



AUTODOC HSE

Exonet Integration Manual

AutoDoc HSE

MYOB Exonet Integration Manual



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This document has 54 pages. Please consider the environment before printing.

AutoDoc HSE aids in the production of electronic communication, especially PDF files. PDF files, like this one, provide a convenient, standardised form of electronic communication, which help to reduce our reliance on paper resources.

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Introduction

This chapter introduces the purpose of this manual and some guidelines on using it, as well as explaining what we refer to as 'integration' in terms of introducing AutoDoc HSE to your existing environment.

In reality, AutoDoc HSE can be 'dropped in' to your existing systems with minimal change required, but this manual focuses on getting the most out of your investment and therefore suggests some more advanced configurations, the first of which is detailed in this chapter.

This chapter contains the following sections:

- Purpose
- Using this manual
- AutoDoc HSE integration explained
- Optimising Exonet for use with AutoDoc HSE

Purpose

This manual is designed to provide a guide to demonstrate how you can get the most out of AutoDoc HSE in common scenarios using MYOB Exonet. Using real-world examples with a step-by-step approach, you will use AutoDoc HSE's main features to configure your environment for effective document delivery.

This manual is intended to supplement the Reference Manual – there you will find much more detail on how AutoDoc HSE works, and its specific functionality – but users who prefer a more hands-on learning approach may find this manual a more appropriate place to start.

Note also that this manual includes detail on how to configure Exonet Clarity Report templates in tandem with AutoDoc HSE's settings.

The examples given in this manual *are* only examples, and as you become more experienced with AutoDoc HSE, you will think of different ways to configure your system to achieve better results, more suited to your particular situation.

Using this manual

This manual is divided into four subsequent chapters, each focusing on a specific example of setting up your environment to achieve a specified end result.

The examples used in this manual are:

- Invoice delivery
- Statement delivery
- Stock Valuation report delivery
- Marketing material delivery

Each example is designed to include the use of more (or more complex) AutoDoc HSE features than the previous one. However, the Stock Valuation report delivery example may also be of particular interest to a more novice Exonet user, as it demonstrates how AutoDoc HSE can effectively deliver your Exonet reports without making *any* change whatsoever to Exonet, or to the Clarity form used to create the Stock Valuation report. This example achieves the end result simply by adding AutoDoc HSE to your existing setup, and configuring AutoDoc HSE to interpret the information Exonet already provides.



The more vital content in the manual is highlighted with an icon in the left margin. The key to the left of this paragraph depicts a miniature version of the icons used, together with a description of their meanings.

Before you start - assumptions

This manual assumes that:

1. You have installed the AutoDoc HSE application and performed the basic post-installation tasks required to allow the application to communicate with your fax service, e-mail provider and so-on (refer to our online website resources or for details – www.streamlinesoftware.net).
2. Microsoft Fax has been chosen (and installed) as the fax client. This is by no means an essential step for successful use with Exonet - this is simply the configuration used in these examples.
3. You are familiar with Exonet configuration techniques and the basic SQL syntax required to create and modify tables (but note that the chapter devoted to Stock Valuation Reports, starting on page 40, is exempt from this pre-requisite).

Conventions

The following conventions apply in this manual:

- Filenames and file paths, drive letters, or text visible in on-screen fields appear in the same font as used in the following example: `C:\Program files\AutoDoc HSE`.
- Any element of a text string that is not fixed, is denoted with '<>' brackets, as in the following example: `C:\Documents and Settings\<folder name>\<i>filename`.
- When referring to an on-screen control such as a button or text field, the name of the control appears in italics, as in the following example: Click the *Next* button to continue.
- Due to AutoDoc HSE being a Windows®-based application, frequent reference to Microsoft® and its products is made in this manual. It is acknowledged that the Microsoft name and the names of its products are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

AutoDoc HSE integration explained

AutoDoc HSE is a context-sensitive document delivery system. To achieve this context-sensitivity, the AutoDoc HSE printer analyses the print job you send to it, and reads any 'textual commands' you have specified in the source document.

To achieve successful delivery of your documents, there are two main components you need to configure:

1. Document content (to supply AutoDoc HSE with the information it needs), and;
2. AutoDoc HSE settings (to enable AutoDoc HSE to recognise your instructions and to interpret them as you wish).

Aligning these two components to achieve a specific result is what we refer to as 'integration'.

The first component above (document content) can either be added manually, on the fly, to documents you wish AutoDoc HSE to process (for example, in a Microsoft Word document), or via pre-set means (for example, by adding fields to a Clarity report). This manual focuses on the second of these means, and provides step-by-step instructions on how to adjust existing Clarity reports so they include the information needed to enable AutoDoc HSE to process them most effectively.

Optimising Exonet for use with AutoDoc HSE

A key concept of the AutoDoc HSE system is delivery method. AutoDoc HSE supports the following delivery methods:

- E-mail
- Fax
- Print (hard copy)
- Archive (file storage)
- SMS text message

The archive method is used for your organisation's internal records, while the e-mail, fax, print, and SMS methods can all potentially be directed to recipients outside your organisation.

To ensure that the preferred delivery method is used for your external clients, we recommend that you use Exonet's 'Extra fields' functionality to create delivery method options that AutoDoc HSE can use. In the examples in this manual, all the external correspondence is directed to debtors, and we will therefore modify the debtors database table to include a delivery method.



Note that the process defined in this section is also covered in our online web presentation (<http://www.streamlinesoftware.net/Presentations.aspx>) called "Exonet Initial Integration".

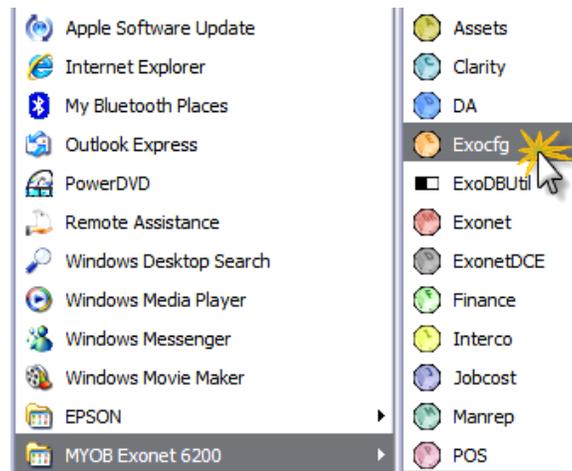
Creating an extra SQL table

A SQL script has been included in Appendix A of this manual. Please execute the script against your Exonet SQL database (taking care to adhere to good change control practice) to modify the database to include extra delivery method information which will be used by AutoDoc HSE.

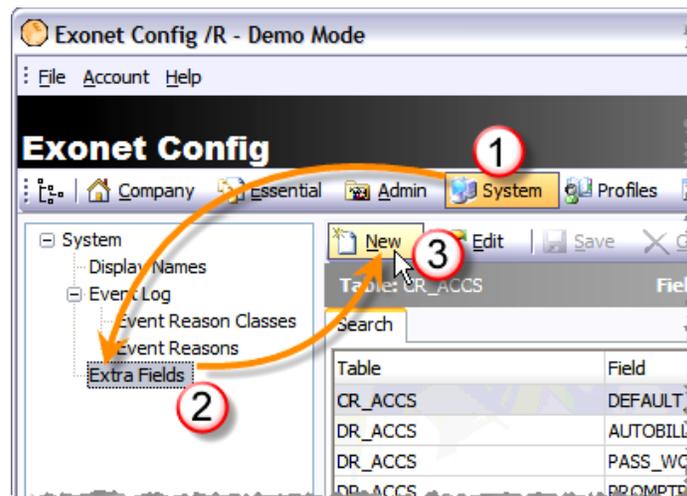
Creating the extra Exonet delivery method field

Perform the following steps to add extra fields to your Debtors view.

1. Log in to your Exonet Configuration console.



2. Navigate to the System | Extra Fields menu, and click on the *New* button:



3. Create a new field using the DR_ACCS table, entering the information as in Figure 1.

Details	
Table name:	DR_ACCS
Field name:	X_AD_DELIVERY
Display name:	AutoDoc HSE send as:
Tooltip:	AutoDoc HSE will use this delivery m
Data type:	INTEGER
Length:	0
Position (1-24):	1
Size:	200
Dialog type:	Drop-Down SQL Selection
<input type="checkbox"/> Mixed Case <input type="checkbox"/> Read Only	
Lookup SQL:	X_AD_DELIVERY
Key field:	SEQNO
Display field:	DESCRIPTION

01. Not used
02. Not used
03. Not used
04. PASS_WORD
05. Not used
06. AUTOBILLCODE
07. Not used
08. PROMPTPAY_MMT
09. PROMPTPAY_PC
10. Not used
11. Not used
12. Not used
13. Not used
14. Not used
15. Not used
16. Not used
17. Not used
18. Not used
19. Not used
20. Not used
21. Not used
22. Not used
23. Not used
24. Not used



FIGURE 1 – Adding a new field. The highlighted X_AD_DELIVERY entries were created by running the script as per the Creating an extra SQL table section of this manual on page 8. Note that the *Position (1-24):* field entry of '1' is acceptable in this example as the position '01' is listed as 'Not used' in the column on the right. Your system may already have position 1 occupied by a customised field, in which case you would need to locate and use a vacant position for this new field. The tooltip field provides the means to supply an optional tooltip to guide Exonet users regarding the purpose of the new field.

4. Save the new field and close the Exonet Configuration console.



5. Log in to the main Exonet console, and recall a debtor account. Within the Debtor Account Details screen, check that your new field has been added:

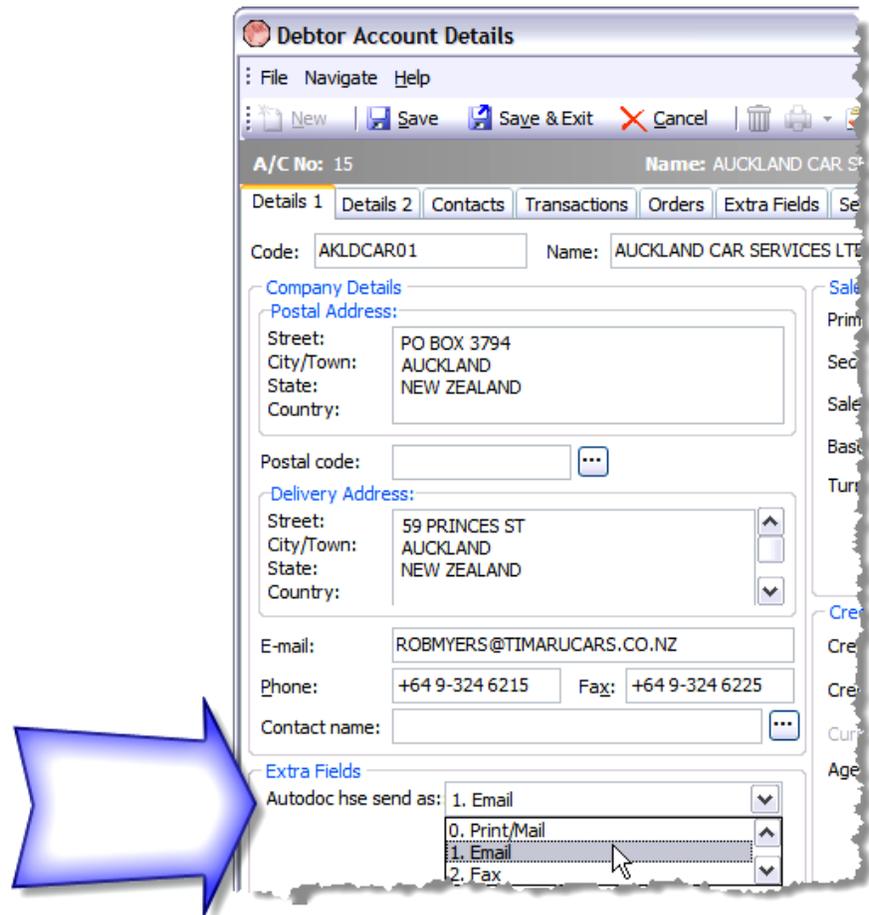
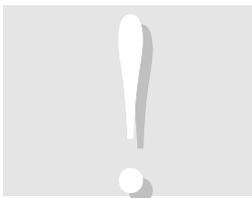


FIGURE 2 – The Details 1 tab of the Debtor Account Details screen, showing the new *Autodoc hse send as*: field. Note again that since the field was added in position 1, which may not be the case in your situation, your new field may be on an entirely different tab. However, you should be able to find the field, and the field contents should allow for the three delivery methods, Print/Mail, E-mail, and Fax.

