



# Spin-A-Fax for CBA2000 10.0

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## 1 Overview - CBA Version 10.0

Spin-A-Fax is a program that allows the automated emailing or faxing of documents to other business partners. It currently covers the following documents;

- Invoices
- Statements
- Packing Slips
- Order Confirmations
- Pro Forma Invoices
- CM Job Invoices
- Remittance Advices
- Purchase Orders/Requisitions
- Payslips
- Australian Payment Summaries
- Supplier Statements

Spin-A-Fax for CBA consists of two distinct parts, being

### **Spin-A-Fax program**

This is an executable program that processes text based files and converts them into pre-defined documents and transmits the documents. Each document type, e.g. an invoice, has a template to define the positioning of fields and logos etc. There can be multiple templates per document type which allows, for example, different invoice formats per customer. Documents can be emailed, faxed or printed.

### **CBA Programs**

There is a suite of programs, which form part of CBA, to allow for the set-up and control of the customer and supplier details e.g. fax no's, email addresses, method of transmission. This suite also includes the necessary programs to get the information out of CBA in a format that can be interpreted by the Spin-A-Fax program.

## 2 Installation

The following installations need to be completed before attempting to configure Spin-A-Fax

### Faxing Software

For transmission of faxes, ensure one of the following has been installed

- Windows2000 or WindowsXP inbuilt fax services - [How is this installed?](#)
- WinFax 10 (for versions prior to Windows 2000)

☛ *The combination of WinFax and WindowsXP is not supported for Spin-A-Fax, you must use the built in fax service available with Windows XP.*

To test if Winfax is installed correctly, use Microsoft Word, or Notepad to print a file to the WinFax printer driver and make sure that the fax is actually transmitted. Winfax installs 2 printer drivers which Spin-A-Fax utilises. They are named "Winfax" and "Winfax (Photo Quality)" and should be visible in the normal printers folder.

### Spin-A-Fax

To install Spin-A-Fax, run **CBASpinafax1101.exe** in the Spinafax directory on the CBA master CD.

Also see [Registering Spin-A-Fax](#).

## 3 Configuring Spin-A-Fax

Before using Spin-A-Fax, certain system settings need to be specified.

When starting Spin-A-Fax for the first time, the option to Launch Config should be taken. If this option is not presented it can be selected from menu bar under Tools|Settings.

[Email Tab](#)

[Logging Tab](#)

[Misc Tab](#)

[Clean Up Tab](#)

[Fax Tab](#)

[Printers Tab](#)

### 3.1 Email Tab

The details entered on this form define how Spin-A-Fax will transmit documents via email.

#### Mail system to Use

Currently, two methods are supported – MAPI and SMTP. MAPI is supported by most email servers and simply requires a MAPI compliant email program (such as Outlook or Lotus Notes) installed and configured. SMTP can sometimes require more settings – passwords, etc. If you are unsure which email method to use, ask your network administrator.

#### SMTP server setup

If using SMTP (supported by UNIX mail servers, Microsoft Exchange, Lotus Notes, etc) – you will need to specify the address of the mail server.

- Server & Port - enter either the IP address or the name of the mail server.
- Enable Authorisation – tick this box if your mail server requires a user to be logged in before you can send mail.
- Extended HELO – sometimes when authorisation is required it will be necessary to select Extend Hello. This will depend on specific settings on the mail sever and if you are

unsure ask your network administrator.

- **Username & Password** – if the enable authorisation has been ticked, a valid username and password needs to be entered. This can be different to the logged in user.

### MAPI profile selection

In MAPI mode, Spin-A-Fax uses the specified profile to send emails. This makes it possible for a user to have two profiles – their own, and a generic "purchasing officer" type of profile for sending documents from.

### Email attachment format

When documents are emailed from Spin-A-Fax, they are sent as attachments and can be in TIFF, BMP, JPEG or PDF format.

- TIFF provides compressed resizable images and has the advantage that the recipient can open it up and print it from Windows Imaging at full-page size. Some TIFF viewers have problems reading colour TIFF's, and a choice of colour or black & white is offered.
- JPG's require resizing before printing but viewing is fine.
- BMP's don't use compression and result in larger attachments. Require resizing before printing but viewing is fine.
- PDF's are the best for printing and they can't be edited by the receiver adding a level of security. They do however require the recipient to use Adobe's free Acrobat Reader to view the document.

### Error notification account

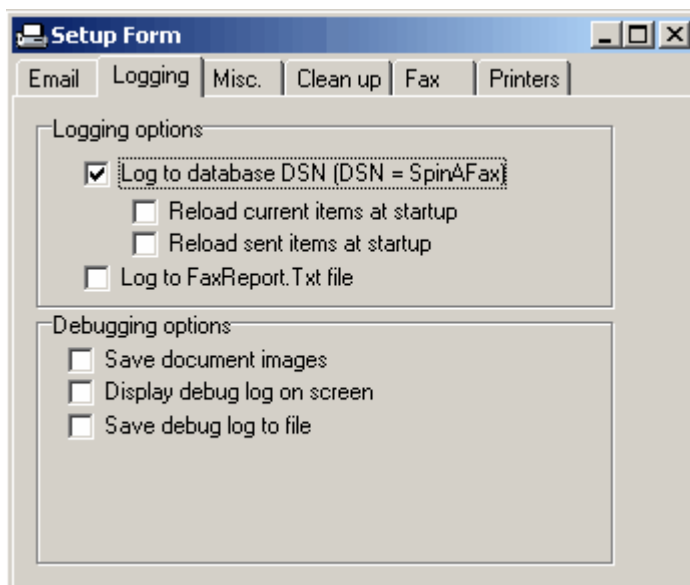
When Spin-A-Fax encounters an error, such as WinFax stops working – it can send an email to a nominated person. If you wish to use this, tick the Enabled box and enter the email address to be used.

### Email body contents

You can enter some text that will appear in the body of the email. This text might include instructions on how to view the attachments. The most common requirement would be when sending PDF's and needing to tell people where to get a copy of the Adobe reader from.

## 3.2 Logging Tab

The details entered on this form define how Spin-A-Fax will record the transmissions it makes.



### Logging Options

Spin-A-Fax is able to produce a log file of all faxes sent, and maintains the status of each

document being processed in either a Microsoft Access database or a text file.

- **Log to Database** – tick this option if you want the log recorded in an Access database. There is a blank database included during installation (SpinAFaxLog.mdb) which needs to be pointed at by a DSN named SpinAFax. Also select which items you wish to be display at startup.
- **Log to FaxReport.txt file** – tick this option if you want the log to be recorded in a text file. This text file can be viewed using any file viewer, e.g. Notepad.

### Debugging Options

In the process of sending documents, Spin-A-Fax produces temporary files. If requested, the debugging options may be ticked to provide extra information for the support team.

If either of the debugging options are enabled (debug to screen, or to file) then a slider will appear, allowing the user to set the level of the debugging information recorded. It is best to leave this setting at lowest, unless otherwise instructed.

If the debug to disk option is enabled then the debug logs will be stored to disk in the Spinafax\debug directory. Each file in here will be named after the day's date.

## 3.3 Misc Tab

The details entered on this form define how Spin-A-Fax will appear and also where the various documents are stored.

**When closing the main form**

- Quit the program – choosing this option means each time you close Spin-A-Fax the program will be closed down.
- Minimize the program to the systray – choosing this option means that when you close Spin-A-Fax it will actually minimise the program into the system tray. This allows you to keep the program running but without making an entry in your task bar.
- Confirm minimizing the program – choosing this option means that when you close Spin-A-Fax it will ask you what you actually want to do, minimise it or exit the program.

#### **Check for new documents**

The outbox folder is checked every 2 seconds by default. This time can be increased if required.

#### **Launch Spin-A-Fax with timer stopped**

Tick this box if you want control yourself when the timer is started. If this box is not ticked, each time Spin-A-Fax is started it will automatically start the timer and start looking for documents to send.

