



Data World Solutions Ltd.

Add On Customization

For Epicor

On

**Statement and Payment Advice
E-mail Automation**

A. Email Automation Enhancement on Epicor

In order to save the time and risk of human error, we have developed an add-on function for Epicor to email the statement of Account and Payment Advice to your customer and vendor. Certainly we aware the concern from your accounts department, there is a preview and confirm process before sending out the email.

User may able to select which customer, and payment transactions to be exported by several criteria, then after preview and confirm, the document will be sent out to the recipients set in Epicor. Both document “Statement of Account” and “Payment Advice” will be sending out in PDF format.

As the function is directly sending email through your SMTP server, it is independent from your mail client. Also in order to take it sent out copy, there is a user defined BCC recipients.

B. SPECIFICATIONS

1. Statement of Account E-Mail Automation

Searching Criteria

- **Customer Code**
- **0 Balance**
Checkbox to show the customer with 0 outstanding balance
- **Statement Date**
Aged as of date

Email Statement

From Customer Code: AAI001 **To** ROY001

Statement Date 1/3/2005 **List Customer**

☒ Preview Statement Report ☒ Show 0 Outstanding Balance

OK **Cancel**

☒ ABC001 - ABC Electronics (Balance Forward)
☒ ALP001 - Alpine Solutions Company (Trade Disc.)
☒ BDC001 - Best Distribution Company-East
☐ BDC002 - Best Distribution Company-West
☒ BDC101 - Best Retail Store 101
☒ BDC102 - Best Retail Store 102
☒ BDC103 - Best Retail Store 103
☐ BDD001 - Best Deal Brokerage
☐ BHC001 - Best Holding Company, Inc

☐ Select All

Fig. 2 Screen for user to select the customer(s). “List Customer” button will list out the customers

between “From” “To” range. User still able to confirm which customer(s) need to generate the Statement of Account.

Report Preview

The Statement of Account Report for selected customer will generated and for user checking by Crystal Report Viewer. By Default, the report will group by customer code and currency code. User can navigate the report using the tree menu at the left side of screen.

Email SOA - [AR Statement Preview]

EN English (United States) Microphone Tools

Preview

AR Statement

- ABC001
- USD
- ALP001
- BDC001
- BDC101
- BDC102
- BDC103
- BDD001

Demo Distribution Company
195 Technology Drive Irvine, CA
Telephone: (852) 2598 9580
Facsimile: (852) 2541 4708

ABC Electronics (Balance Forward)
356 Deerborne
Santa Fe, NM
87506
Attn: Fred Jones

Customer Acct No: ABC001
Credit Terms: 2% 10 Days, net 30
Statement Date: 2005/3/1

STATEMENT OF ACCOUNT

INVOICE DATE	INVOICE NO	INVOICE AMOUNT	SETTLED AMOUNT	BALANCE	DUE DATE
22/9/2004	000103-000341	US\$35,000.00	US\$6,500.00	US\$28,500.00	22/10/2004
20/8/2004	23189784	US\$0.00	US\$7,200.00	(US\$7,200.00)	20/8/2004
23/8/2004	CHK0000125	US\$2,280.00	US\$3,000.00	(US\$720.00)	23/8/2004
3/9/2004	CHK125478	US\$11.40	US\$180.00	(US\$168.60)	3/9/2004
21/7/2004	CRM00000003	US\$0.00	US\$500.00	(US\$500.00)	21/7/2004
25/8/2004	CRM00000016	US\$0.00	US\$2,280.00	(US\$2,280.00)	25/8/2004
23/12/1998	INV00000150	US\$13,250.00	US\$1,500.00	US\$12,250.00	22/11/1999
5/8/2004	INV00000170	US\$760.00	US\$0.00	US\$760.00	4/9/2004
12/10/2004	INV00000177	US\$5,130.00	US\$0.00	US\$5,130.00	11/11/2004
12/9/2004	INV00000179	US\$6,840.00	US\$0.00	US\$6,840.00	12/10/2004
19/8/2004	INV00000180	US\$4,750.00	US\$0.00	US\$4,750.00	18/9/2004
1/7/2004	INV00000188	US\$6,500.00	US\$0.00	US\$6,500.00	11/7/2004
30/8/2004	INV00000191	US\$1,700.00	US\$0.00	US\$1,700.00	29/9/2004
3/9/2004	INV00000195	US\$4,750.00	US\$1,200.00	US\$3,550.00	3/10/2004
9/9/2004	INV00000202	US\$47.50	US\$0.00	US\$47.50	9/10/2004
11/9/2004	INV00000210	US\$142.50	US\$0.00	US\$142.50	11/10/2004
TOTAL AMOUNT DUE IN USD			US\$59,401.40		