Having completed this process, you are now ready to move on to configuring AutoDoc HSE and Clarity to make use of this new field.



Note that you will also need to go through your customer records and specify their preferred delivery methods, and ensure that an e-mail address or fax number has also been recorded for those customers for whom either of those delivery methods has been specified as their preference.



Invoices

Invoices are one of the least popular forms of communication, so when delivering them, effective, meaningful, and accurate presentation is a must. This chapter shows you how to achieve this with AutoDoc HSE, at the same time as minimising the administrative overhead on manual processes.

The goals for this exercise are to:

- Configure your system to allow AutoDoc HSE to handle all your Exonet invoices so your staff need not negotiate the fax machine or manually create and send e-mails.
- Ensure all invoices sent electronically from Exonet are personalised, featuring an appropriate covering 'letter', including recipient's name, and key invoice information.
- Ensure all invoices produced by Exonet are automatically, electronically archived to a meaningful, standardised location.



Note that the process defined in this section is also covered in our online web-presentation (<http://www.streamlinesoftware.net/Presentations.aspx>) called "Exonet Invoices".

Configuring the invoice Clarity report form

We will now modify the Clarity Report form that produces the invoice, to include the information AutoDoc HSE will use. This involves:

- Adding a new field to the template which will contain the customer's e-mail address or fax number, if these delivery methods have been specified as the customer's preferred delivery method;
- Adding a new field to the template which will specify the AutoDoc HSE form number to be applied to the delivery; and
- Changing the font colour of existing invoice information, to allow AutoDoc HSE to recognise that information.

New invoice fields

Perform the following steps:

1. Navigate to the Clarity Report designer, and open the Invoice form, `Invoice.clf` (see Figure 3).

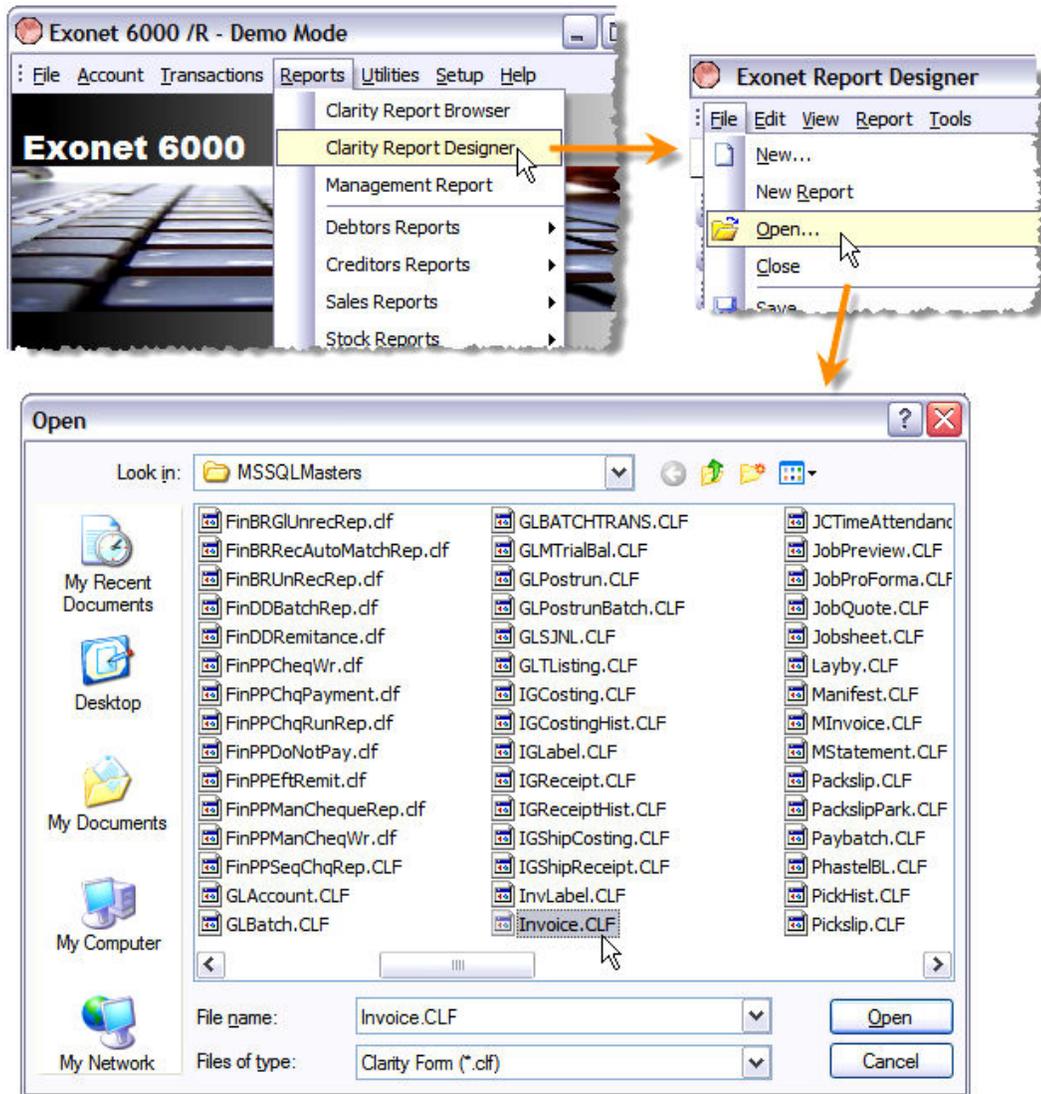


FIGURE 3 - Opening the invoice form in Clarity.

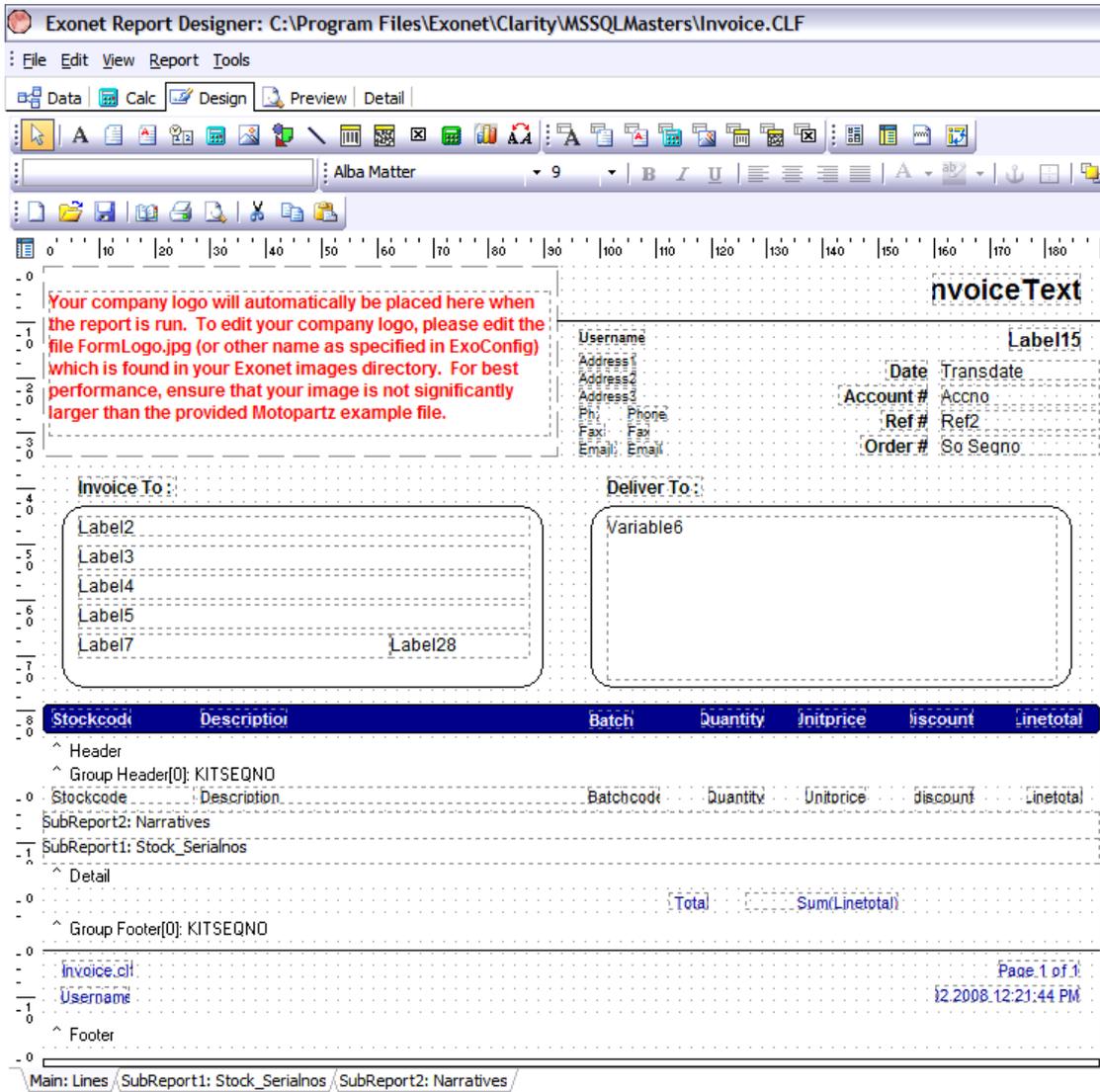
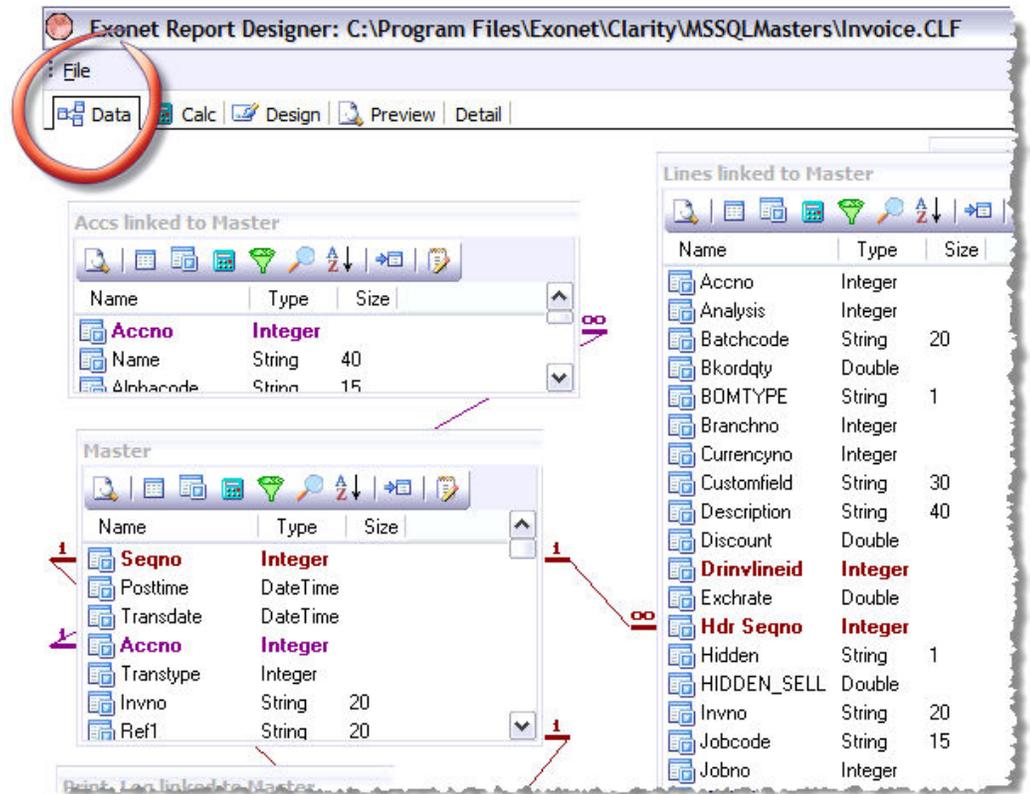
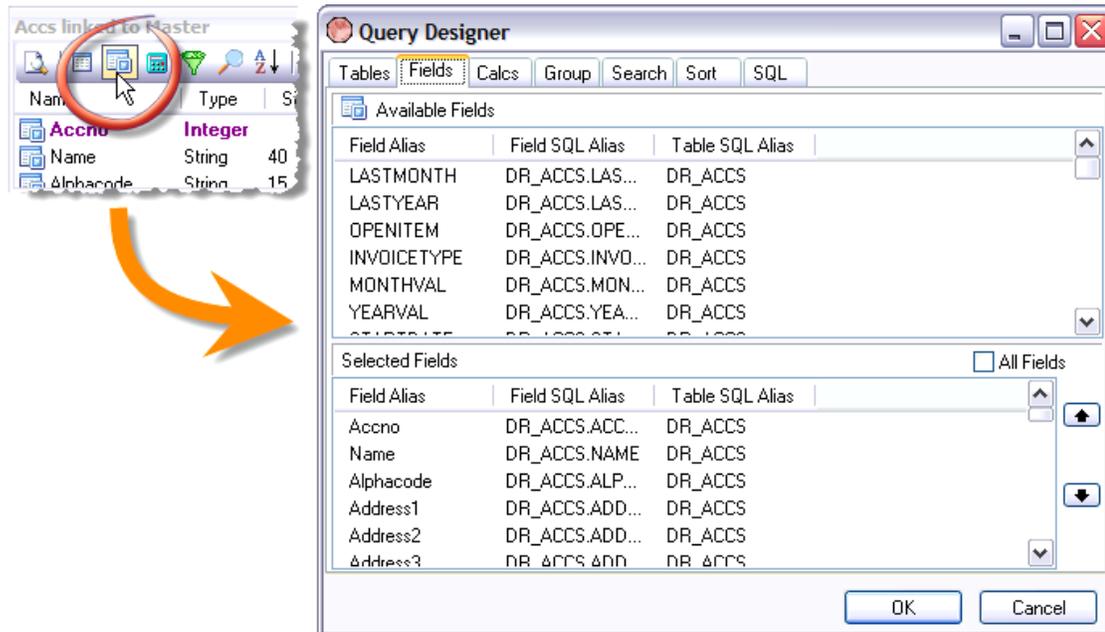