#### **Use warning sounds**

When Spin-A-Fax enters an error state (WinFax stops responding, etc) it is possible to make audible sounds to alert the operator. Select a WAV file using the "Select file" button.

#### **Open file handling**

If a file is in use by another program, Spin-A-Fax can be configured as to how to handle this error. It is possible to configure how long until a retry attempt is made, how many attempts should be made, and at the conclusion of this, should the user be notified, or just ignore this error.

#### **Spin-A-Fax root directory**

Spin-A-Fax needs to be told where it's special folders are stored. Use this option to point at the base folder, from which Spin-A-Fax will expect to find most of the directory structure it requires. If the required directory structure does not exist, Spin-A-Fax will prompt you before creating it once you have completed all the tabs and clicked on OK.

#### **Enable archiving**

Spin-A-Fax supports archiving of all documents that have been processed. To enable the archiving option, tick the Enable Archiving check box, specifying an alternative archive directory if desired. A PDF of each document, along with a copy of the original file from CBA will be saved for later retrieval. The files that are saved to the Archive directory are also recorded in an Access database - SAFArchive.mdb. This database may be used to query entries in order to easily locate archived files that need to be retrieved.



*Within CBA, via Spin-A- Fax Control File Maintenance, each document type required to be archived must have the "Archive Documents Produced" set to Y.*

## **3.4 Clean Up Tab**

High volume users of Spin-A-Fax will quickly accumulate thousands of files in the "sent" folder. When enabled, the clean function of Spin-A-Fax will delete files from the sent folder that match the specified criteria.

By clicking on the "Clean up now" button, a clean up is performed immediately.

Enable document clean up

Sent folder

Next clean up date 31/08/2003

Cleanup sent folder every  days

Remove files that are over  days old

Retain documents in Log-History for:  days.

### 3.5 Fax Tab

The details entered on this form define how Spin-A-Fax will transmit document via fax.

Fax system

Windows Faxing  WinFax

Send multiple documents in one transmission:

No  Yes

Confirmation

Email user on failed send

Email user on successful send

Send warning of missing sender address

Winfax printer driver quality

Photo  Low

Dialing Rules

To access an outside line, first dial:

#### Fax System

This option will only appear if the machine is running Windows 2000 or higher. With Windows 2000 or higher there is a built in faxing system referred to as Windows Faxing and you may choose to use this rather than WinFax.

#### Send multiple documents in one transmission

Spin-A-Fax is capable of sending multiple fax documents to the same fax number as one document (with multiple pages). This is particularly useful if a user is sending many individual

purchase orders and there are several going to the same supplier.

- ☛ *WinFax is capable of faxing via multiple modems simultaneously and when WinFax sends two documents to the same fax number at the same time (from two purchase orders) – generally one of them gets an engaged signal (unless they have more than one incoming fax line). This feature stops this happening, and reduces costs by transmitting faxes as one phone call, rather than several.*

#### Confirmation

- Email user on failed send - tick this if you want to be notified when faxes fail to send.
  - Email user on successful send - tick this if you want to be notified when faxes have been successfully.
  - Send warning of missing sender address - tick this if you want to be notified where a fax with a missing senders address is detected.
- ☛ *These options depend on having a valid email address entered for each user that will be sending documents - refer to [User Contacts](#)*

#### WinFax printer driver quality

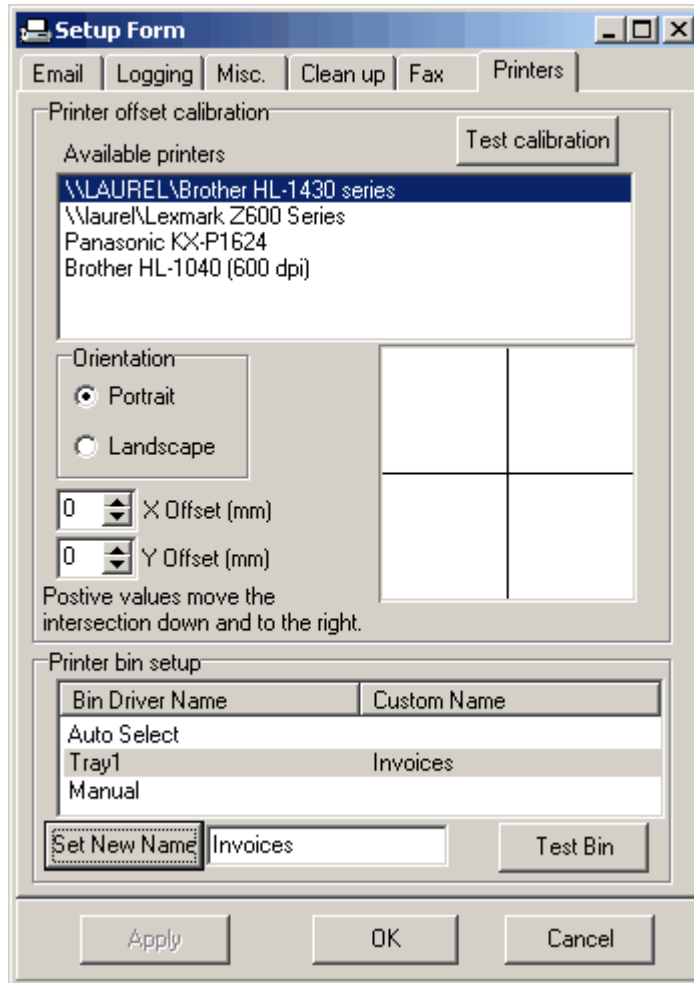
If you are using WinFax as the method of faxing then choose the quality of faxing required.

#### Dialling Rules

Spin-A-Fax offers the ability to use a dial prefix. If dialling codes are needed to disable call waiting, or access an outside line, simply enter the relevant dialling code into the available edit box, and it will be utilised in the sending of all faxes.

## 3.6 Printers Tab

Spin-A-Fax offers you the ability to correctly centre your documents by using printer offsets. This pages allows you to set individual offsets for each printer in both portrait and landscape.



### Test Calibration

Highlight the required printer. Clicking on the "Test calibration" button sends a calibration page to the selected printer, allowing you to easily determine and set the required offsets. If the calibration is not correct make the adjustment required by using the X and Y offsets.

### Printer Bin Setup

It is possible to set up your templates to use a specific bin and to do this you must have defined the Custom Name of the bins here.

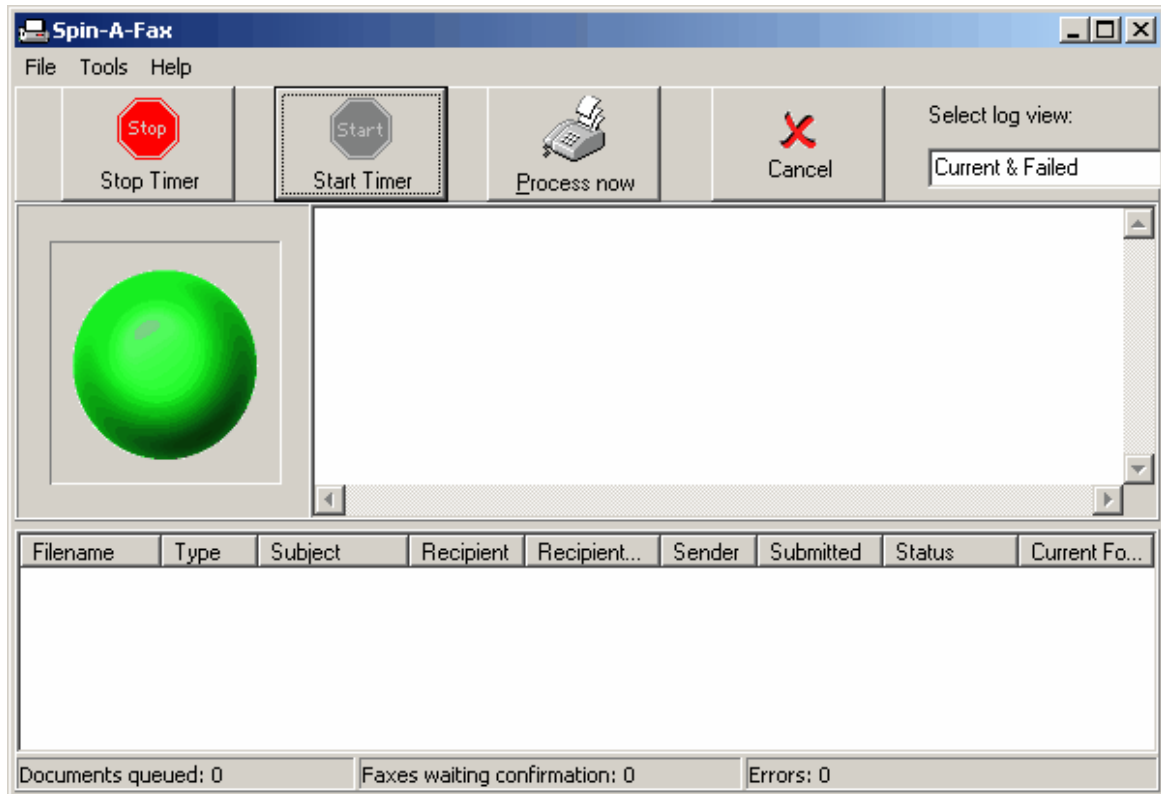
Highlight the **required printer** and a list of the possible bins will be displayed under the Bin Driver Name column. Select which **Bin Driver Name** you wish to give a **custom name** and enter the name and click on **Set New Name**.

