Ceiling
TXTIPSCEIL	10	Taxable Tips With a Ceiling
TAXONTIPS	10	Amount of Tax Calculated on Tip
UNCOLLTAX	10	For Uncollected SS/Med
PCATEGORY	2	Print Category
PLINETYPE	2	Print Line Type
PCONTENTS	2	Print Line Contents
TAXNONPER	10	Taxable Non-periodic Earnings
TAXEARNBD	10	Subject to Income tax befor ded
POOLEDTIPS	10	Pooled Tips

US Payroll Advice Fields

The following information lists the fields you can include when designing or modifying formats for US Payroll check advices to be sent via email or fax when using eTransmit.

Table UPEMPL – Employees

Field Name	Length	Description
EMPLOYEE	12	Employee
LASTMAINT	5	Last Maintained
TEMPLATE	12	Employee Template
LASTNAME	20	Last Name

FIRSTNAME	15	First Name
MIDDLENAME	15	Middle Name
FULLNAME	40	Full Name
ADDRESS1	30	Address Line 1
ADDRESS2	30	Address Line 2
ADDRESS3	30	Address Line 3
ADDRESS4	30	Address Line 4
CITY	25	City
STATE	25	State/Province
ZIP	15	Zip Code
COUNTRY	20	Country
SSN	11	Social Security Number
BIRTHDATE	5	Birth Date
STATUS	2	Employment Status
HIREDATE	5	Hire Date
FIREDATE	5	Termination Date
POSITION	25	Position
PARTTIME	2	Part-time
PAYFREQ	2	Pay Frequency
CHECKLANG	2	Check Language
HRSPERPER	4	Hours per Period
WCC	6	Workers' Compensation Code
OTSCHED	6	Overtime Schedule
SHIFTSCHED	6	Shift Differential Schedule
SHIFTNUM	2	Shift Number
TIMESLATE	2	Times Late
ENTRYSEQ	4	Entry Sequence
CLASS1	6	Class 1

CLASS2	6	Class 2
CLASS3	6	Class 3
CLASS4	6	Class 4
GLSEG1	15	Segment Code 1
GLSEG2	15	Segment Code 2
GLSEG3	15	Segment Code 3
PHONE	20	Phone Number
SUPERVSR	25	Supervisor
REVWDATE	5	Last Review Date
LASTRAISE	5	Last Raise Date
ALTADDR1	30	Alternate Address Line 1
ALTADDR2	30	Alternate Address Line 2
ALTADDR3	30	Alternate Address Line 3
ALTADDR4	30	Alternate Address Line 4
ALTCITY	25	Alternate City
ALTSTATE	25	Alternate State
ALTZIP	15	Alternate Zip
ALTCNTRY	20	Alernate Country
GENDER	2	Gender
EMERNAME	40	Emergency Contact
EMERPHON	20	Emergency Phone
OPTTXTFLD1	2	Optional Field 1
OPTTXTFLD2	3	Optional Field 2
OPTTXTFLD3	4	Optional Field 3
OPTTXTFLD4	12	Optional Field 4
OPTTXTFLD5	15	Optional Field 5
OPTTXTFLD6	30	Optional Field 6

OPTAMTFLD	10	Optional Amount Field
OPTDATEFLD	5	Optional Date Field
MINWAGE	10	Minimum Wage
VACATION	6	Vacation ID
SICK	6	Sick Pay ID
COMPTIME	6	Comp. Time ID
SSNFORMAT	2	SSN Format
DISABILITY	6	
RPP	7	
WORKPROV	2	

Table UPCHKH - Check Header

Field Name	Length	Description
EMPLOYEE	12	Employee
PEREND	5	Period End Date
ENTRYSEQ	4	Entry Sequence By Employee
ENTRYTYPE	2	Type of Check
BANK	8	Bank ID
TRANSNUM	5	Transaction Number
TRANSDATE	5	Transaction Date
PERSTART	5	Period Start Date
TIMESLATE	2	Times Late This Period/Timecard
CHECKSTAT	2	Check Status
PRPOSTSTAT	2	PR Post Status
GLPOSTSTAT	2	G/L Post Status
PAYFREQ	2	Pay Frequency
CLASS1	6	PR Class 1
CLASS2	6	PR Class 2