Figure 4 - The invoice form.

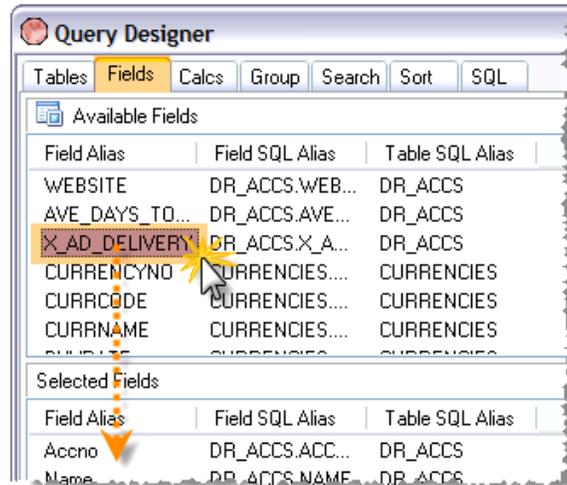
3. Move to the Data tab.



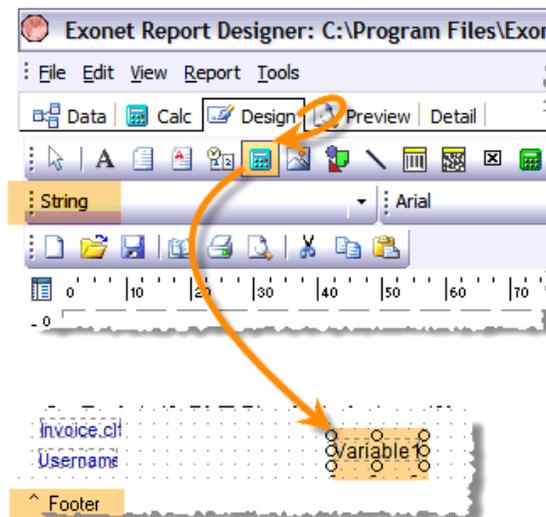
4. In the 'Accs linked to Master' query, use the 'Fields' toolbar button to open the Query Designer:



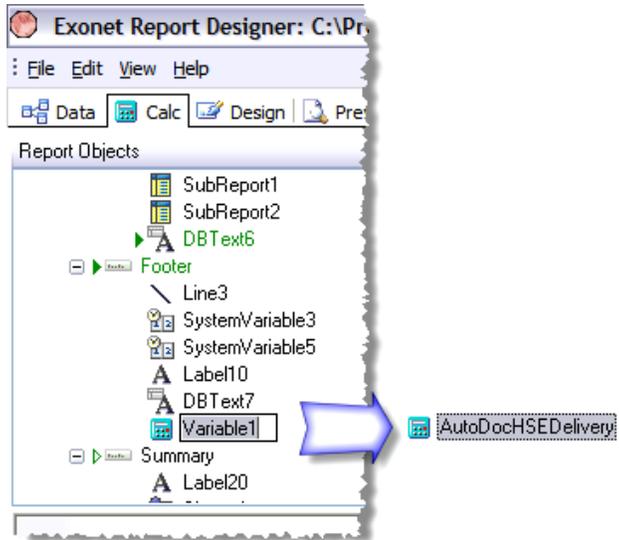
- In the Fields tab, add the new X_AD_DELIVERY field to the query - locate it in the top *Available Fields* pane and double-click the entry to add it to the end of the list in the bottom *Selected Fields* pane:



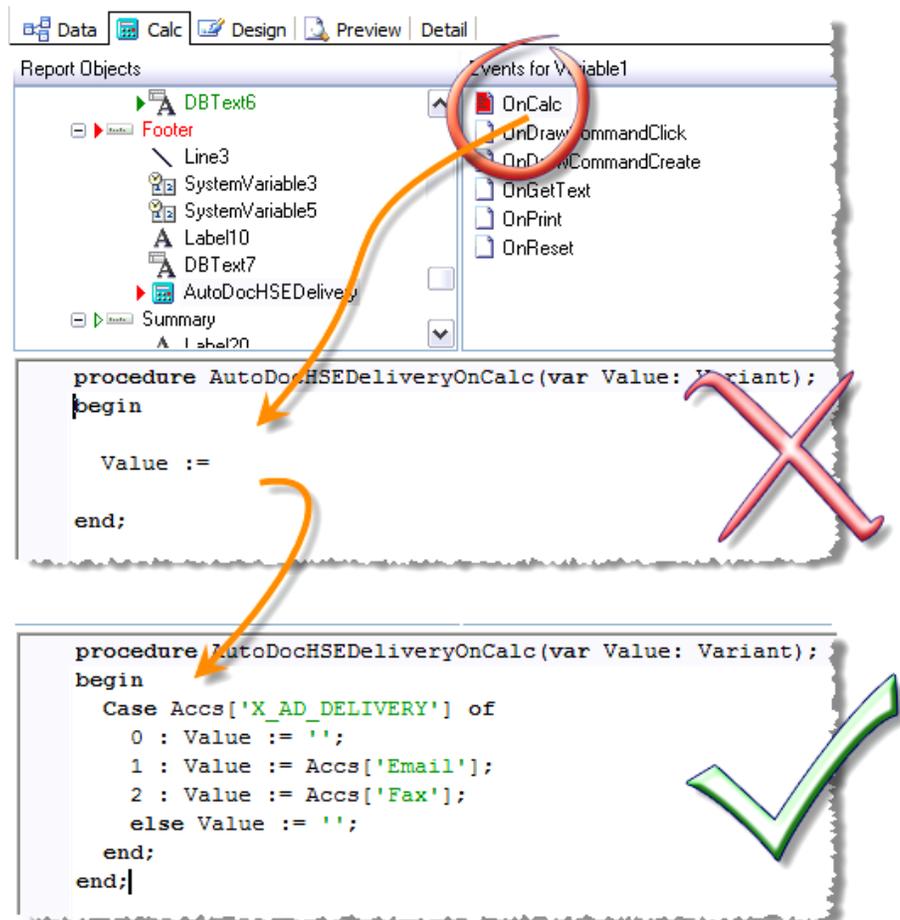
- Return to the Design view and add a string-type variable to the footer of the invoice:



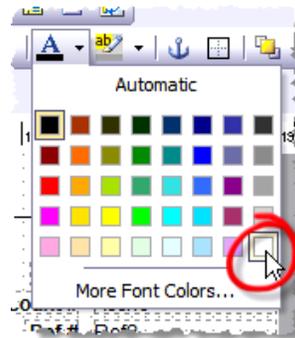
- Move to the 'Calc' tab, scroll the *Report Objects* pane to locate the new variable in the footer, and single click the variable to rename it to something more meaningful:



8. Select the 'OnCalc' event and change the blank event code to match the code depicted in the screenshot below (also available in Appendix A).