For Example: You have 2 printers. The first printer has invoice paper always loaded in Tray1 and the second printer has invoice paper in Tray2. Whenever Invoices are printed you want them on invoice paper so you would select each printer in turn here and name the relevant tray to "Invoices". Then in the [Template Editor](#) you select your Invoice Template and via the Tools|Options menu you set the Custom Bin Name as "Invoices".

## 4 Operating Spin-A-Fax

Start Spin-A-Fax by using the Start Program|Spin-A-Fax.

The main Spin-A-Fax screen appears as below



The big sphere indicates the current state of Spin-A-Fax:

**Green** - is running and waiting for documents to process.

**Orange** – is processing documents.

**Red** – either an error has occurred, the program was started without the timer running or the timer has been stopped manually.

**The Log of Documents** waiting to be processed or being processed are listed in the bottom pane. These documents are processed at the next valid opportunity. The contents of the log window can be changed to display sent items by selecting the **Select log view** and choosing **Sent**. A history of sent documents will be displayed in the log area. This feature is not persistent (i.e. wont work if Spin-A-Fax is shutdown and restarted) unless the Logging Options has been set to log to a database.

**The Error Log** is displayed in the upper right hand pane. This area records significant errors that have occurred since Spin-A-Fax was launched. These will include mal-formed documents and general communication errors.

**Stop Timer** is use to manually pause Spin-A-Fax from processing files from the outbox folder.

**Start Timer** will resume normal operation.

**Process Now** will cause Spin-A-Fax to immediately process any documents awaiting processing. This is generally used to override a long timer setting and force an immediate send – ie bypass the timer.

**Cancel** is for cancelling the current document being processed.

WinFax can be started before, or after Spin-A-Fax. If Spin-A-Fax tries to send a fax and finds that WinFax is not already running, then Spin-A-Fax will launch WinFax automatically, Windows Fax Services will be launched as required.

## 5 Template Editor

Templates are used to determine how to format documents when transmitting them. The Template Editor allows you to setup your forms in the formats you want.

There are standard templates provided and it is suggested that you use one these templates as a starting point rather than trying to create a whole new one. The ones provided are:

APRemit	Remittance Advice
APStmt	Supplier Statement
ARInvLand	Invoice in landscape format
ARInvPort	Invoice in portrait format
ARNotice	Debtor Notice
ARStmtA	Statement in portrait with side remittance
ARStmtB	Statement in portrait with bottom remittance
CMInvLand	Job Invoice in landscape format
CMInvPort	Job Invoice in portrait format
OEConfirm	Order Confirmation
OEProForma	Pro Forma Invoice
OEPSlip	Packing Slip
POOrdLand	Purchase Order in landscape format
POOrdPort	Purchase Order in portrait format
PRPaySlip	Payslip

When adding fields to the form, the field name can be anything you like, however if you wish to have the field filled automatically from a corresponding field in CBA you must name with a name that is known to CBA.

[Valid Field Names](#)

## 6 Configuring CBA

Before using CBA with Spin-A-Fax certain system settings need to be specified. There are also a set of default templates available for CBA.

1. Copy the default CBA templates on the CD from CBA2000.V?\spinafax\templates to *spinafaxroot*\templates. Where *spinafaxroot* is the root directory that Spin-A-Fax was installed to - see [Directory Structure](#).
2. Setup the CBA menus to include the programs required to control and export data from CBA to the Spin-A-Fax directories - see [Setting up Menus](#).
3. Setup the printers that are to be used by Spin-A-Fax - see [Printer Maintenance](#).
4. Maintain the control file for each document type that will be use with Spin-A-Fax - see [Control File Maintenance](#).
5. Maintain the contact details for all users, customer and suppliers that will be using Spin-A-Fax - [Contact Maintenance](#)

### 6.1 Setting up Menus

In total there are 12 programs that can be used within CBA and these can be placed anywhere on the menus within CBA. Using MENUDEF, edit the menus and insert the required programs in the appropriate menus.

The programs are listed below, along with the suggested menu number for them to be inserted into.

Program	Description	Menu	See Notes
SFP001.FLX	Contact Maintenance	16	
SFP002.FLX	Control File Maintenance	16	
SFP600.FLX	Debtor Notices	74	
SFP602.FLX	Remittance Advices	72	
SFP605.FLX	Manual Payment Remittances	72	
SFP607.FLX	Supplier Statement	9	
SFP611.FLX	Statements	74	
SFP612.FLX	Invoices/Credit Notes	3	1
SFP620.FLX	Payslips	12	2
SFP630.FLX	Packing Slip Reprint	14	3
SFP640.FLX	Purchase Orders/Requisitions	13	4
SFP650.FLX	CM Invoice/Credit Notes	6	5
SFP660.FLX	Order Confirmation/Pro Forma Invoices	14	6

#### Notes:

1. When setting up AR Invoices, two menu options will be required one for Invoices and another for Credit Notes. These options will each require a command line parameter of ARINV or ARCDT respectively.
2. When using Spinafax Payslips, these are not able to be printed during a payroll process, they must be run from the menu.
3. In the same manner as the standard program (OEP680) this program is actually a reprint program and requires that packing slip record already exists. If the initial print of packing slips is required to go directly via Spinafax you will need to change the "hot print p/slip program" in the OE Control File to say SFP630.
4. The same program is used for printing both Purchase Order and Requisitions. To print Requisition set a command line parameter of REQ.

5. When setting up CM Invoices, two menu options will be required one for Invoices and another for Credit Notes. These options will each require a command line parameter of INV or CDT respectively.
6. The same program is used to printing both Order Confirmations and Pro Forma Invoices and will require a command line of ORDERC or PROFORMA respectively.

