



Global 3000 Service Pack Note

CL Remittances PDF Format/Email Delivery

Author	DCP		
Project	ZP60_000183.doc		
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INTRODUCTION

This service pack provides the ability to print Creditors Ledger Remittances in PDF format and to deliver them via email.

This service pack updates Creditors Ledger Auto-Payments to produce remittance advices in PDF format and for selected suppliers deliver them via email.

For technical reasons the method of generating the PDF documents and the documents to be emailed will be via Extended PF statements (see Technical Note IN343).

The following should be noted:

- The emailing of remittance advices is an automated process and form part of the standard document print run, i.e. the user must not be forced to run multiple remittance advice print runs to select those suppliers for which documents are to be printed and those for which they are to be emailed.
- The emailing of remittance advices is a supplier based setting.
- The documents are emailed as an attachment rather than being built into the body text of the email itself.
- It is possible to specify the backdrop to be used for remittance advices printed in PDF format and delivered via email. A default backdrop (in portrait format) has been created. The default backdrop is available for download from http://www.global3000.co.uk/pub/global3000/6.0/cl_remittance.zip
- Each document will result in a single email, e.g. if a supplier has a three part remittance advice (covering payments in different currencies) auto-payments will generate 3 separate emails.
- It is possible to specify up to five other files to be added as attachments to each emailed document.
- If a document is delivered via email it will not be physically printed. The ability to produce printed copies of emailed documents will be provided in the form of an additional prompt when remittance advices are selected for printing.
- Auto-Payments checks to see if emails can be sent from the pc running GX, if not the user is informed and given the option to print documents for suppliers configured to receive them via email.
- Combined cheque/remittance advices cannot be delivered via email.
- The 'Lines per remittance advice' system parameter does not affect the number of lines included when remittance advices are printed in PDF format or delivered via email. If the default backdrop is used the number of lines included per remittance advice is 42.

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DOCUMENTATION CHANGES

System Maintenance, CL, Auto-Payments, Remittance Advice Options – PDF/Email

This window appears when you complete your responses in the Auto-Payments – Cheque Printing Options window.

Purpose This window is used to specify that for selected supplier accounts Creditors Ledger is to generate remittance advices as single PDF format documents to be delivered via email. It is also used to configure a document ‘backdrop’ to be used when remittance advices are delivered via email or printed in PDF format. It should be noted that great care must be taken when completing the settings in this window. For further information please see Technical Note IN343.

Note Printing remittance advices in PDF format and the delivery of remittances via email requires an up-to-date copy of PDF_In-The-Box or All_In_The_Box to be present on each GX client used to perform the invoice generation.

Please also note Combined cheques and remittance advices cannot be printed in PDF format or delivered via email.

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The prompts are:

Allow remittance advices to be delivered via email?

Set this if Creditor Ledger Auto-Payments is to generate remittance advices as individual PDF format documents and deliver them via email for selected supplier accounts. The supplier account options used to control the delivery of remittance advices via email are found in Supplier Maintenance/Companies). If this option is not set, the remaining prompts in this window with the exception of the backdrop settings are skipped and the 'Attachments' button (see below for details) is disabled.

When the email is created the subject is automatically set to "Remittance Advice xxxxxxxx from cccccccccccccccccccccccccccccc" where 'xxxxxxx' is the remittance advice (auto-payment run) number and 'ccccccccccccccccccccccccccccc' is the company name. The text of the email is set to "Please find attached remittance advice xxxxxxxx" where 'xxxxxxx' is the remittance advice (auto-payment run) number.

To allow emailed remittance advices to be physically printed an option offered within auto-payments when the print remittances option is selected, when set remittance advices are physically printed regardless of the suppliers account configuration.

Notes

Combined cheques and remittances are not delivered via email or printed in PDF format.

The 'Lines per remittance advice' setting does not affect remittance advices printed in PDF format or delivered via email.

Include contact information in email text?

Set this to include the text 'Regards' followed by the contact details specified below.

Example

Regards
Mr Fred Bloggs
Invoice Clerk
Tel: (01234) 123412
Mobile: 07712345678
Fax : (01234) 123413

Contact name

(Only if including contact information in the email text). Enter the contact name to be included in the email text.

Contact position

(Only if including contact information in the email text). Enter the contact's position to be included in the email text. This can be left blank if the contact's position is not required within the email text.

Contact telephone number

(Only if including contact information in the email text). Enter the contact telephone number to be included in the email text. This can be left blank if the contact's telephone number is not required within the email text.

Contact mobile number

(Only if including contact information in the email text). Enter the contact mobile telephone number to be included in the email text. This can be left blank if the contact's mobile number is not required within the email text.

Contact fax number

(Only if including contact information in the email text). Enter the contact fax number to be included in the email text. This can be left blank if the contact's fax number is not required within the email text.

Note

A company E-mail footer may also be included, depending on the settings in the Email Footer Details for Company Window.

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Backdrop for remittance advices

The backdrop to be used when remittance advices are emailed or printed in PDF format. This should be set to the filename of the backdrop image excluding its "Image folder".

