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
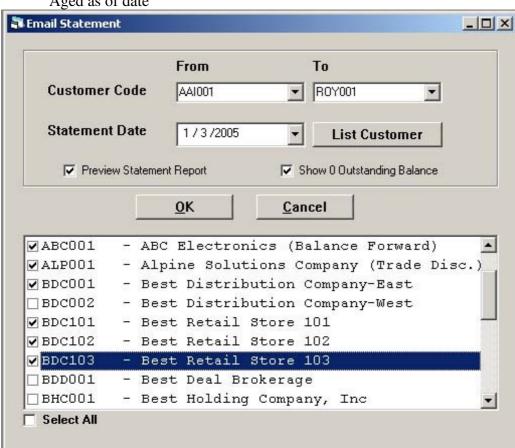- *Statement Date*
  Aged as of date

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.
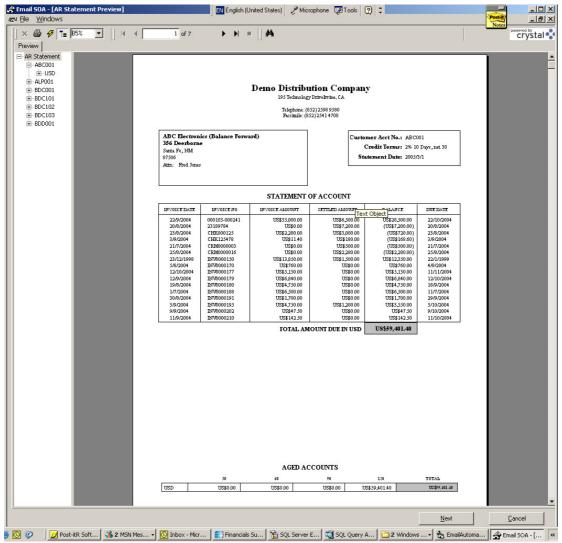

Fig.3 Statement of Account Report for selected customer(s) will be generated.

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.
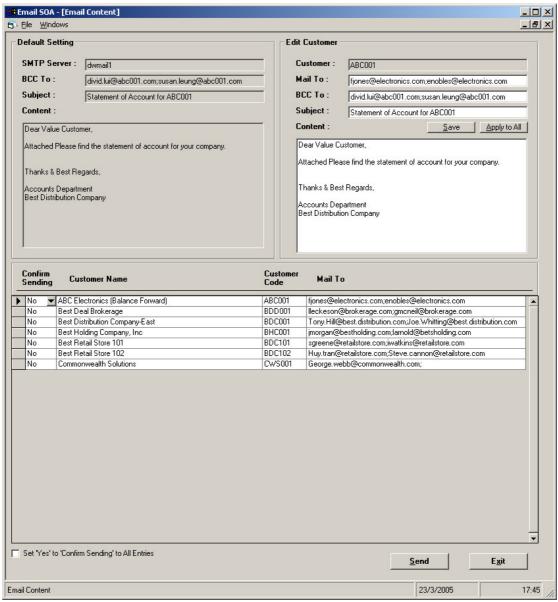

Fig. 4 User may able to select and edit the detail before confirming to send email.

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.**
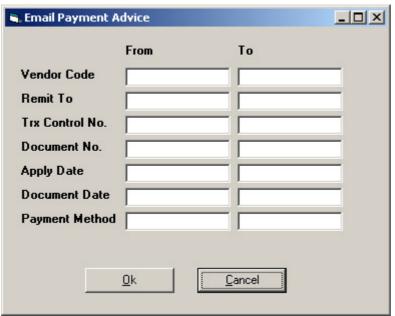- **Apply Date**
- **Document Date**
- **Payment Method**

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