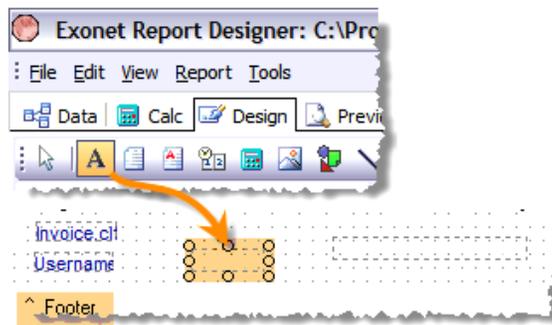


- Return to the Design view, and using the font colour pull-down list, set the text colour for the field to white. This makes the resultant text (whether it is a fax number or e-mail address) recognisable to AutoDoc HSE as a textual command, and hides it from the user.

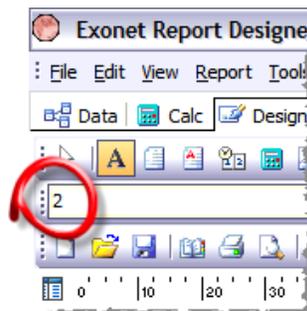


Note that if the debtor's delivery method is 'Print/Mail' (or if an unknown value is passed through to the variable), the variable will simply print with no value, just blank. This will result in AutoDoc HSE then processing the print job on an 'exception' basis, since no fax number or e-mail address would be found. This exception basis is allowed for in the configuration we perform in step 3 on page 27.

- Add a plain text label to the footer of the report:



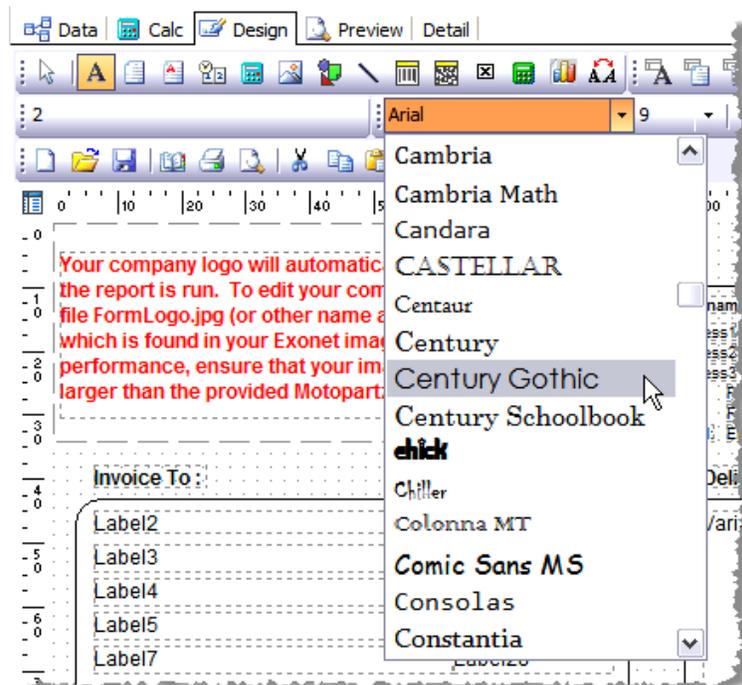
- This label should have the value '2', which will correspond to AutoDoc HSE's form #2:





To ensure the “2” text in this label is differentiated from the font used in the AutoDocHSEDelivery field we added, one of font, font size, font colour, or font style, must be different to distinguish the two new fields, and since the font colour must be white for both fields (in order for AutoDoc HSE to ‘see’ them), change the font, font size, or font style. If this step is not performed, AutoDoc HSE may find (for example) the string 2123456 instead of the two separate strings: the form number 2, and fax number 123456.

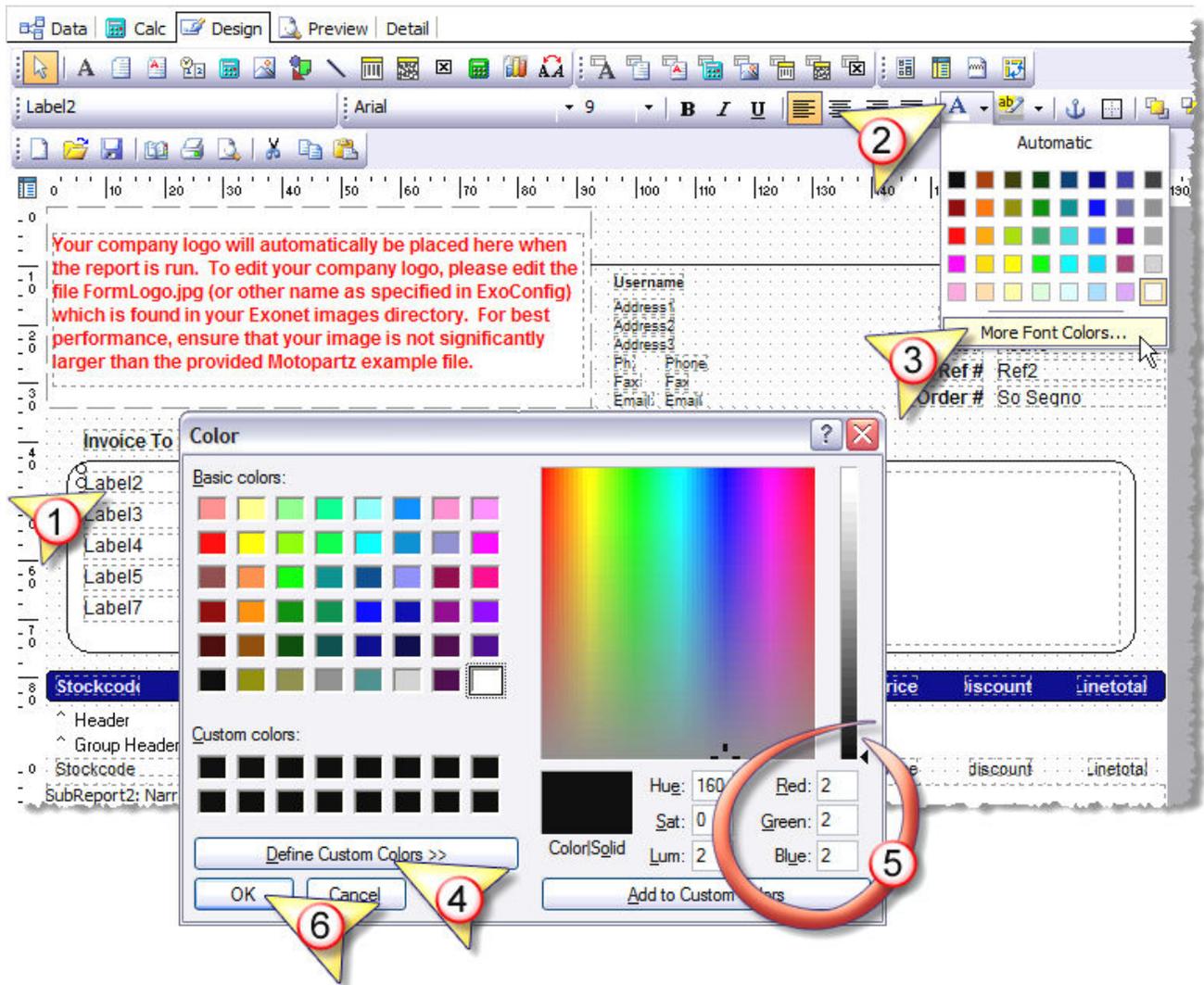
12. Ensure the font colour is set to white, and then change the font of the label to prevent it being ‘joined’ to the AutoDocHSEDelivery field when the print job is processed:



Making invoice information available to AutoDoc HSE

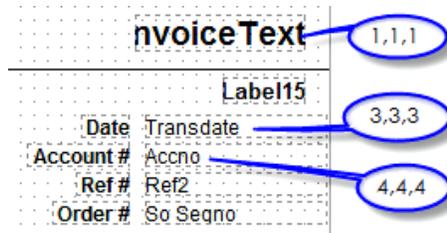
To make existing invoice information available to AutoDoc HSE, perform the following steps:

1. Select the report field labelled Label 2. This label prints the Account Name to which the invoice applies. Change the font colour of this field to RGB 2,2,2. This is achieved by using the font colour pull-down list, and then selecting the More Font Colors... option, and entering 2, 2, 2 into the Red, Green, and Blue fields respectively:



This change will result in AutoDoc HSE storing the account name for the invoice as variable 2, as defined in AutoDoc HSE's Variables tab for form number 2.

2. Perform a similar change to the report field called *Invoice Text*. This is the field that produces, for example, the text string 'Tax Invoice 1038'. The font colour of this field needs to be changed to RGB 1,1,1, to allow AutoDoc HSE to recognise and store it as variable 1.
3. Similarly, the report field called *Transdate* needs to be changed to RGB 3,3,3, and the field called *Accno* needs to be changed to RGB 4,4,4.



4. Save your changes.

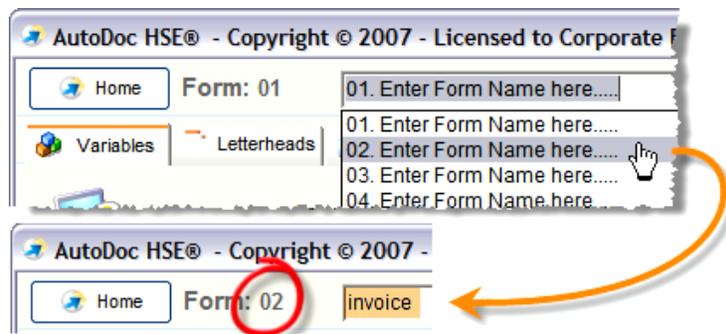
Configuring AutoDoc HSE for invoices

Now that the Clarity invoice has been configured to include a delivery command (an e-mail address or fax number, or nothing), a form number, and some 'coloured' text, AutoDoc HSE needs to be configured to recognise, and use, that information.

Configuring variables

Launch AutoDoc HSE and perform the following steps in AutoDoc HSE's Variables tab, within the Form templates setup area:

1. Increment the *Form #* field to form number 2, and then change the form name to invoice:



2. Change the first four variables' names to match the screenshot below. These variables will capture the information from the fields on which the

RGB values were changed in the section called “Making invoice information available to AutoDoc HSE”, on page 19.

Field name
document id
company name
dated
account number
Variable 5
Variable 6

This configuration will now result in AutoDoc HSE storing the ‘coloured’ information from the Clarity invoice, using the variable names specified above, since the Clarity invoice has RGB values matching the RGB values for variables defined (see Figure 5 below).