## 6.2 Printer Maintenance

If printing documents via Spinafax you will need to set up the details via Printer Maintenance (Systems Utilities menu).

```

Printer Maintenance
File  Popup  Options  Help
Printer Code      : SAFLASER      Spinafax Laser
SpinaFax Printer : Y
Lines Per Page   : 0
Device Name      : HL-1430
Processing Display: Y
Initialise Program:
Active           : N
Post Processing   : N (Y, N)
Post Process Prg :
Initialise Codes : 0 0 0 0 0 0 0 0 0
                  : 0 0 0 0 0 0 0 0 0
Reset Codes      : 0 0 0 0 0 0 0 0 0
  
```

The fields that are important are:

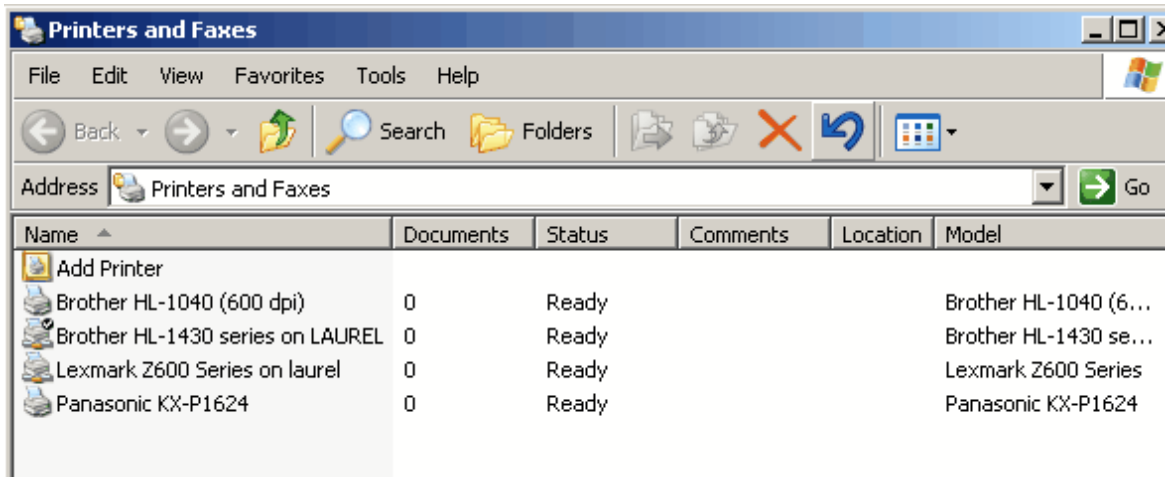
### SpinaFax Printer

This must be set to Y.

### Device Name

This should be the name by which the machine running Spin-A-Fax can address the printer. The easiest option is to specify enough of the printer name to make it unique.

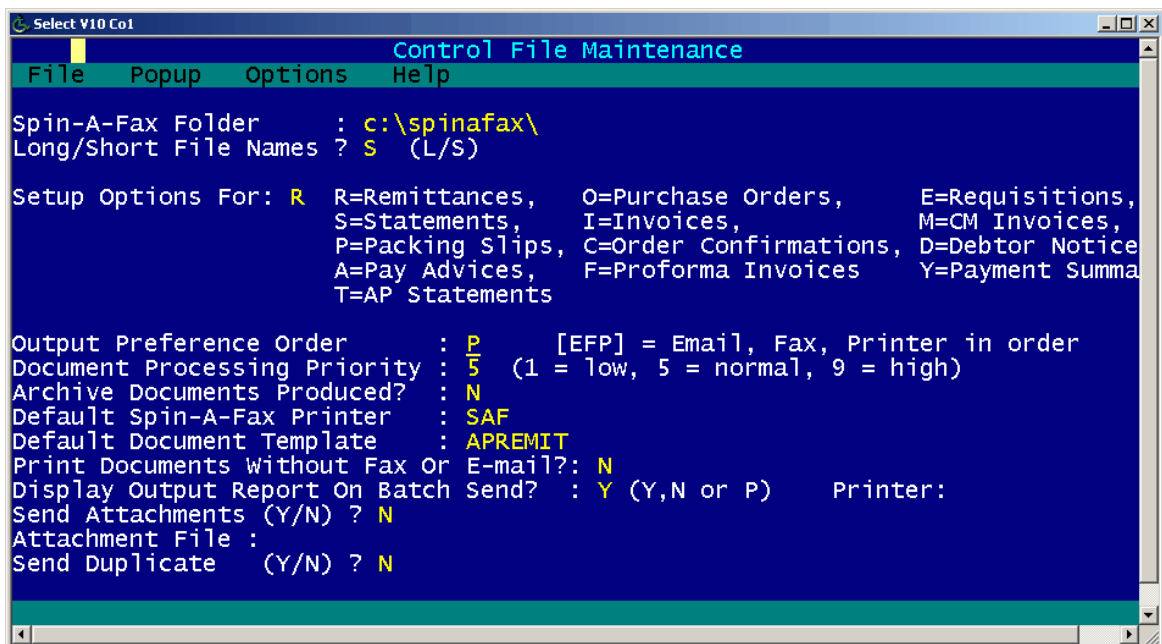
For example if you have the following printers available, entering a Windows Printer Name of "Brother" would be ambiguous so you would need to enter something like "HL-1430" which would be unique.



## 6.3 Control File Maintenance

The Control File parameters need to be entered for each document type that is going to be used with Spin-A-Fax.

The example shown below is based on Invoices.



### Spin-A-Fax Folder

Enter the root directory name where Spin-A-Fax was installed to.

### Long/Short Filenames

Enter **S** to use short file names or **L** to use long filenames.

- ☛ It is recommended that you always use short filenames however if running a Windows Runtime it is valid to use long file names.

### Setup Options for

Select the document type. The valid options are

- R - Remittances
- O - Purchase Orders
- E - Requisitions
- S - Statements
- I - Invoices
- M - Cost Management Invoices
- P - Packing slips
- C - Order Confirmations
- D - Debtors Notices
- A - Pay Advices
- F - Pro Forms Invoices
- Y - Payment Summary
- T - Supplier Statement

#### Output Preference Order

Specify the order Spin-A-Fax should process different output types. Valid values consist of any combination of E, F and P – being email, fax and print.

To get Spin-A-Fax to look for email addresses first, then fax numbers and if neither are found then print, enter EFP. If you have no faxing software installed, just enter EP for email or print.

#### Document Processing Priority

This priority controls the order in which documents are sent if there are multiple document types in the queue. If you always want Invoices to take precedence over Remittances then you would assign a priority 9 to Invoices and 5 to Remittances.

#### Archive Documents Produced

Enter **Y** if you want to keep a PDF copy of the documents as they are sent. In order for this function to work you must have turned on [Enable Archiving](#) in Spin-A-Fax itself.



*When using the option to have Duplicates Copies, these duplicates are not archived, only the original document is.*

#### Default Spin-A-Fax Printer

This printer (must be a valid printer set up via [Printer Maintenance](#)) will be used for documents that have an output destination of printer. It is possible for each user to have their documents go to other printers by setting up that user in [Contact Maintenance](#).

#### Default Document Template

This is the template that will be used by default for this form. It is possible to have different templates per customer/supplier/employee, refer to [Contact Maintenance](#).

- *all templates must reside in the Templates directory below the SpinAFax root directory - refer to [Misc Tab](#).*

#### Print Documents Without Fax or Email

Enter **Y** if you want to print any documents that do not have a valid fax or email address. If documents are printed, the Default Spin-A-Fax Printer will be used.

#### Confirm Each Document Before Printing

It is recommended this be set to **N**. If this is set to **Y**, when hot-printing documents you will be prompted to confirm the delivery address and method for each document.

#### Display Output Report On Batch Send

Enter **Y** to get a summary of which documents were sent to Spin-A-Fax. This report will go to the user's default CBA printer (or screen, if the user is set up to default output to the screen). Enter **P** and a **CBA printer code** if the report is to go to a specific printer. If you do not wish to have a report at all then enter **N**.

Note: there is no batch report created when producing Payment Summaries.

#### Send Attachments

Enter **Y** if you wish to attach an additional document to the email, e.g. when sending out the

statements you may wish to include a flyer with next months specials. If you choose to include an attachment you need to specify what file to attach. You may choose to include a different document for each customer/supplier by using parameters rather than specific directory and file names. See notes on [Attachment Parameters](#)

- ☛ *remember that these documents must exist in a directory that is accessible by the machine that is running Spin-A-Fax.*

### Send Duplicate

Enter **Y** if you wish to have a another copy of the documents automatically produced. These duplicates can be either emailed, faxed or printed and may include a notation to indicate they are a copy. It is possible to specify up to two duplicate copies.