Note for system administrators

The backdrop image file must be copied to a fixed sub-folder (named "global3000") within the server image folder. The server image folder is a sub-folder within the current Global folder and by default is named "PFPrintImages".

For example, if the backdrop image file above is named 'CL_remittance.jpg' and GSM is installed in folder C:\GSM, the backdrop image file must be copied to

C:\GSM\PFPrintImages\global3000\CL_remittance.jpg

It should be noted that the server image folder name can be overridden by the following registry setting:

HKEY_LOCAL_MACHINE\Software\Global\Client\Customisations\PF PrintImagesFolder

Backdrop origin (top left position) – X axis (vertical) in 1/10th mm

This provides the X axis (vertical) position of the backdrop origin (i.e. top left-hand pixel position at which the image is to be printed). The origin allows the backdrop to be positioned at a specific location on the page, which can be critical for form-print applications, and is useful to centre small images like watermarks. This should be entered in 1/10th mm (i.e. multiply the position in mm by a scaling factor of 10).

Backdrop origin (top left position) – Y axis (horizontal) in 1/10th mm

This provides the Y axis (horizontal) position of the backdrop origin (i.e. top left-hand pixel position at which the image is to be printed). The origin allows the backdrop to be positioned at a specific location on the page, which can be critical for form-print applications, and is useful to centre small images like watermarks. This should be entered in 1/10th mm (i.e. multiply the position in mm by a scaling factor of 10).

Backdrop width in 1/10th mm

The width of the backdrop in 1/10th mm (i.e. multiply the width in mm by a scaling factor of 10).

Backdrop depth in 1/10th mm

The depth of the backdrop in 1/10th mm (i.e. multiply the depth in mm by a scaling factor of 10).

Buttons:

Attachments

This enables attachment files (for example sales literature, terms and conditions etc) to be specified. The attachment files are attached to every remittance advice delivered via email.

<Back

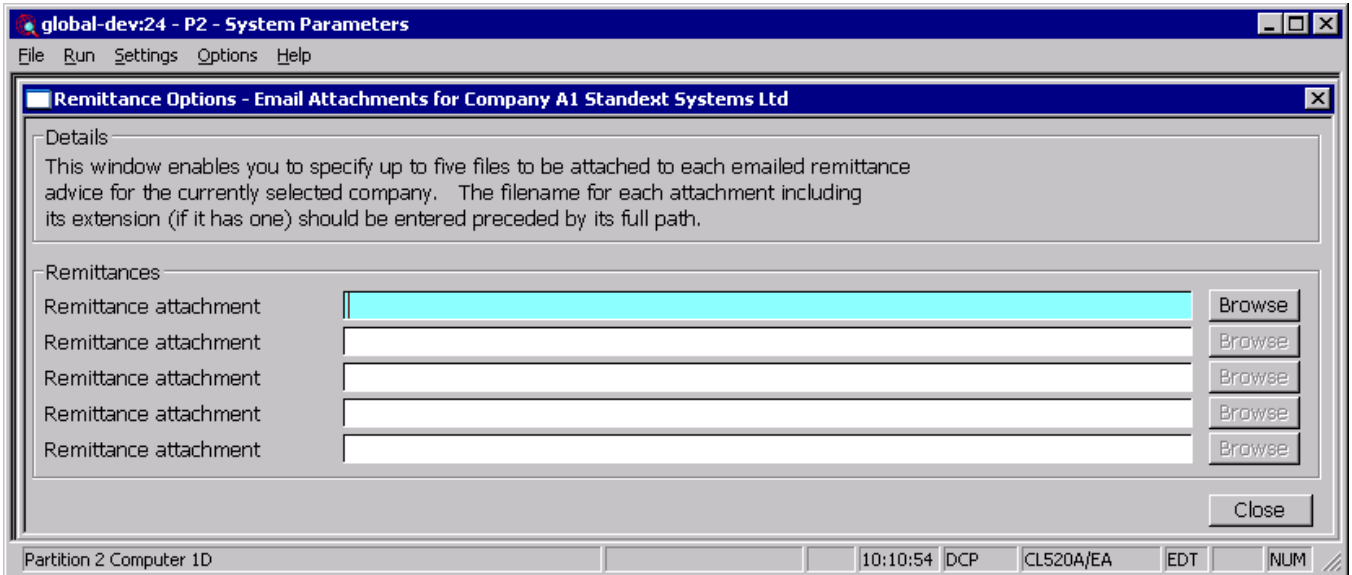
This returns to the System Maintenance/Creditors Ledger Parameters/Auto-Payments – Cheque Printing Options window without saving the settings.

Close

This saves the settings and returns to the System Maintenance/Creditors Ledger Parameters menu.

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System Maintenance, CL, Auto-Payments, Remittance Advice Options - Email Attachments



Purpose This window enables you to specify up to five files to be attached to each emailed remittance advice for the currently selected company.

The prompts are:

Remittance advice attachment Enter details of the files to be attached to each remittance advice delivered via email. The file name for the attachment including its extension (if it has one) should be entered preceded by its full path.