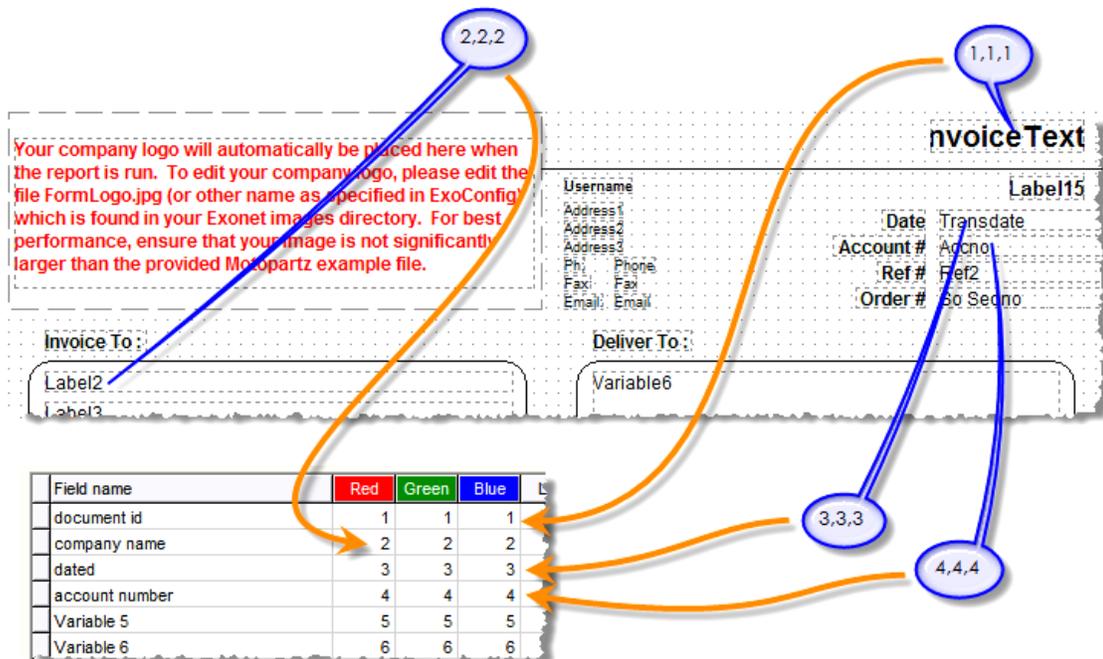


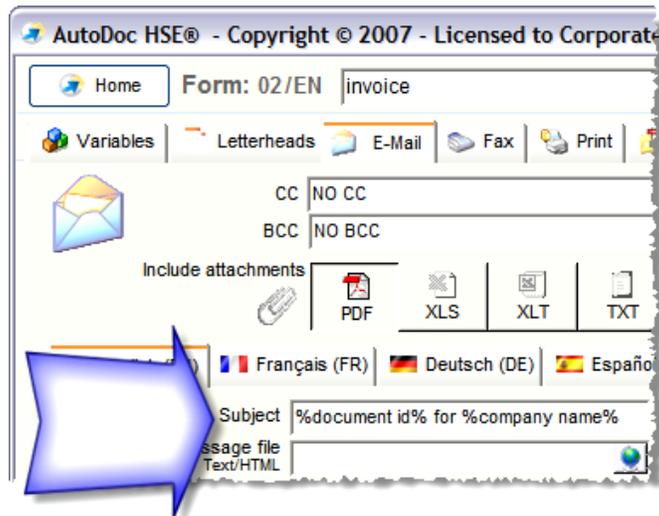
FIGURE 5 – The relationship between fields on the Clarity invoice, and AutoDoc HSE variables. For example, the Clarity field “Transdate” has been coloured RGB 3,3,3, which, according to the variables definition in AutoDoc HSE, will result in the variable called “dated” being populated with the transaction date printed on the invoice.

3. Apply your changes using the *Apply* button.



Configuring e-mail

1. Move to AutoDoc HSE's E-Mail tab. Add a subject heading to the *Subject* field, so it reads as %Document ID% for %Company Name%. This will create a convenient reference for your clients, and would allow them to sort their Inbox by subject heading to find a specific invoice number to locate the associated e-mail.



2. Enter the text that will be used as the body of the e-mail in the *Message text* field, so the message reads as follows:

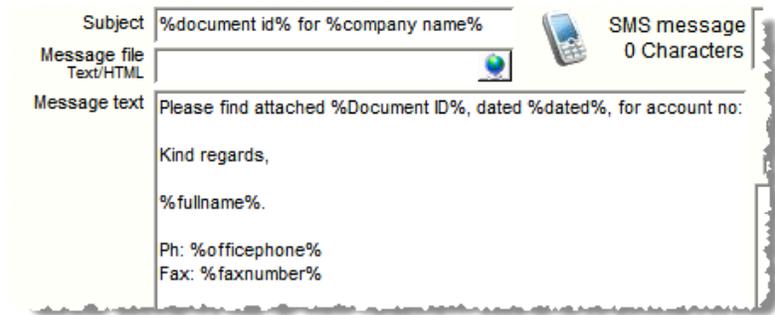
Please find attached %Document ID%, dated %Dated%, for Account No: %Account Number%. If you have any queries regarding this invoice, please contact me on the number below.

Kind regards,

%fullname%

Ph. %officephone%

Fax. %faxnumber%



Note that while we defined the new variable on the Variables tab as 'document id', we have referred to it here as '%Document ID%' – enclosing the text in the '%' character signifies that we are referring to a variable and, as seen here, variable names are not case-sensitive.

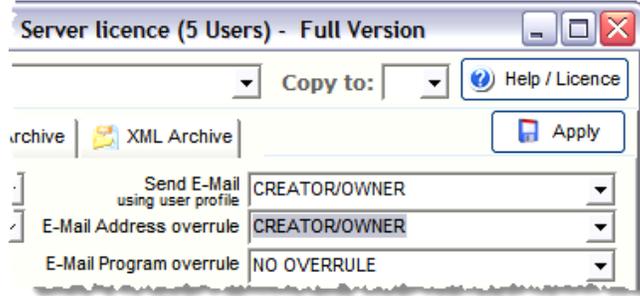
3. While we now have the basis for an informative e-mail message, we could give it more flair. The following simple example uses the HTML-rich functionality to format the message and, for the sake of convenience for the exercise, adds the AutoDoc HSE enterprise logo from the Streamline website:

```
<html><body>
<font face="Trebuchet MS">
<p>Please find attached %Document ID%, dated %dated%, for account no: %account
number%. If you have any queries regarding this invoice, please don't hesitate
to contact me on the number below.</p>
<p>Kind regards,</p>
<p>%fullname%.</p>
<p>Ph: %officephone%</p>
<p>Fax: %faxnumber%</p>
</font>
<table><tr><td>
<img src=http://www.streamlinesoftware.net/images/ADHSE_enterprise_50.gif>
</td></tr></table>
</body></html>
```

There are several alternatives for using HTML, images, and file attachments. See the Reference Manual for more details on AutoDoc HSE's e-mail functionality.

4. Change the *E-Mail address override* field entry to CREATOR/OWNER. This will ensure that while you are in the process of testing your configuration, any e-mails created will have their recipient addresses overruled by that of the person who sent the print job to AutoDoc HSE. That is, any e-mails

generated by AutoDoc HSE will stay within your organisation, for testing purposes.



5. Apply your changes.

Configuring fax

1. Move to AutoDoc HSE's Fax tab. Enter the %company name% variable and a subject heading to: %document id% from <your company name>:

To Company	%Company name%
Attn	
Subject	%document id% from Corporate Bloom

2. Note the *Cover page* field has been populated with a default generic entry. You can click on the *Cover Page Designer* button to launch the Microsoft Fax cover page editor to edit this generic file, or just use the *Cover page* drop down list to choose a different cover page:



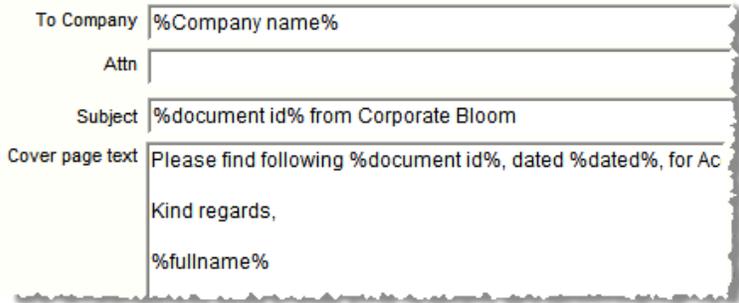
The fax cover page's Recipient's Name ('To') field will be populated by the merged contents of AutoDoc HSE's *Company Field* and *Attn Field* fields.

3. Add the following text to AutoDoc HSE's *Cover page text* contents:

Please find following %document id%, dated %Dated%, for Account No: %Account Number%.

Kind regards,

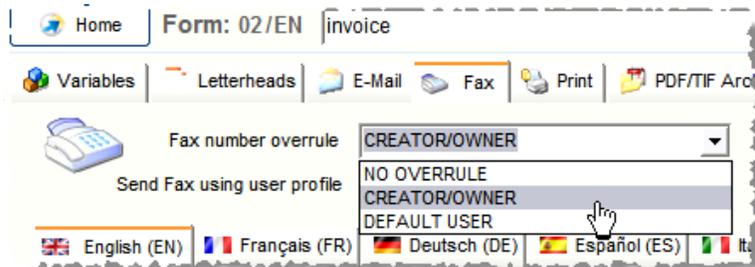
%fullname%.



The screenshot shows a form with the following fields and values:

To Company	%Company name%
Attn	
Subject	%document id% from Corporate Bloom
Cover page text	Please find following %document id%, dated %dated%, for Ac Kind regards, %fullname%

4. Again, for the sake of testing, choose to overrule the fax recipient number with the fax number of the user who creates the invoice:



The screenshot shows the software interface with the following elements:

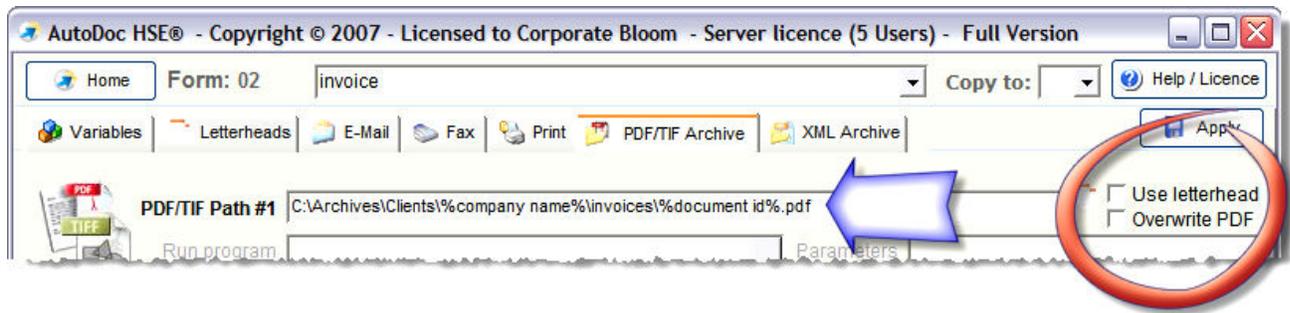
- Home | Form: 02/EN | invoice
- Variables | Letterheads | E-Mail | Fax | Print | PDF/TIF Archive
- Fax number override: CREATOR/OWNER
- Send Fax using user profile: NO OVERRULE, CREATOR/OWNER, DEFAULT USER
- Language selection: English (EN), Français (FR), Deutsch (DE), Español (ES), It.