### Duplicate 1 or 2

If you choose to send duplicates you need to specify the delivery method and address for the duplicates, along with any message and choice of template. The 4 fields required are;

- <destination>** is the delivery method, being **Fax**, **Email** or **Printer**.
- <device/address>** is the fax number, email address or printer name to receive the duplicate, depending of the output type selected.
- <message>** is the notational text to include on the duplicate copy.
- <template>** is the template you wish to use if this is different from the template used on the original document.

## 6.4 Contact Maintenance

This program allows you to set up the email, fax and template information for each customer, supplier, employee and user.



### Please Select Option

Each option will present you with a different screen displaying the fields relevant to the option selected.

[User Contacts](#)

[Supplier Contacts](#)

[Customer Contacts](#)

### 6.4.1 User Contacts

The options enter here will determine the "Sender" details that appears on emails and faxes. It also determines the user's default Spin-A-Fax printer.

```

Contacts Maintenance
File  Popup  Options  Help
Contact Type : U  U=Users, S=Suppliers, C=Customers, E=Employees
Document Type:  R=Remittances, O=Purchase Orders, E=Requisi
                S=Statements, I=Invoices, M=CM Invo
                P=Packing Slips, C=Order Confirmations, D=Debtor
                A=Pay Advices, F=Proforma Invoices Y=Payment
                T=AP Statements
Code / User   : SUPER                               System Supervisor
Output Option:      D=Default, F=Fax, E=Email, P=Printer, N=Non Out
Template       :
Contact       :
E-Mail       : test@greentree.co.nz
Fax          :
Printer      :
Spin-A-Fax Folder: c:\spinafax\

```

#### Code / User

Enter a valid user code.

#### E-Mail

Enter the e-mail address that will be used as the "senders address" when documents are created by this user.

#### Fax

Enter the fax number that will be used as the "senders fax" when documents are created by this user.

#### Printer

Enter the Spin-A-Fax printer code that will be used when this user creates any documents that require printing.

#### Spin-A-Fax Folder

This will default to the system folder, however if you require documents created by this user to go to a different folder you can select another folder name. This would normally only be done where a user is running remote to the server and they wish to have their document created locally as they also run a copy of Spinifax locally.

### 6.4.2 Supplier Contacts

The options entered here will determine how documents are sent to specific Suppliers. The Supplier contact information needs to be specified for each type of document the supplier will be sent.

```

Contacts Maintenance
File  Popup  Options  Help
Contact Type : S  U=Users, S=Suppliers, C=Customers, E=Employees
Document Type: T  R=Remittances, O=Purchase Orders, E=Requisitions,
                  S=Statements, I=Invoices, M=CM Invoices,
                  P=Packing Slips, C=Order Confirmations, D=Debtor Notices
                  A=Pay Advices, F=Proforma Invoices Y=Payment Summar
                  T=AP Statements
Code / User : 10005 FLIGHT The Flight Office
Output Option: _  D=Default, F=Fax, E=Email, P=Printer, N=Non Output
Template : APSTMT
Contact      : Gillian Ng
E-Mail      :
Fax         : 987 8877
Printer     :
Spin-A-Fax Folder: _____

```

**Select Document Type**

Select the document type the contact details are relevant to.

**Code**

Select the Supplier's code. Use Next or Previous keys to search for the correct supplier.

**Output Option**

Choose the appropriate option to determine how this document will be sent to the supplier. Using the **Default** option means the Preference Order in the Control File will determine the output method.

**Template**

This will default to the Default Template from the Control File. If this supplier is to use a different template enter the name of the template to be used.

**Contact**

Enter the contact name to be used on the document if the template includes this field.

**E-mail**

Enter the e-mail address this document is to be sent to if being sent via e-mail.

**Fax**

Enter the fax number this document is to be sent to if being sent via fax.

**6.4.3 Customer Contacts**

The options entered here will determine how documents are sent to specific Customers. The Customer contact information needs to be specified for each type of document the customer will be sent.

```

Contacts Maintenance
File  Popup  Options  Help
Contact Type : C  U=Users, S=Suppliers, C=Customers, E=Employees
Document Type: S  R=Remittances, O=Purchase Orders, E=Requisitions,
                 S=Statements, I=Invoices, M=CM Invoices,
                 P=Packing Slips, C=Order Confirmations, D=Debtor Notices
                 A=Pay Advices, F=Proforma Invoices Y=Payment Summary
                 T=AP Statements
Code / User  : 100001      APPLET      Peter Appleton & Associates
Output Option: _  D=Default, F=Fax, E=Email, P=Printer, N=Non Output
Template     : ARSTMTA
Contact      : Peter Appleton
E-Mail      :
Fax         : 956 2222
Printer     :
Spin-A-Fax Folder:

```

**Select Document Type**

Select the document type the contact details are relevant to.

**Code**

Select the Customer's code. Use Next or Previous keys to search for the correct customer.

**Output Option**

Choose the appropriate option to determine how this document will be sent to the customer. Using the **Default** option means the Preference Order in the Control File will determine the output method.

**Template**

This will default to the Default Template from the Control File. If this customer is to use a different template enter the name of the template to be used.

**Contact**

Enter the contact name to be used on the document if the template includes this field.

**E-mail**

Enter the e-mail address this document is to be sent to if being sent via e-mail.

**Fax**

Enter the fax number this document is to be sent to if being sent via fax.

**6.4.4 Employee Contacts**

The options entered here will determine how documents are sent to specific Employees. The Employee contact information needs to be specified for each type of document the employee will be sent.

```

Contacts Maintenance
File  Popup  Options  Help
Contact Type : E  U=Users, S=Suppliers, C=Customers, E=Employees
Document Type: A  R=Remittances, O=Purchase Orders, E=Requisitions,
                  S=Statements, I=Invoices, M=CM Invoices,
                  P=Packing Slips, C=Order Confirmations, D=Debtor Notices
                  A=Pay Advices, F=Proforma Invoices Y=Payment Summary
Code / User   : 1002          LAWTON          LAWTON
Output Option: E  D=Default, F=Fax, E=Email, P=Printer, N=Non Output
Template      : PRPAYSLIP
Contact       :
E-Mail       : lawton@test.co.nz
Fax          : _____
Printer      : _____
Spin-A-Fax Folder: _____

```

**Select Document Type**

Select the document type the contact details are relevant to.

**Code**

Select the Employee's number. Use Next or Previous keys to search for the correct employee.

**Output Option**

Choose the appropriate option to determine how this document will be sent to the employee. Using the **Default** option means the Preference Order in the Control File will determine the output method.

**Template**

This will default to the Default Template from the Control File. If this employee is to use a different template enter the name of the template to be used. For Payment Summaries, the template name should not be changed from the default.

**Contact**

Enter the contact name to be used on the document if the template includes this field.

**E-mail**

Enter the e-mail address this document is to be sent to if being sent via e-mail.

**Fax**

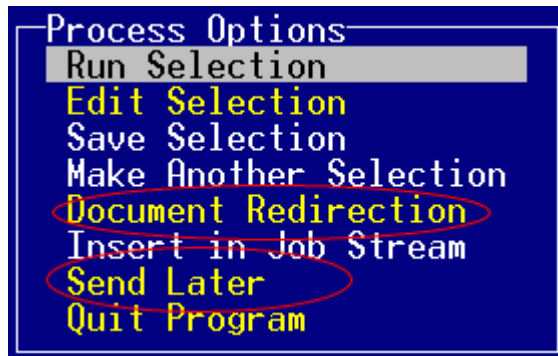
Enter the fax number this document is to be sent to if being sent via fax.

## 7 Producing CBA Documents

The program used to produce documents, as detailed in the section on [Setting up Menus](#), are used instead of the normal CBA programs. These program will produce output files, to the Spin-A-Fax Outbox folder, in a format that is read by Spin-A-Fax.