CLASS3	6	PR Class 3	
CLASS4	6	PR Class 4	
SERIAL	4	Bank Serial Number	
CALCSEQ	4	Calculation Sequence	
POSTSEQ	4	Posting Sequence	
PRPERIOD	2	Payroll Period	
TRANSAMT	10	Transaction Amt	
GLSEG1	15	G/L Segment One	
GLSEG2	15	G/L Segment Two	
GLSEG3	15	G/L Segment Three	
BANKACCT	45	Bank General Ledger Account	
WORKPROV	2	Province of Employment	
TAXPLAN	6	Employee EI ID	

Table UPCHKD - Check Details

Field Name	Length	Description
EMPLOYEE	12	Employee
PEREND	5	Period End Date
ENTRYSEQ	4	Entry Sequence By Employee
CATEGORY	2	Category code
EARNDED	6	Earnings/Deduction
LINETYPE	2	Presentation List Type Pay
LINENO	2	Unique Key Field
EARDEDTYPE	2	Earnings/Deduction Type
EARDEDDATE	5	Earnings/Deduction Date
HOURS	4	Earnings/Deduction Hours
ECNTBASE	10	Employee Amt, Cnt, Base or Sale

ERATE	9	Employee Hourly Rate or Percent
EEXTEND	10	Employee Dollar Amounts
EREGRATE	9	Base Regular Rate for OT
RCNTBASE	10	Employer Amt, Cnt, Base or Sale
RRATE	9	Employer Hourly Rate or Percent
REXTEND	10	Employer Dollar Amounts
EXPACCT	45	Regular Pay Expense G/L Account
ELIABACCT	45	Employee Liability G/L Account
RLIABACCT	45	Employer Liability G/L Account
WCC	6	Workers' Compensation Code
GLSEG1	15	Cost Center Segment One
GLSEG2	15	Cost Center Segment Two
GLSEG3	15	Cost Center Segment Three
PARTIAL	2	Detail Was Partially Taken or N
TAXWEEKS	4	Weeks Worked for the Taxing Aut
TAXEARNS	10	Taxable Earnings
TXEARNCEIL	10	Taxable Earnings Ceiling
TAXTIPS	10	Taxable Tips Without a Ceiling
TXTIPSCEIL	10	Taxable Tips With a Ceiling
TAXONTIPS	10	Amount of Tax Calculated on Tip
UNCOLLTAX	10	For Uncollected SS/Med
PCATEGORY	2	Print Category
PLINETYPE	2	Print Line Type
PCONTENTS	2	Print Line Contents
TAXNONPER	10	Taxable Non-periodic Earnings
TAXEARNBD	10	Subject to Income tax befor ded

Customizing Cover Letters for Invoices, Credit Notes, Statements, Orders, Quotes, Purchase Orders, Cheque Advices

eTransmit includes sample cover letters that are delivered with each email or fax and include a message for each recipient regarding the transmitted document. The samples also include a link for the Adobe website where they can download Adobe Acrobat Reader if it is not already on their system. Cover letters can be created with any program than enables you to save files as .TXT documents.

Before you send any ACCPAC forms to real recipients, you should test and modify your cover letter formats as required. To test your formats, follow the procedures provided under Sending Documents for the specific types of documents you want to transmit.

Modifying Cover Letters

To edit the forms, use any program that enables you to save a document as a TXT file. Microsoft Word, Notepad or Wordpad are examples of programs that are usually available on most systems and can be used to create cover letters for eTransmit.

eTransmit includes sample Cover Letters for the following printed forms:

- EZAPADV.TXT – Accounts Payable Advice Cover Letter

- EZARINV.TXT – Accounts Receivable Invoice Cover Letter

- EZARSTMT.TXT – Accounts Receivable Statement Cover Letter

- EZCPADV.TXT – Canadian Payroll Advice Cover Letter

- EZOEINV.TXT – Order Entry Invoice Cover Letter

- EZOECON.TXT – Order Entry Order Confirmations Letter

- EZOEQUO.TXT – Order Entry Quote Letter

- EZPOPOR.TXT – Purchase Order Letter

- EZUPADV.TXT – US Payroll Advice Cover Letter

Cover letters can use the mail merge capability to personalize letters for each customer, employee, or vendor.