5. Apply your changes.

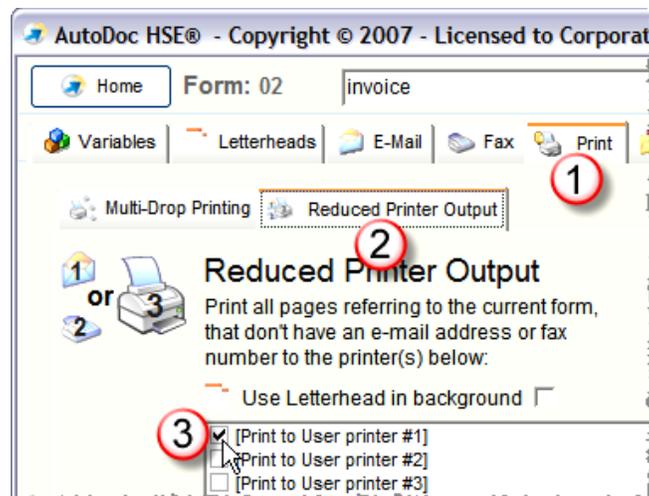
Configuring archive backups and hard copies

1. Move to AutoDoc HSE's PDF/TIF Archive tab. Enter a file path and file name to which a copy of the invoice will be saved. In this case, we will use a local file path (the preferred option), but a network location could also be used.

C:\Archives\Clients\%company name%\invoices\%document id%.pdf



2. Ensure the *Use letterhead* checkbox is cleared (this results in any letterhead specified on the Letterheads tab being excluded from the archive copy, to reduce file size), and ensure that the *Overwrite PDF* checkbox is also cleared. This ensures that the archive file will not be overwritten by a future archive, but rather, any future archive of the same filename would be appended to the first. In the archive path we created, overwriting/appending is not likely to be an issue, as invoice IDs would be unique.
3. Move to the AutoDoc HSE Print page. In the Reduced Printer Output tab, check the *[Print to User printer #1]* checkbox. This will ensure that if the invoice is for a client who prefers to receive their invoice by post, a hard copy will be produced on the Exonet user's usual printer of choice. If the client in question is sent the invoice via e-mail or fax, no hard copy is produced as a result of this option.



4. Apply your changes.

Configuring other AutoDoc HSE information

Several of the settings we have specified so far in this chapter have referred to user information. For example, we have elected to override recipient e-mail addresses with the address of the user who created the invoice, and we have just

opted to print hard copy invoices to the user's printer of choice. We therefore need to define at least one AutoDoc HSE user.

1. Move to AutoDoc HSE's Users tab, located in the Global setup area (you will need to go to the home page to make the *Global setup* button available).
2. Use the '+' button to open a new record. Create an AutoDoc HSE user for at least one person who will test your AutoDoc HSE configuration, completing, as a minimum, the following fields: *User name* (select a Windows login name from the drop down list); *Full name*; *E-Mail address*; *Fax number*; *Office Phone*; and *User Printer #1*.

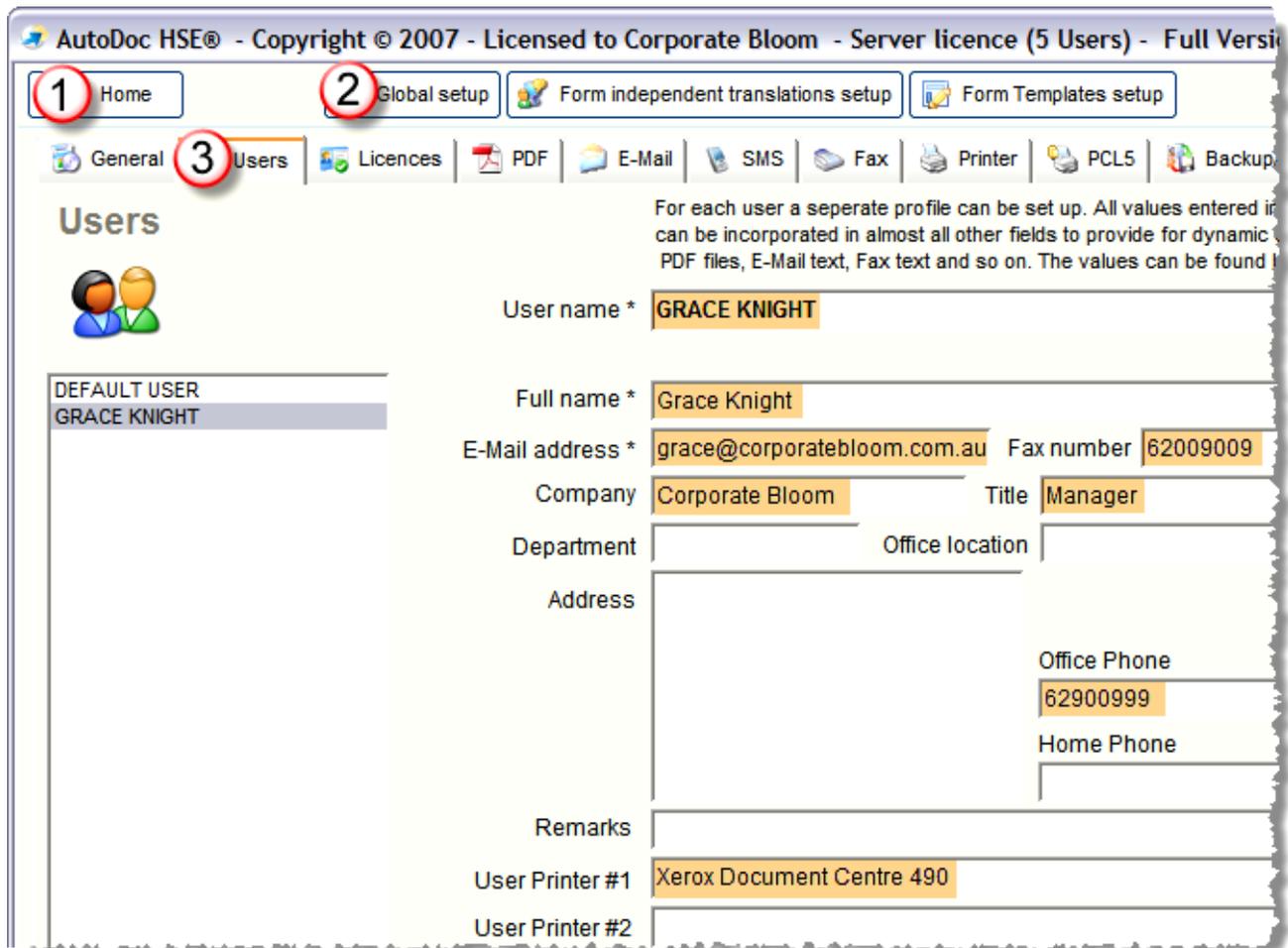


FIGURE 6 - An example User entry, with the minimum information needed to test the configurations used in this manual.

3. Apply your changes.

You can now test your configuration by printing an Exonet invoice to AutoDoc HSE!



Statements

Automating a batch process such as a Statement run is when AutoDoc HSE really pays dividends. Send a statement run to AutoDoc HSE and let it sort and perform the deliveries for you – a hundred for fax, a few hundred for e-mail, and fifty for hardcopy...

The goals for this exercise are to:

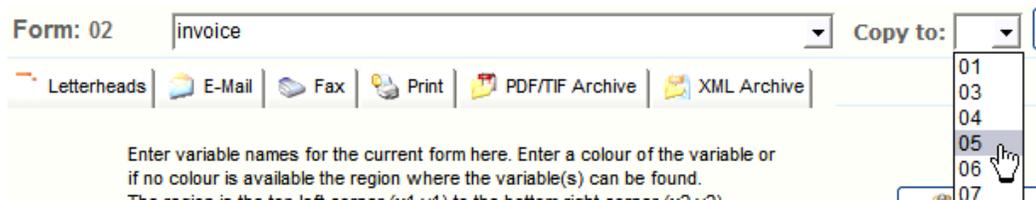
- Configure your system to allow AutoDoc HSE to handle all your Exonet statements seamlessly behind the scenes.
- Ensure all statements sent electronically from Exonet are personalised, automatically, featuring an appropriate covering 'letter', including recipient's name, and key aged balance period information.
- Ensure all statements produced by Exonet are automatically, electronically archived to a meaningful, standardised location.

Configuring AutoDoc HSE for statements

Configuring variables

Perform the following steps in AutoDoc HSE's Variables tab (in the form templates setup area):

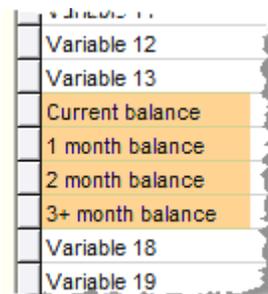
1. In form #2, choose 05 in the *Copy to* field, to overwrite all of form #5's settings with those set up in form #2:



2. Move to form number 5, and change the form name to Statement:



3. Change the names for variables 14 through 17 to Current Balance, 1 Month Balance, 2 Month Balance, 3+ Month Balance, as follows:



4. Leave the remaining variables as they are and apply your changes.

Configuring e-mail

1. Move to AutoDoc HSE's E-Mail tab. Add the subject heading %formname% from %company% for %company name%:



The variable %company% is a pre-defined system variable, which is populated by the company name specified for the AutoDoc HSE user under the profile of whom the print job is sent to AutoDoc HSE. The variable %formname% is also a system variable, and is populated with the name of the form under which the print job is processed (in this case, it will be populated with "Statement").

2. We will now make use of the new 'balance' variables created for form 5, by adding a balance summary to an e-mail message. Add the following text:

Please find attached a copy of your Statement dated %dated% for Account No: %Account Number%.

Your summary balances are as follows:

3+ Months: %17%, 2 Months: %16%, 1 Month: %15%, Current: %14%.

Should you have any queries regarding your account, please don't hesitate to contact me on the number below.

Kind regards,

%fullname%

%title%.

Ph: %officephone% E-mail: %emailaddress% Internet:
www.corporatebloom.com.au

Alternatively, the e-mail message could be created as an HTML message, complete with a tabulated balance summary, as in Figure 7.

```

Message text <br style="font-family: Century Gothic;">
<span style="font-family: Century Gothic;">Your summary
balances are as follows:</span><br
style="font-family: Century Gothic;">
<br style="font-family: Century Gothic;">
<table
style="text-align: left; width: 100px; font-family: Century Gothic;"
border="1" cellpadding="2" cellspacing="2">
<tbody>
<tr>
<td style="font-weight: bold;">3+ Months</td>
<td style="font-weight: bold;">2 Months</td>
<td style="font-weight: bold;">1 Month</td>
<td style="font-weight: bold;">Current</td>
</tr>

```

Please find attached a copy of your Statement dated %dated%, for ac
Your summary balances are as follows:

3+ Months	2 Months	1 Month	Current
%3+ month balance%	%2 month balance%	%1 month balance%	%current balance%

Figure 7 – Showing the use of variables in an HTML table, and how the plain text translates to HTML. The text that currently states “%3+ month balance%” will be dynamically translated to the debtor’s 3+ month dollar value balance when the e-mail is created. The HTML used for this example is available in Appendix C.

3. Ensure the *E-Mail address override* field entry to CREATOR/OWNER, to ensure that the resultant e-mails are directed internally for testing purposes. Under this setting, the user who prints the statement will be the recipient of the resultant e-mail.
4. Apply your changes.

Configuring fax

1. Move to AutoDoc HSE’s Fax tab. Change the subject heading to: Statement from %company%.
2. Add the new variables to the *Cover page* contents:

Please find following your Statement, dated %Dated%, for Account No %Account Number%.