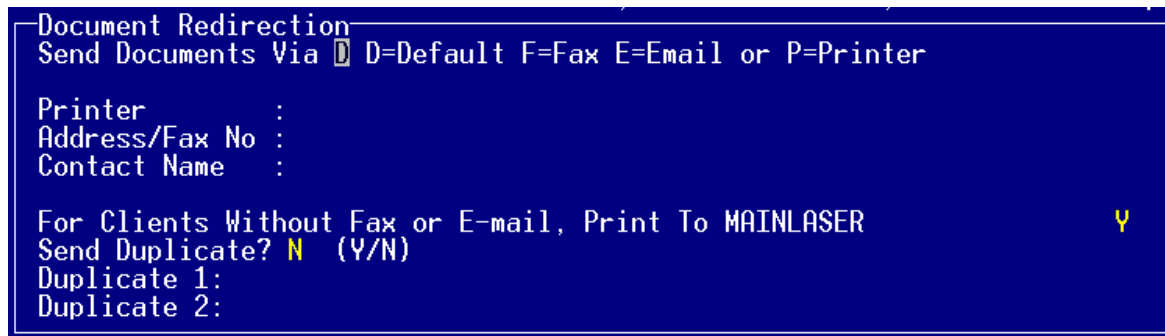
Spin-A-Fax is actually the program that formats the documents and sends them accordingly.

The information on the selection screen, to produce the documents, is very similar to the standard programs. The options to do Saved Selections and Job Streams is not available with the Spin-A-Fax program. However, there are two new options as shown below



### Document Redirection

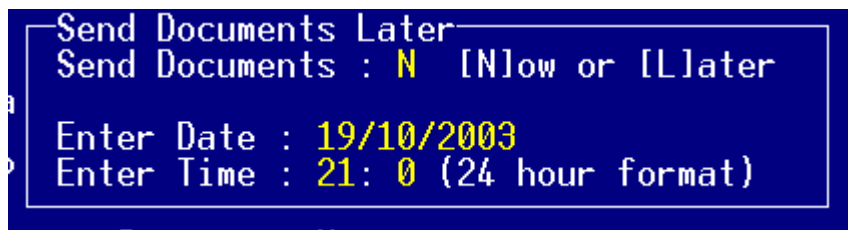
Taking this option will allow you to change the current parameters for this job.



None of the changes you make here are permanently saved, they only apply to this particular run. The option to redirect to Email or Fax are only applicable if a single document is being processed.

### Send Later

Taking this option will allow you set a date and time that you want these documents to be sent. The document will be placed in the Spin-A-Fax Outbox immediately but Spin-A-Fax then shift them to the Hold folder and will not process them until the time set.





## 8 Additional Notes

This section contain additional notes that may provide more in depth explanation of some of the previous chapters and topics.

### 8.1 Attachment Parameters

If you are including additional attachments and you want to have a different attachment for each customer/supplier there are system parameters you use instead of specific directory and file names.

#### **%Code%**

This parameter will be filled using the Customer Number or Supplier Number

#### **%Ref%**

This parameter will be filled using the Document Reference No as follows:

*remittance* - remittance no if found else the supplier no

*invoice* - invoice no

*statements* - customer no as statements do not have a document no

*purchase orders* - purchase order no

*packing slips* - packing slip no where "." is replaced with "-"

#### **Example**

If you wish to include a personalised special offer to your customers when you send out the statements you could create a document for each customer and save these all to a directory called "specials" and each document would be named with the customer number.

The attachment line you enter in the Control File would be **g:\specials\%code%.doc**

So when the Statement for Customer 1001 is sent the email will have an attachment of 1001.doc which was found in the "specials" directory. And Customer 1002 will have an attachment of 1002.doc etc.

### 8.2 Directory Structure

Spin-A-Fax needs to have a certain structure of directories in order to know where all the documents are being kept. The following directories are created below the Spin-A-Fax root directory at the time of configuration.

**outbox** - files exported from CBA and waiting for Spin-A-Fax to read them

**email** - file waiting for emailing

**error** - any files that have not been sent successfully

**queue** - all files waiting to be transmitted that have been transferred from the outbox

**sent** - contains the files that have been sent successfully

**faxqueue** - files waiting for faxing

**hold** - all files that have been flagged to "send later"

**templates** - contains the template files for the form layouts

## 8.3 File Layout Required

Spin-A-Fax monitors or polls the "Outbox" directory for files. The file format is similar to XML. Some of the fields in the file are known to Spin-A-Fax, and are mandatory. Other fields are user-defined and are matched by the template specification, which basically works out what to do with the field contents.

The file will look like the example below

```

%%header
Delivery=EMAIL
RecipientAddress=ken@abc.co.nz
RecipientName=Ken Field
RecipientCompany=Mr K. R. Field
SenderAddress=fiona@greentree.co.nz
SenderName=System Supervisor
ReplyTo=System Supervisor
Subject=Invoice From ABC Furnishers Ltd. Ref No. 123489
Template=CBAINVPORT
ArchiveFile=True
Priority=9
ProducedAt=20030911144057
DocumentDate=20021120
ProgramID=SFP040
ProgramVersion=4-6..55 01/06/03
<Body>
68SC SECRETARY                3    75.20 EACH    11.28    23.81    190.51
    SWIVEL SECRETARY CHAIR WITH FIVE CARPET SWIVELS

D9844E RIMU EXEC              6  1000.00 EACH  300.00  633.33  5066.67
    RIMU EXECUTIVE DELUXE DESK 3-DRAWERS AND FILING DRAWER

</Body>
<CompanyName>
ABC Furnishers Ltd
</CompanyName>
<BranchAddress>
Sales and Manufacturing Div.
25 Union Street
AUCKLAND, NEW ZEALAND.
</BranchAddress>
<CustomerNumber>
100004
</CustomerNumber>
<CustomerName>
Mr K. R. Field
</CustomerName>
<CustomerContact>
Ken Field
</CustomerContact>
<UserCode>
SUPER
</UserCode>
<UserName>
System Supervisor
</UserName>
<UserEMail>
fiona@greentree.co.nz
</UserEMail>
<SalesmanName>
John Lange
</SalesmanName>
<SalesmanCode>
JL
</SalesmanCode>
<Message>
Enquire about our easy payment terms.
</Message>
<BatchText>
Batch
</BatchText>
<BatchRef>
1630
</BatchRef>
<TransactionType>
Tax Invoice:
</TransactionType>

```

```
<TransactionRef>
123489
</TransactionRef>
<InvoiceNumber>
123489
</InvoiceNumber>
<TransactionDate>
20/11/2002
</TransactionDate>
<InvoiceDate>
20/11/2002
</InvoiceDate>
<InvoiceDueDate>
20/12/2002
</InvoiceDueDate>
<OurRef>
1630
</OurRef>
<Discount>
5.00
</Discount>
<ExGSTText>
Sub total:
</ExGSTText>
<GSTText>
G.S.T.:
</GSTText>
<IncGSTText>
Total:
</IncGSTText>
<ExGST>
5257.18
</ExGST>
<GST>
657.14
</GST>
<IncGST>
5914.32
</IncGST>
```

## 8.4 File Names

Each type of document output from CBA has a unique suffix. It is this suffix that allows the Spin-A-Fax program to recognise the types of documents.

The current suffixes are:

```
ADV - paylsip (pay advice)
ASP - payment summary
CMI - CM invoice
INV - AR Invoice
OEC - order confirmation
ORD - purchase order
PAC - packing slip
PRI - pro forma invoice
REM - remittance advice
REQ - requisition
STA - statement (Customer or Supplier)
```

## 8.5 Registering Spin-A-Fax

Before attempting to register Spin-A-Fax it is important to make sure the user currently logged on to Windows has sufficient privileges to write to the registry (specifically the HKEY\_LOCAL\_MACHINE key).

1. Select **Load License** from the Help menu.

2. Click on **load license** button and select the \*.lic file that has been supplied. The form should now be completed with the correct license details.
3. Click on **OK**.

☛ *If the user privileges did not allow for this information to be written then a warning will be displayed to highlight this issue.*

## 8.6 Valid Field Names

In order to get data from within CBA, the templates need to use pre-defined field names.

