Wellspring Software

Training Note

E-mail EFT Statements with QuickBooks   10 February 2012

The Payee List function in PrintBoss can be used to generate e-mail copies of direct deposit or EFT statements. Please note that the PrintBoss E-mail function is included with the Enterprise Edition of PrintBoss.

The Payee List can be especially useful for QuickBooks statements as the QuickBooks software does not print a payee or vendor e-mail address on the statements. There is a place in QuickBooks to associate an e-mail address with a vendor, and while this information does not print on the check, it can be exported to a .csv file which can then be imported into the PrintBoss Payee List.

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

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

2. Edit the PrintBoss form QB_CHK4 to add scripts to the RunTime and Footer Objects tabs, and to also capture and assign the necessary processing variables.

3. Enable the PrintBoss E-mail function. Please refer to the companion PrintBoss Training Note: E-mail Settings (Document Number Q1034) for detailed instruction on how to enable the PrintBoss E-mail function.

CREATING A PAYEE LIST

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

PAYEE – The name or identifier of the payee as it has been entered in QuickBooks. PrintBoss uses this field to match the payee name on the check. It is an alpha-numeric field.

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

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

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

Entering Payee data manually

1. Open the PrintBoss Master Application.

2. Click on the *Edit* menu and choose *Payee Lists*.
3. Click *Create* to start a new Payee List.
     a. Enter a *File Name* for the list. There are no requirements for the File Name.
     b. Click *OK* to create the list entry.
4. Select the list you created and click the *Editor* button. The *Payee List Browse* window opens.
5. Entries can be made one at a time in the list by clicking on the + sign.
6. Click *OK* to save the record.

Create a Payee List by importing a .CSV File

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

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

1. Open the PrintBoss Master Application.
2. Click on the *Edit* menu and choose *Payee Lists*.
3. Click *Create* to start a new Payee List.
     a. Enter a *File Name* for the list. There are no requirements for the File Name.
     b. Click *OK* to create the list entry.
4. Select the list you created and click the *Editor* button. The *Payee List Browse* window opens.
   The next steps cover exporting a template to a .csv file and importing back into the Payee List when completed
5. RIGHT-click on the gears in the top left corner of the Payee List Browse grid and choose *Export*. PrintBoss will open a status window:
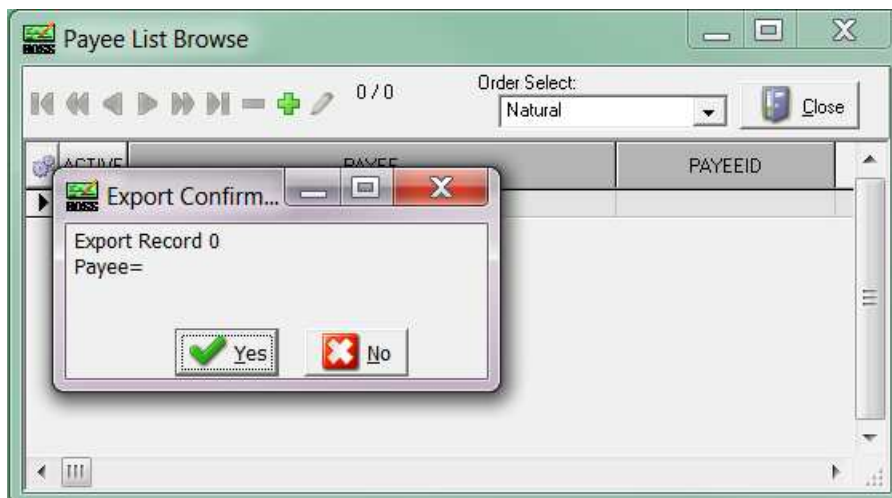
6. Click *Yes*.
7. Enter a name and location to save this file. PrintBoss will save it as a Comma Delimited (*.csv) file.
8. Navigate to the save location and open the *.csv file.
9. Enter values in the following fields:

a. PAYEE – Enter the payee name as it appears in QuickBooks. PrintBoss uses this field to match the payee name on the check.
b. PAYEE ID – Enter an ID for this payee if there are two or more identical names. This field is optional.
c. ACTIVE – N denotes an inactive record. Enter Y to activate this record.
d. E-MAIL – Enter a Payee E-mail Address for this payee.

10. Save changes to this file and click *Yes* to keep the features.
11. Return to PrintBoss, click on the *Edit* menu, and select *Payee Lists*.
12. Select the appropriate Payee List and click *Editor*.

13. LEFT-click on the gears ![gears icon] in the top left corner of the Payee List Browse grid and select *Import*.
14. Select the appropriate .csv file and click *Open*. The list will populate with the .csv entries.

15. Select a record and click the arrowhead ![arrowhead button] to open and edit the selected Payee file.
16. Click the *Done* button when you are finished.

EDIT THE PRINTBOSS FORM QB_CHK4

In order for PrintBoss to process the Payee List the PrintBoss check form must be edited to include processing instructions and variable assignments. The PrintBoss check form could be QB_CHK4, QB_CHK4M, QB_CHK4T, or QB_CHK5 depending on the version of PrintBoss software installed.