Your summary balances are as follows:

3+ Months: %17%

2 Months: %16%

1 Month: %15

Current: %14%

Kind regards,

%fullname%.

3. Again, for the sake of testing, choose to overrule the fax recipient number with the fax number of the user who creates the statement:

4. Save your changes.

Configuring archive backups and hard copies

1. Move to AutoDoc HSE's PDF/TIF Archive tab. Remove the invoice archive path which was copied from form 2 to our current form, form 5, and enter a file path and file name to which a copy of the statement will be saved:

C:\Archives\Clients\%company name%\statements\%dated%.pdf

2. Check the *Overwrite PDF* checkbox. This will result in the first statement of this filename and location being overwritten by any subsequent statement which has the same filename. Effectively, given the particular path and filename specified, this means that if you produce more than one statement for the same client, with the same statement date, only the most recent will be retained.

3. Add a second archive path:

C:\Archives\Clients\%company name%\statements\running.pdf

4. Ensure the *Overwrite PDF* checkbox on this second path is cleared:

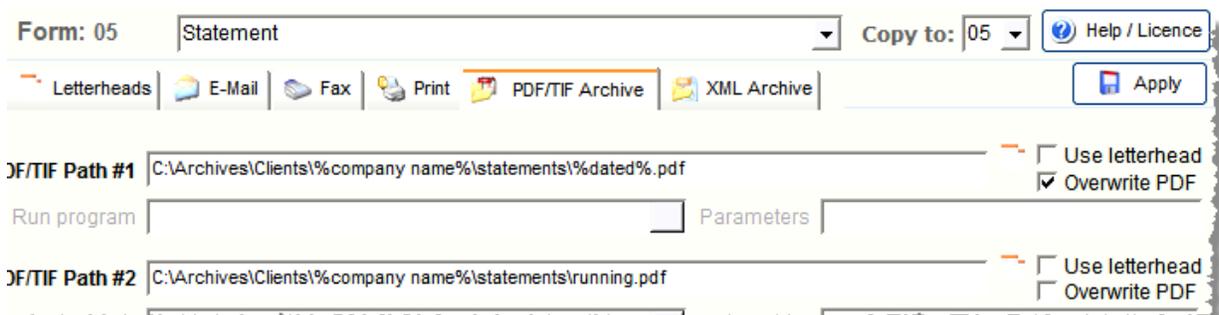
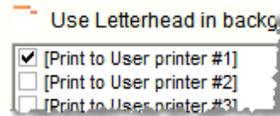


Figure 8 – Showing two archive paths. The '%dated%.pdf' filename will produce a separate PDF file for every statement produced. The 'running.pdf' filename, together with the cleared *Overwrite PDF* checkbox, will result in a PDF file for each client, which grows each

time a statement run is performed. This file will be an accumulation of all the statements ever produced for the client.

5. Move to the AutoDoc HSE Print page. In the Reduced Printer Output tab, check the *[Print to User printer #1]* checkbox. This will ensure that, once we have modified the Clarity Statement report, if the statement is for a client who prefers to receive their statement by post, a hard copy will be produced on the Exonet user's usual printer of choice. If the client in question is sent the statement via e-mail or fax, no hard copy is produced as a result of this option.

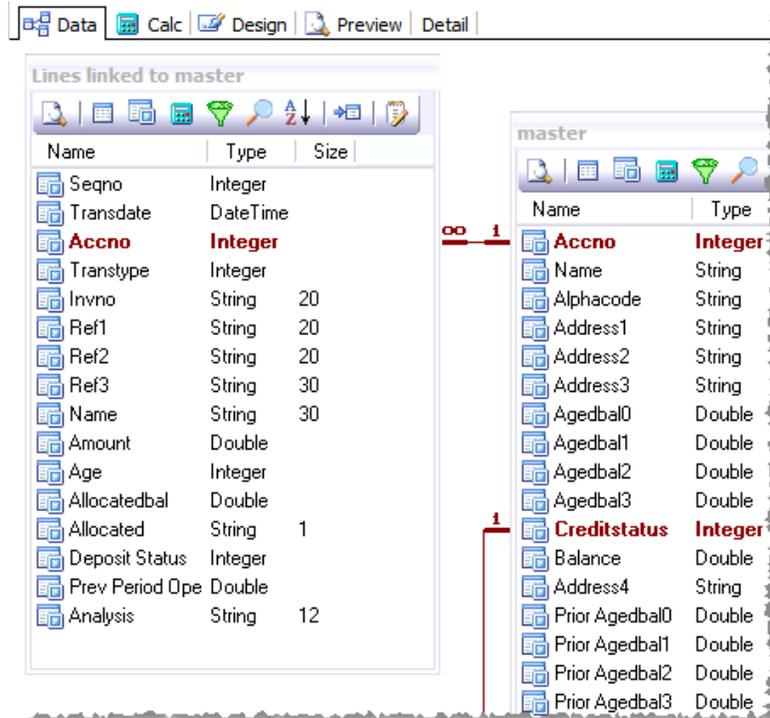


6. Apply your changes.

Configuring the Statement Clarity Report form

We will now modify the Clarity Report form that produces the statement, to include the information AutoDoc HSE will use.

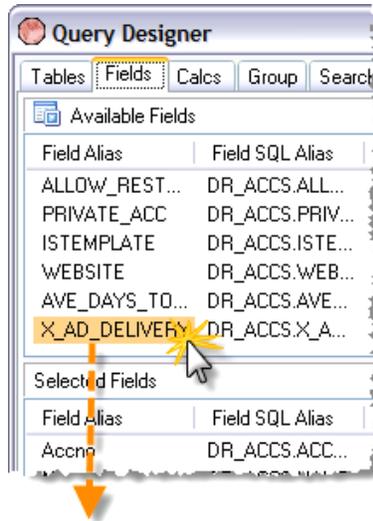
1. Navigate to the Clarity Report designer, and open the Statement form, `statement.clf`.
2. Move to the Data tab.



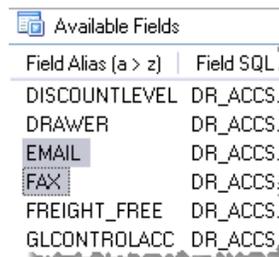
3. In the 'master' query, open the query designer using the *Fields* toolbar button:



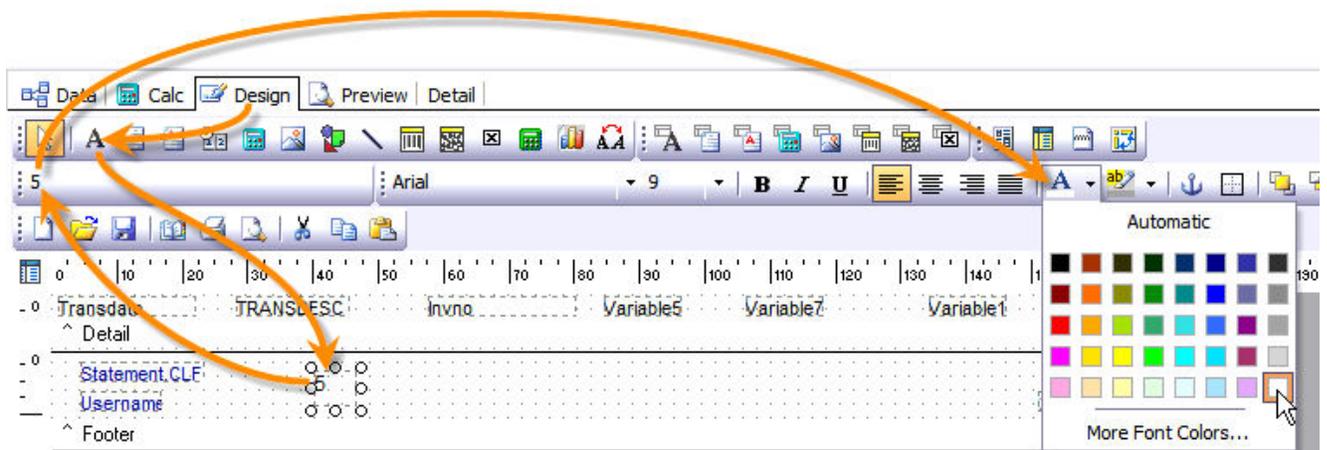
4. Locate the X_AD_DELIVERY field in the *Available Fields* pane. Double-click on the entry to add this field to the *Selected Fields* pane.



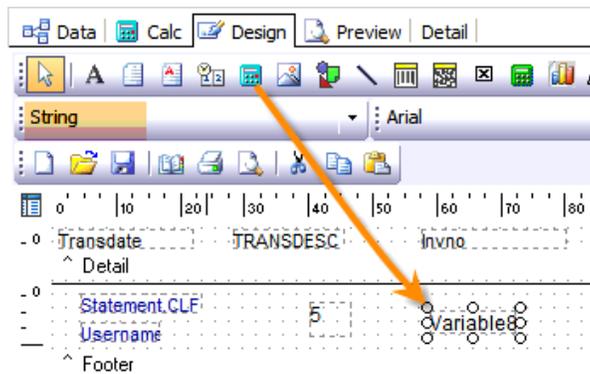
- Also add both the FAX and EMAIL fields (also from the DR_ACCS table) to the *Selected Fields* pane by locating them in the *Available Fields* list and double clicking:



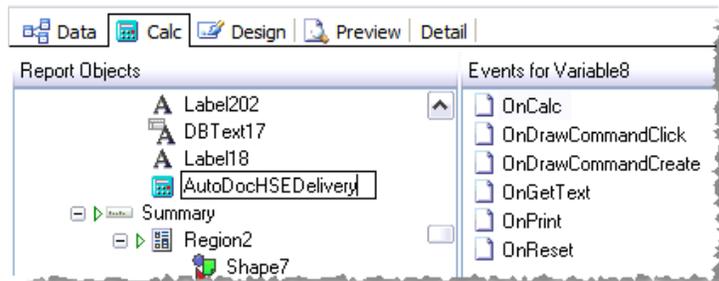
- In the Design tab, add a plain text label to the footer, assign the text '5' (to correspond to AutoDoc HSE's form #5 for statements), and change the font's colour to white:



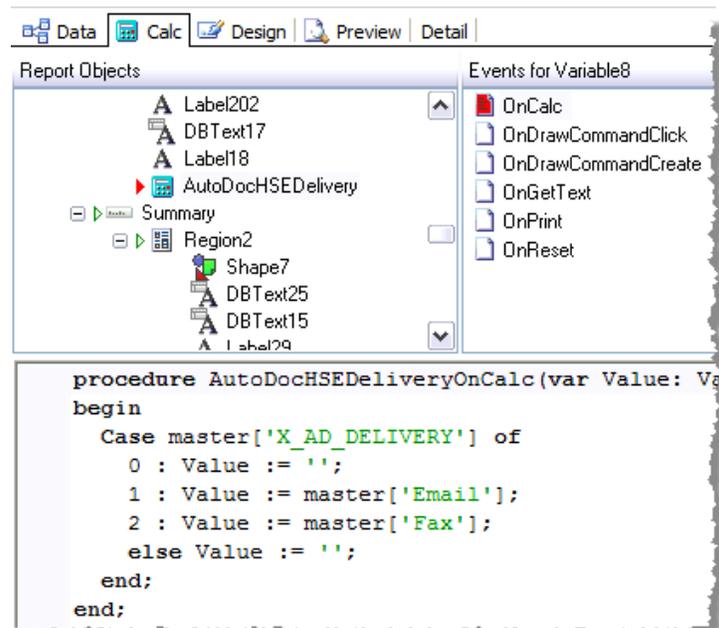
7. Add a string-type variable to the footer:



8. In *Report Objects* pane of the Calc tab, locate the new variable in the footer and rename it to 'AutoDocHSEDelivery':



9. Add the following code to the variable's OnCalc event (the code is also available in Appendix C):



10. Using the font colour pull-down list (as in step 6), set the text colour for the field to white. This makes the resultant text (whether it is a fax number or e-mail address) recognisable to AutoDoc HSE as a textual command, and hides it from the user. Note that if the debtor's delivery method is 'Print/Mail' (or if an unknown value is passed through to the variable), the variable will simply print with no value, just blank. This will result in AutoDoc HSE then processing the print job on an exception basis, since no fax number or e-mail address would be found. This exception basis was allowed for in the configuration we performed in step 5 on page 34.