### [Common Fields](#)

[Debtor Notice Fields](#)

[CM Invoice Fields](#)

[Invoice Fields](#)

[Packing Slip Fields](#)

[Payslip Fields](#)

[ProForma Invoices/OrderConfirmations](#)

[Purchase Order/Requisitions Fields](#)

[Remittance Advice Fields](#)

[Statement Fields](#)

### 8.6.1 Common Fields

The following field names are available within any of the forms.

Spin-A-Fax field	CBA field
Body	line details e.g. invoice lines
CopyRef	Copy Only text
BranchAddress1	sysbrnch.addr1
BranchAddress2	sysbrnch.addr2
BranchAddress3	sysbrnch.addr3
BranchName	sysbrnch.full_name
BranchPhone	sysbrnch.phone
BranchReturnAddress	sysbrnch.return_address
BranchShortName	sysbrnch.name

With any of the Branch fields these can be prefixed to indicate what branch to use and the valid options are

Blank (e.g. BranchAddress) = company default branch details

Batch (e.g. BatchBranchAddress) = branch from the batch header

Customer (e.g. CustomerBranchAddress) = branch from the customer record

Order (e.g. OrderBranchAddress) = branch from the order

Supplier (e.g. SupplierBranchAddress) = branch from the supplier record

### 8.6.2 Debtor Overdue Notice Fields

The following fields are automatically output for Debtor Notices. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4
CompanyAddress3	sysname.dat line 5

CompanyName	sysname.dat line 1
CustomerAddress1	armaster.addr1
CustomerAddress2	armaster.addr2
CustomerAddress3	armaster.addr3
CustomerCurrent	armaster.current_bal
CustomerFuture	armaster.future_bal
CustomerHold	armaster.hold_bal
CustomerLastPayAmount	armaster.last_pay_date
CustomerLastPayDate	armaster.last_pay_amount
CustomerName	armaster.name
CustomerNumber	armaster.number
CustomerOdue	sum of overdue 1 - 4
CustomerOdue1	armaster.odue1_bal
CustomerOdue2	armaster.odue2_bal
CustomerOdue234	sum of overdue 2 -4
CustomerOdue3	armaster.odue3_bal
CustomerOdue3and4	sum of overdue 3 -4
CustomerOdue4	armaster.odue4_bal
CustomerPostcode	armaster.postcode
DiscountPending	armaster.disc_pending
PeriodDate	sysfile.ar_date
SalesmanCode	armaster.salesman
UserCode	sysuser.code
UserEmail	sfcontact.email
UserFax	sfcontact.fax
UserName	sysuser.name
UserPhone	sysuser.phone

### 8.6.3 CM Invoice Fields

The following fields are automatically output for CM Invoices. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4
CompanyAddress3	sysname.dat line 5
CompanyName	sysname.dat line 1
CopyOnly	copy only text
CustomerAddress1	armaster.addr1
CustomerAddress2	armaster.addr2
CustomerAddress3	armaster.addr3
CustomerContact	from armaster or sfcontact
CustomerDeliveryAddress1	ardeladd.addr1 as per cmmaster
CustomerDeliveryAddress2	ardeladd.addr2 as per cmmaster
CustomerDeliveryAddress3	ardeladd as per cmmaster
CustomerDeliveryName	ardeladd.name as per cmmaster
CustomerEmail	email from armaster or sfcontact
CustomerFax	fax from armaster or sfcontact
CustomerName	armaster.name
CustomerNumber	armaster.number
CustomerPhone	armaster.phone
CustomerPostcode	armaster.postcode
Detail	cmmaster.cust_order
ExGST	artran.net - artran.taxamount
GST	artran.taxamount
IncGST	artran.net
InvoiceMessage1	sysname.dat line 15
InvoiceMessage2	sysname.dat line 16
InvoiceMessage3	sysname.dat line 17
JobDesc1	cmmaster.desc1
JobDesc2	cmmaster.desc2
JobDesc3	cmmaster.desc3

JobDesc4	cmmaster.desc4
JobName	cmmaster.name
JobNo	cmmaster.number
OurRef	sysbatch.number
TaxNumber	sysname.dat line 84
TransactionDate	artran.date
TransactionRef	artran.ref
TransactionType	"Tax Invoice" or "Credit Note"
UserCode	sysuser.code
UserEmail	sfctact.email
UserFax	sfctact.fax
UserName	sysuser.name
UserPhone	sysuser.phone

### 8.6.4 Invoice Fields

The following fields are automatically output for Invoices. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

BatchRef	sysbatch.number
CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4
CompanyAddress3	sysname.dat line 5
CompanyName	sysname.dat line 1
CopyOnly	copy only text
CustomerAddress1	armaster.addr1
CustomerAddress2	armaster.addr2
CustomerAddress3	armaster.addr3
CustomerContact	from armaster or sfctact
CustomerDeliveryAddress1	oepshdr.del_addr1
CustomerDeliveryAddress2	oepshdr.del_addr2
CustomerDeliveryAddress3	oepshdr.del_addr3
CustomerDeliveryName	oepshdr.del_name
CustomerEmail	email from armaster or sfctact
CustomerFax	fax from armaster or sfctact
CustomerName	armaster.name
CustomerNumber	armaster.number
CustomerPhone	armaster.phone
CustomerPostcode	armaster.postcode
Detail	artran.detail
Discount	armaster.stmt_disc
DiscountText	% Prompt Payment Discount Available
ExGST	artran.net - artran.taxamount
GST	artran.taxamount
IncGST	artran.net
InvoiceDueDate	artran.due_date
Message1	sysname.dat line 15
Message2	sysname.dat line 16
Message3	sysname.dat line 17
OurRef	batch number or order no
SalesmanCode	armaster.salesman
SalesmanName	arsalecd.name
TaxNumber	sysname.dat line 84
TransactionDate	artran.date
TransactionRef	artran.ref
TransactionType	"Tax Invoice" or Credit Note
UserCode	sysuser.code
UserEmail	sfctact.email
UserFax	sfctact.fax
UserName	sysuser.name
UserPhone	sysuser.phone

### 8.6.5 Packing Slip Fields

The following fields are automatically output for Packing Slips. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4
CompanyAddress3	sysname.dat line 5
CompanyName	sysname.dat line 1
Currency	armaster.currency
CustomerAddress1	armaster.addr1
CustomerAddress2	armaster.addr2
CustomerAddress3	armaster.addr3
CustomerContact	from armaster or sfcntact
CustomerDeliveryAddress1	oepshdr.del_addr1
CustomerDeliveryAddress2	oepshdr.del_addr2
CustomerDeliveryAddress3	oepshdr.del_addr3
CustomerDeliveryName	oepshdr.del_name
CustomerEmail	email from armaster or sfcntact
CustomerFax	fax from armaster or sfcntact
CustomerName	armaster.name
CustomerNumber	armaster.number
CustomerPhone	armaster.phone
CustomerPostcode	armaster.postcode
OrderDate	oemaster.date
OrderMessage1	sysname.dat line 18
OrderMessage2	sysname.date line 19
OrderMessage3	sysname.dat line 20
OrderNumber	oemaster.number
PackingSlipDate	oepshdr.date
PackingSlipNet	oepshdr.net + oepshdr.net_surcharge
PackingSlipNumber	oepshdr.number
PackingSlipTax	oepshdr.taxmount + oepshdt.tax_surcharge
PackinSlipExclTax	oepshdr.net + oepshdr.net_surcharge - oepshdr.taxamount - oepshdt.tax_surcharge
TaxNumber	sysname.dat line 84
UserCode	sysuser.code
UserEmail	sfcntact.email
UserFax	sfcntact.fax
UserName	sysuser.name
UserPhone	sysuser.phone

### 8.6.6 Payslip Fields

The following fields are automatically output for Payslips. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