FORM EDITOR

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

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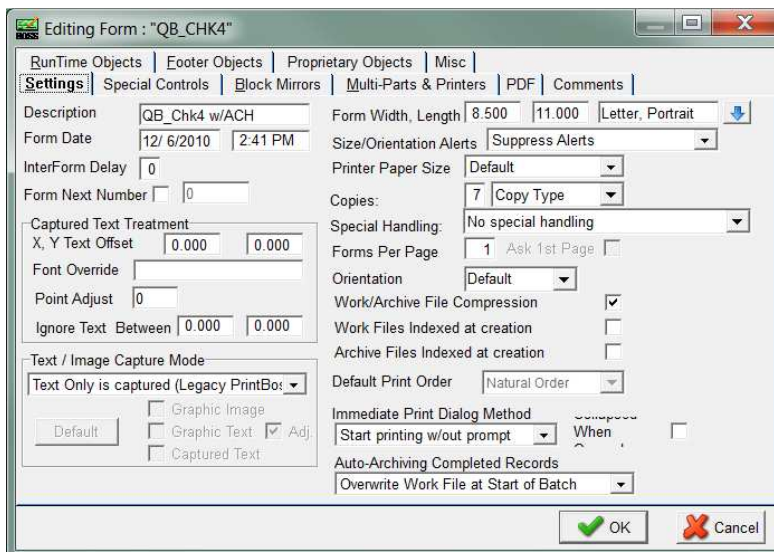
FORM SETUP FOR E-MAIL

The newest version of the PrintBoss check forms for PrintBoss (i.e QB_CHK4, QB_CHK4m, etc.) have been modified so that they are e-mail ready. The E-mail copy is copy 3. All of the scripting in the form is by default based on the E-mail copy being copy 3.
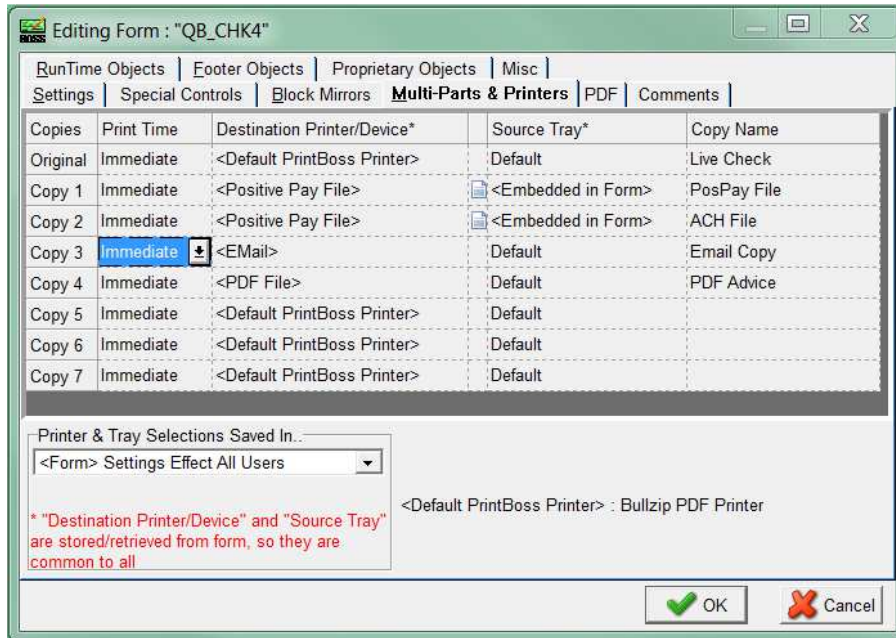
If an older copy of a QuickBooks check form is already in use, the PrintBoss E-mail features can be added. This only takes a few steps:
1. Increment **Copies** by 1 on the **Settings** Tab. This new copy will be treated as the E-mail copy.
2. Select the **Multi-Parts & Printers** tab.
3. Set the **Destination Printer/Device** for the new copy to **<EMail>**.
4. On the **Special Controls** tab choose the '*Pre-process Assignments'* option to be '*Special.'*
5. On the **RunTime Objects** tab enter the following script line to assign the variable 'EmailTo' to the value found in the Payee List for the E-mail address:

   #Assign EmailTo, "{plEmail}"

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

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

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

Enable the PrintBoss E-mail function

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

PrintBoss can e-mail on an individual basis (manual mode) or in batches (automatic mode).
 ➢ Manual mode – PrintBoss e-mails any page viewed from a work or archive file.
 ➢ Automatic mode – One of the copies in the PrintBoss form is defined as the e-mail copy. PrintBoss processes the copy and the work file to record e-mail attempts and successes.

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

E-mailing Setup

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

E-mailing

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

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

When the **Print Time** on the **Multi-Parts & Printers** tab of the **Form Editor** is set to *Batch*, documents can be e-mailed manually from the View or directly from the Work File. Please see the PrintBoss Manual (Document Number 1000) for step-by-step instructions on sending e-mail from the Work File.

APPENDIX A

VARIABLES

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

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

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

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

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

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

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

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

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

{EmailPDFNoPrint}
The PDF file attachment can be printed by default.

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

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

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

#Assign EmailPDFNoEdit, "NO"

{EmailOptions}
The following options may be defined by assigning them to the *E-mailOptions* variable. For example:
#Assign EmailOptions, "/FP /SD"

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

Ⓟ   /OA   Omit Attachments

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

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

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