For example, if the cover letter has the following text:

```
Attn: <VENDNAME>

The attached payments have been made to your account.
```

```
Regards,
Universal Corporation
```

then a payment made to vendor "Chloride Systems" will be sent as:

```
Attn: Chloride Systems

The attached payments have been made to your account.

Regards,
Universal Corporation
```

The customer field names that can be included in each Cover Letter for Send A/R Invoices, Send A/R Statements, Send O/E Invoices, Send O/E Credit Notes, , Send O/E Order Confirmations and Send O/E Quotesare:

Field	Merge Code
Customer Number	<CUSTID>
Customer Name	<CUSTNAME>
Short Name	<SHORTNAME>
Contact Name	<CONTACT>
Address Line 1	<ADDRESS1>
Address Line 2	<ADDRESS2>
Address Line 3	<ADDRESS3>
Address Line 4	<ADDRESS4>
City	<CITY>
State/Prov	<STATEPROV>
Zip/Postal Code	<POSTALZIP>
Country	<COUNTRY>
Phone Number	<PHONE>
Fax Number	<FAX>
Contact's email	<EMAIL1>
Customer's email	<EMAIL2>

The vendor field names that can be included in each Cover Letter for Send A/P Invoices and Send P/O Purchase Orders are:

Field	Merge Code
Vendor Number	<VENDORID>
Vendor Name	<VENDNAME>
Short Name	<SHORTNAME>
Contact Name	<CONTACT>
Address Line 1	<ADDRESS1>
Address Line 2	<ADDRESS2>
Address Line 3	<ADDRESS3>
Address Line 4	<ADDRESS4>
City	<CITY>
State/Prov	<STATEPROV>
Zip/Postal Code	<POSTALZIP>
Country	<COUNTRY>
Phone Number	<PHONE>
Fax Number	<FAX>
Contact's email	<EMAIL1>
Vendor's email	<EMAIL2>

The employee field names that can be included in each Cover Letter for Send C/P Invoices and Send U/P Advices are:

Field	Merge Code
Employee Number	<EMPID>
First Name	<FIRST>
Middle Name	<MIDDLE>
Last Name	<LAST>

Address Line 1	<ADDRESS1>
Address Line 2	<ADDRESS2>
Address Line 3	<ADDRESS3>
Address Line 4	<ADDRESS4>
City	<CITY>
State/Prov	<STATEPROV>
Zip/Postal Code	<POSTALZIP>
Country	<COUNTRY>

Appendix B
Changes in eTransmit 2.0

What's new in Version 2.0

Support for Windows 2000/XP Fax Service

eTransmit can now use the Windows 2000/XP fax service to fax documents. At this time, eTransmit cannot use a shared Windows 2000 fax device. When using the Windows 2000/XP fax service, eTransmit must use RTF format files and Microsoft Word must be installed. This is due to an incompatibility with the fax service and the Adobe Acrobat Reader program.

New Document Types

eTransmit can now send O/E Order Confirmations, O/E Quotes and P/O Purchase Orders.

Customization Directories

eTransmit now supports the customization directories feature of the Enterprise Edition of ACCPAC Advantage Series. To use the feature you must select the "Use Customization Directories" setting in the Options screen.

Ship To Address Support

Ship To addresses can now have email addresses and fax numbers attached to them. eTransmit will send documents to the ship to address settings if an order/invoice has a ship to address attached.

SMTP Authentication

If you use SMTP as your email protocol, eTransmit now supports SMTP mail servers that require authentication (login). Straight user name/password authentication is supported as well as POP3 based authentication.

eTransmit Defaults

The Options icon has been enhanced to include default eTransmit settings for customers, employees, ship to addresses and vendors. When a new customer, employee, ship to address or vendor is added, eTransmit will set the email/fax settings to the default provided under Options.