Note Care must be taken when setting up attachment details especially regarding the path. In cases where the attachment files are not stored on the operators desktop PC the full network path must be used.

Example \\server_name\documents\sales\leaflet001.pdf

Note The <Browse> buttons can be used to locate and specify attachment files.

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Supplier Maintenance – Supplier/Company Details

The screenshot shows a software window titled 'global-dev:24 - P2 - Supplier Maintenance'. The main content area is titled 'Company Details for PET028 (Petrolux Trading Ltd)'. It features a table with the following data:

Co	Name	Credit Limit (GBP)	Payment Method	Auto-payment?
A1	Standext Systems Ltd	0	T	Y

Below the table, there are several sections:

- Account Details:** Trading terms: A, Due 30 Days; Key supplier? (checked); Held? (unchecked); Email remittance advices? (checked); Email: dan@global3000.co.uk
- Agency Details:** Paid via an agency (unchecked); Agent; Agency reference
- General Ledger:** Default profit centre: MID, Default account: B1001; Control profit centre; Autopost profit centre modifier; Autopost account modifier
- Purchase Details:** Price list; Allow foreign currency purchase orders? (unchecked); Email purchase orders? (unchecked); Email

Buttons at the bottom include Search, Details, Amend, Apply, Close, Currencies, and Bank Details.

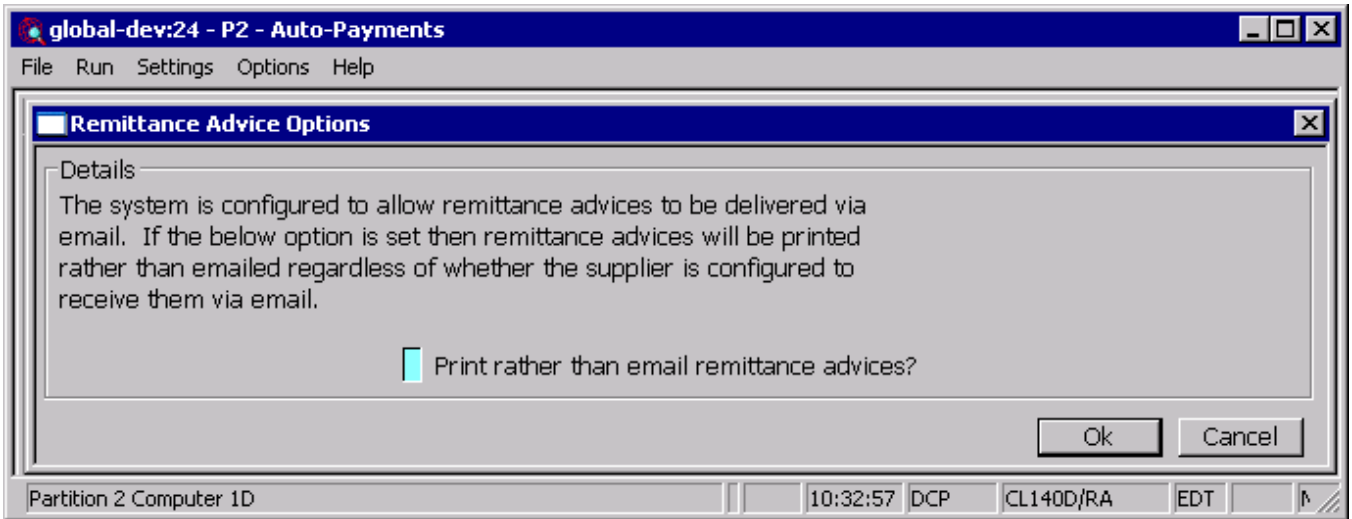
Email remittance advices? *(Only if email delivery of remittance advices is allowed).* Set this if remittance advices are to be delivered via email (rather than printed) for this supplier.

Email *(Only if emailing remittance advices).* Enter the email address to which remittance advices are to be sent. A look-up of existing contact records (containing an email address) for the supplier is available.

Note Regardless of the above settings, combined cheques and remittances are not delivered via email (or printed in PDF format).

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CL Auto-Payments – Remittance Advice Options



Purpose This window appears when printing remittance advices and the system is configured to deliver remittance advices via email.

The prompts are:

Print rather than email remittance advices Set this to physically print all remittance advices regardless of whether the supplier is configured to receive them via email. If this is not set, remittance advices will be sent via email for those suppliers configured to receive them via email.

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Standard Backdrop

To use the standard backdrop the following settings must be made within System Maintenance, CL, Auto-Payment Options – Email/PDF Options. The backdrop can be downloaded from

http://www.global3000.co.uk/pub/global3000/6.0/cl_remittance.zip

Backdrop for statements	CL_remittance.jpg
Backdrop origin (top left position) – X axis (vertical) in 1/10th mm	05
Backdrop origin (top left position) – Y axis (horizontal) in 1/10th mm	56
Backdrop width in 1/10th mm	2100
Backdrop depth in 1/10th mm	2970

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