Branch	prmaste.branch
BranchName	sysbrnch.name
Department	prmaste.dept
DeptName	sysdept.anme
EmployeeAddress1	prmaste.addr1
EmployeeAddress2	prmaste.addr2
EmployeeAddress3	prmaste.addr3
EmployeeCategory	prmaste.category
EmployeeName	prmaste.surname + prmaste.shortname
EmployeeNumber	prmaste.number
EmployeeTaxNumber	prmaste.tax_number
Message1	payslip message 1 as input
Message2	payslip message 2 as input
PayDate	week end date as input
PayNumber	pay number as input

PayPeriodDates	pay period dates as input
PaySequence	pay sequence as input
ReprintOnly	reprint text

### 8.6.7 ProForma & Order Confirmation Fields

The following fields are automatically output for Pro Forma Invoices and Order Confirmations. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4
CompanyAddress3	sysname.dat line 5
CompanyName	sysname.dat line 1
CopyOnly	copy only text
CurrencyCode	armaster.currency
CustomerAddress1	armaster.addr1
CustomerAddress2	armaster.addr2
CustomerAddress3	armaster.addr3
CustomerContact	from armaster or sfcontact
CustomerDeliveryAddress1	oepshdr.del_addr1
CustomerDeliveryAddress2	oepshdr.del_addr2
CustomerDeliveryAddress3	oepshdr.del_addr3
CustomerDeliveryName	oepshdr.del_name
CustomerEmail	email from armaster or sfcontact
CustomerFax	fax from armaster or sfcontact
CustomerName	armaster.name
CustomerNumber	armaster.number
CustomerOrderNo	oemaster.cust_order
CustomerPhone	armaster.phone
CustomerPostcode	armaster.postcode
OrderDate	oemaster.date
OrderDeliveryDate	oemaster.del_date
OrderNumber	oemaster.number
TotalOrderExcl	oemaster.net + oemaster.net_surcharge - oemaster.taxamount - oemaster.tax_surcharge
TotalOrderIncl	oemaster.net + oemaster.net_surcharge
TotalTax	oemaster + oemaster.tax_surcharge

### 8.6.8 Purchase Order/Req Fields

The following fields are automatically output for Purchase Orders and Requisitions. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4
CompanyAddress3	sysname.dat line 5
CompanyName	sysname.dat line 1
CopyOnly	Copy Only text
CurrencyCode	apmaster.currency
CurrencyDescription	syscurr.desc
DeliveryInstructions1	pomaster.del_instr
DeliveryInstructions2	pomaster.del_instr2
ExpectedDate	pomaster.exp_date
OrderContact	pomaster.contact
OrderDate	pomaster.date
OrderExGST	total of potran.val
OrderLines	no of lines on order

OrderNumber	pomaster.number
RaisedBy	pomaster.raised_by
SupplierAddress1	apmaster.addr1
SupplierAddress2	apmaster.addr2
SupplierAddress3	apmaster.addr3
SupplierContact	contact from apmaster or sfcntact
SupplierEmail	email from apmaster or sfcntact
SupplierFax	fax from apmaster or sfcntact
SupplierName	apmaster.name
SupplierNumber	apmaster.number
SupplierOwnCode	apmaster.supp_own_code
SupplierPhone	apmaster.phone
SupplierPostcode	apmaster.postcode
TransactionType	"Purchase Order" or "Requisition"
UserCode	sysuser.code
UserEmail	sfcntact.email
UserFax	sfcntact.fax
UserName	sysuser.name
UserPhone	sysuser.phone

### 8.6.9 Remittance Advice Fields

The following fields are automatically output for Remittance Advices. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

ChequeAmount	aptran.net (for the apchq record)
CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4
CompanyAddress3	sysname.dat line 5
CompanyName	sysname.dat line 1
PaymentDueAmount	aptran.net+aptran.taxamount (for apchq record)
PaymentMethodDescription	"Payment was made by cheque" or "Payment was made by direct credit"
RemittanceDate	aptran.date (for the apchq record)
SupplierAddress1	apmaster.addr1
SupplierAddress2	apmaster.addr2
SupplierAddress3	apmaster.addr3
SupplierContact	contact from apmaster or sfcntact
SupplierEmail	email from apmaster or sfcntact
SupplierFax	fax from apmaster or sfcntact
SupplierName	apmaster.name
SupplierNumber	apmaster.number
SupplierOwnCode	apmaster.supp_own_code
SupplierPhone	apmaster.phone
SupplierPostcode	apmaster.postcode
UserCode	sysuser.code
UserEmail	sfcntact.email
UserFax	sfcntact.fax
UserName	sysuser.name
UserPhone	sysuser.phone
WithholdingTaxAmount	aptran.taxamount (for the apchq record)

### 8.6.10 AR Statement Fields

The following fields are automatically output for Statements. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4

CompanyAddress3	sysname.dat line 5
CompanyName	sysname.dat line 1
CustomerAddress1	armaster.addr1
CustomerAddress2	armaster.addr2
CustomerAddress3	armaster.addr3
CustomerContact	from armaster or sfcntact
CustomerCurrent	armaster.current_bal
CustomerDiscountAmount	armaster.disc_pending
CustomerEmail	email from armaster or sfcntact
CustomerFax	fax from armaster or sfcntact
CustomerName	armaster.name
CustomerNumber	armaster.number
CustomerOdue1	armaster.odue1_bal
CustomerOdue2	armaster.odue2_bal
CustomerOdue3and4	armaster.odue3_bal + armaster.odue4_bal
CustomerOverdueMessage1	sysname.dat lines 21 - 32 depending on interest code
CustomerOverDueMessage1	sysname.dat lines 21 - 32 depending on interest code
CustomerPhone	armaster.phone
CustomerPostcode	armaster.postcode
CustomerRetentionAmount	armaster.retention
CustomerSincePaidAmount	total future dated receipts
PeriodDate	sysfile.ar_date
SalesmanCode	armaster.salesman
StatementAmount	armaster.total_bal - armaster.future_bal
UserCode	sysuser.code
UserEmail	sfcntact.email
UserFax	sfcntact.fax
UserName	sysuser.name
UserPhone	sysuser.phone

### 8.6.11 AP Statement Fields

The following fields are automatically output for Supplier Statements. If you require additional fields these should be set up in CBA via the corresponding Forms Manager set up program.

CompanyAddress1	sysname.dat line 3
CompanyAddress2	sysname.dat line 4
CompanyAddress3	sysname.dat line 5
CompanyName	sysname.dat line 1
CompanyPhone	sysname.dat line 7
ReturnAddress	sysname.dat line 6
SupplierAddress1	apmaster.addr1
SupplierAddress2	apmaster.addr2
SupplierAddress3	apmaster.addr3
SupplierContact	contact from apmaster or sfcntact
SupplierEmail	email from apmaster or sfcntact
SupplierFax	fax from apmaster or sfcntact
SupplierName	apmaster.name
SupplierNumber	apmaster.number
SupplierOwnCode	apmaster.supp_own_code
SupplierPhone	apmaster.phone
SupplierPostcode	apmaster.postcode
UserCode	sysuser.code
UserEmail	sfcntact.email
UserFax	sfcntact.fax
UserName	sysuser.name
UserPhone	sysuser.phone
PeriodEndDate	sysfile.apdate
SystemDate	sysfile.date
SupplierCurrency	apmaster.currency

---

TotalOutstanding	total of the lines printed on the statement
InputMessage1 screen	line 1 of message entered on the selection
InputMessage2 screen	line 2 of message entered on the selection

## 8.7 Win2000 Inbuilt fax service

### Windows 2000

Installing a modem under Windows 2000 will automatically install the fax service.

- If you use Windows 2000 fax service, unfortunately due to limitations in the programming interface, it is not possible to perform confirmation of faxing. After a batch has been processed, it is possible to get a list of failed faxes, by examining the fax queue (available from the printers folder), which will have a list of all faxes that failed to transmit.

### Windows XP

Ensure a modem is available, then go into the printers folder. Right clicking in the printers folder produces a menu with the option to "Install a local fax printer" (or it will be listed as a common task, if common task view is enabled).

The programs used to configure this service are located in Start|Programs|Accessories|Communication|Fax.

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