AGED ACCOUNTS

	30	60	90	120	TOTAL
USD	US\$0.00	US\$0.00	US\$0.00	US\$59,401.40	US\$59,401.40

Next Cancel

Fig.3 Statement of Account Report for selected customer(s) will be generated.

Confirm to Email

Default email **Content** and **Subject** will apply to individual customer record, Attention Email and Contact Email for individual Customer in Epicor will be used as the recipient address.

The **Apply To All** button allow user to apply the changes on Subject AND Email Content to ALL customer records.

Email SOA - [Email Content]

File Windows

Default Setting

SMTP Server : dwmail1

BCC To : divid.lui@abc001.com;susan.leung@abc001.com

Subject : Statement of Account for ABC001

Content :

Dear Value Customer,

Attached Please find the statement of account for your company.

Thanks & Best Regards,

Accounts Department
Best Distribution Company

Edit Customer

Customer : ABC001

Mail To : fjones@electronics.com;enobles@electronics.com

BCC To : divid.lui@abc001.com;susan.leung@abc001.com

Subject : Statement of Account for ABC001

Content : Save Apply to All

Dear Value Customer,

Attached Please find the statement of account for your company.

Thanks & Best Regards,

Accounts Department
Best Distribution Company

Confirm Sending	Customer Name	Customer Code	Mail To
No	ABC Electronics (Balance Forward)	ABC001	fjones@electronics.com;enobles@electronics.com
No	Best Deal Brokerage	BDD001	lleckeson@brokerage.com;gmcneil@brokerage.com
No	Best Distribution Company-East	BDC001	Tony.Hill@best.distribution.com;Joe.Whitting@best.distribution.com
No	Best Holding Company, Inc	BHC001	jmorgan@bestholding.com;lamold@bestholding.com
No	Best Retail Store 101	BDC101	sgreene@retailstore.com;iwatkins@retailstore.com
No	Best Retail Store 102	BDC102	Huy.tran@retailstore.com;Steve.cannon@retailstore.com
No	Commonwealth Solutions	CWS001	George.webb@commonwealth.com;

☐ Set 'Yes' to 'Confirm Sending' to All Entries

Send Exit

Email Content 23/3/2005 17:45

Fig. 4 User may able to select and edit the detail before confirming to send email.

Email

The Statement of Account for individual customer will be sent out as a attachment in PDF format. As the emails are sent out directly through the SMTP server, no copy will be kept in user's mail folder. However, if there is an BCC email maintained as internal users. This user may receive a copy of this sending out emails.

2. Payment Advice E-Mail Automation

Searching Criteria

- Vendor Code
- Transaction Code
- Document No.
- Apply Date
- Document Date
- Payment Method

	From	To
Vendor Code	<input type="text"/>	<input type="text"/>
Remit To	<input type="text"/>	<input type="text"/>
Trx Control No.	<input type="text"/>	<input type="text"/>
Document No.	<input type="text"/>	<input type="text"/>
Apply Date	<input type="text"/>	<input type="text"/>
Document Date	<input type="text"/>	<input type="text"/>
Payment Method	<input type="text"/>	<input type="text"/>

Ok Cancel

Fig. 5 Searching criteria for user to select the Payment Entry in Epicor to sending out the Payment Advice.

** All other parts of Payment Advice will same as Statement of Account, except the Email Content screen. There will be 3 more columns in the list, Payment Amount , Document Number and Document Date.*

- *For the case of multiple Payment Advices for same vendor, multiple emails will be received by vendor. Each email will only contain one attachment, and one attachment only has one Payment Advice.*

3. Configuration Setting

The following information must be set in order to generate and send out the email.

- SMTP Server Name
- Statement of Account Email Subject Default
- Statement of Account Email Content Default
- Statement of Account BCC Email Address
- Payment Advice Email Subject Default
- Payment Advice Email Content Default
- Payment Advice BCC Email Address