11. Change the font used for the variable text, to ensure it is differentiated from the font used in the label ('5') added in step 6 on page 36. One of: font; font size; font colour; or font style, must be different to distinguish the two new fields, and since the font colour must be white (in order for AutoDoc HSE to 'see' it), change the font, font size, or font style. If this step is not performed, AutoDoc HSE may find (for example) the string 5123456 instead of the two separate strings: the form number 5, and fax number 123456.

12. Because we have used the following list of other user-defined variables to construct our AutoDoc HSE e-mail, fax, and archive information, we need to also change the font colours of the equivalent report fields to allow AutoDoc HSE to recognise and store their content, according to their AutoDoc HSE RGB configurations (as defined on the Variables tab for form 5):

- %company name% (RGB 2,2,2)
- %dated% (RGB 3,3,3)
- %account number% (RGB 4,4,4)
- %current balance% (RGB 14,14,14)
- %1 month balance% (RGB 15,15,15)
- %2 month balance% (RGB 16,16,16)
- %3+ month balance%. (RGB 17,17,17)

See Figure 9 on page 39.

Your company logo will automatically be placed here when the report is run. To edit your company logo, please edit the file FormLogo.jpg (or other name as specified in ExoConfig) which is found in your Exonet images directory. For best performance, ensure that your image is not significantly larger than the provided Motopartz example file.

statement

Username: Label15
 Address1: Page 1 of 1
 Address2
 Address3
 Ph: Phone
 Fax: Fax
 Email: Email

To Account: Accno
 Name
 Address1
 Address2
 Address3
 Address4
 POST_CODE

Statement Date: 26-Feb-2008

Remittance Advice

3+ Months	2 Months	1 Months	Current
Aaedbal3	Aaedbal2	Aaedbal1	Aaedbal0

Statement Date: February 26, 2008

FIGURE 9 - Statement fields configured with RGB values to populate AutoDoc HSE variables.

13. Save your changes.

Both AutoDoc HSE and the standard Clarity form for statements have now been configured to allow AutoDoc HSE to process statements produced by Exonet.



Stock Valuation Reports

Stock Valuation Reports provide a useful example of how AutoDoc HSE can be used to keep your own staff informed of your organisation's position. This example also demonstrates how AutoDoc HSE can be 'dropped in' to your existing system, achieving effective and powerful document delivery without making a single configuration change to your existing software.

The goals for this exercise are to:

- Configure your system to create a Stock Valuation Report each week and e-mail it to key internal staff.
- Use the Clarity filename as the trigger for AutoDoc HSE actions, ensuring key staff see the report each time it is produced through AutoDoc HSE.

Note that there are no configuration changes made to the Clarity Stock Valuation form for this example.

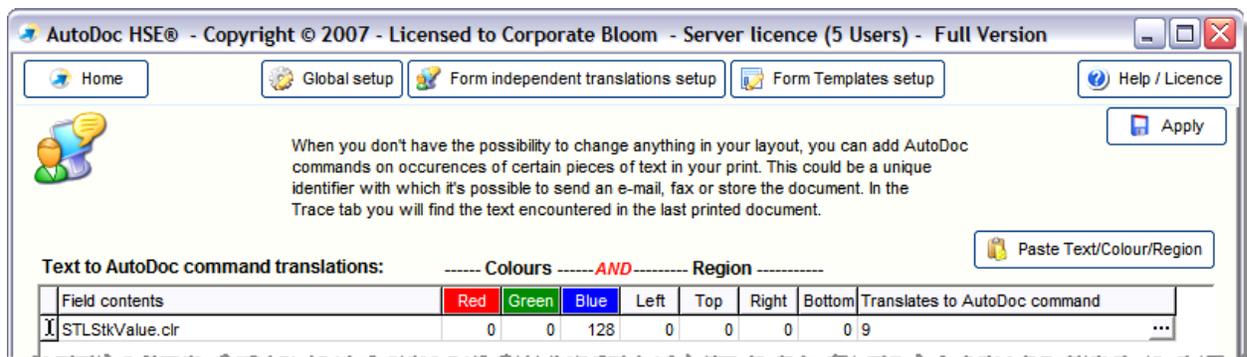
Configuring AutoDoc HSE for stock valuation reports

Configuring commands

Perform the following steps in AutoDoc HSE's Form independent translations setup area.



1. Create a translation entry, with field contents of STLStkValue.clr, Red/Green/Blue settings of 0,0,128 and command translation of 9:



Having made this entry, if we were to save AutoDoc HSE's settings at this point and direct a print job to the AutoDoc HSE printer, the job would be assessed to determine whether there are any text strings equal to 'STLStkValue.clr' in the document, with RGB values of 0,0,128. If such a string is found, AutoDoc HSE will treat that string as being equivalent to a text string '9' in RGB 255,255,255 (i.e. a form number).

Because Exonet includes the report filename in the footer of its reports (in coloured text with RGB values 0,0,128), this will result in the Stock Valuation Report (filename = STLStkValue.clr) being processed by form 9, if sent to an AutoDoc HSE printer. Such a 'translation' of existing text allows us to achieve 'virtual' report configuration in lieu of actually adding a form number to the Clarity report.





Note that when making a *Field contents* entry in the translation table, strings *are* case-sensitive. That is, the entry made in the *Field contents* column must be exactly as it will appear in the source document from which the print job is created.

2. Add another translation, with field contents of `STLStkValue.clr`, RGB settings of 0,0,128, and the command translation of `grace@corporatebloom.com.au`

Field contents	Red	Green	Blue	Left	Top	Right	Bottom	Translates to AutoDoc command
STLStkValue.clr	0	0	128	0	0	0	0	9
STLStkValue.clr	0	0	128	0	0	0	0	<code>grace@corporatebloom.com.au</code>

Assuming Grace is the general manager of the organisation, this configuration will result in any Stock Valuation Report printed to an AutoDoc HSE printer being e-mailed to the general manager under whatever settings are specified in AutoDoc HSE form 9 – without changing anything in the default Clarity Stock Valuation report.

3. Apply your changes.

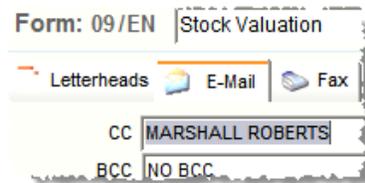
Configuring e-mail

1. Move to the E-mail tab (in the Form templates setup area), and select form 9. Enter a description for the form to make its purpose obvious in all tabs:

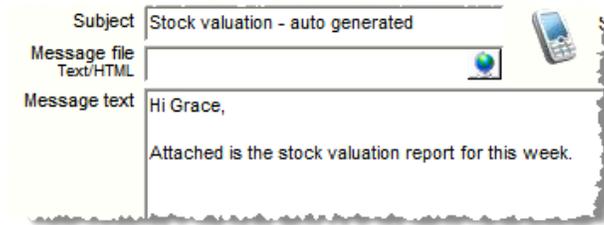


This name will also be used as the filename of the e-mailed PDF attachment of the report, unless you specify a different name in the *Display Name* field.

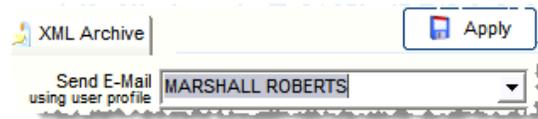
2. Elect to send a CC e-mail to the user who is responsible for ensuring the general manager receives the stock valuation report. This will ensure that this user receives a copy along with the manager:



3. Add a meaningful e-mail subject (you may wish to add the fact that the e-mail is automatically generated) and e-mail text.



4. Change the *Send mail using user profile* setting to the name of the user responsible for the weekly report. This ensures that the general manager can simply use the 'reply' e-mail button if she wishes to communicate with that user, even if, for example, the print job is actually scheduled as an automated task from a certain PC at a set time each week.



5. Because the Stock Valuation report is being sent to an internal address, you may be comfortable not using a testing 'override' for this exercise.
6. Apply your changes.



Marketing Attachments

If you are already e-mailing something to your clients (for example, an invoice or statement), why not make the most of the opportunity and include a current, tailored list of specials?

The goals for this exercise are to:

- Attach an additional file in an invoice e-mail, via command translation.
- Ensure the file (a list of specials) is relevant to the customer to whom the invoice is addressed.

Note that this exercise builds on the configuration detailed in Chapter 2.

Configuring AutoDoc HSE for invoice marketing

1. Move to AutoDoc HSE's Form independent translations setup area.

Home Global setup **Form independent translations setup** Form Templates setup Help / Licence Apply

When you don't have the possibility to change anything in your layout, you can add AutoDoc commands on occurrences of certain pieces of text in your print. This could be a unique identifier with which it's possible to send an e-mail, fax or store the document. In the Trace tab you will find the text encountered in the last printed document.

Text to AutoDoc command translations: ----- Colours ----- **AND** ----- Region ----- Paste Text/Colour/Region

Field contents	Red	Green	Blue	Left	Top	Right	Bottom	Translates to AutoDoc command
STLStkValue.clr	0	0	128	0	0	0	0	9
STLStkValue.clr	0	0	128	0	0	0	0	grace@corporatebloom.com.au

Note that the two translation table entries depicted above may not exist in your AutoDoc HSE configuration – these were added as part of the exercise in chapter 4. Their presence, or absence, will not affect the outcome of this exercise, since both these translations are based on the string 'STLStkValue.clr' (the filename of the Stock Valuation report), which will not appear in an invoice print job.

2. Add the following two translations:

RETAIL 250, 250, 250 c:\marketing\retail\specials.pdf

TRADE 250, 250, 250 c:\marketing\trade\specials.pdf

Field contents	Red	Green	Blue	Left	Top	Right	Bottom	Translates to AutoDoc command
STLStkValue.clr	0	0	128	0	0	0	0	9
STLStkValue.clr	0	0	128	0	0	0	0	grace@corporatebloom.com.au
RETAIL	250	250	250	0	0	0	0	c:\marketing\retail\specials.pdf
TRADE	250	250	250	0	0	0	0	c:\marketing\trade\specials.pdf



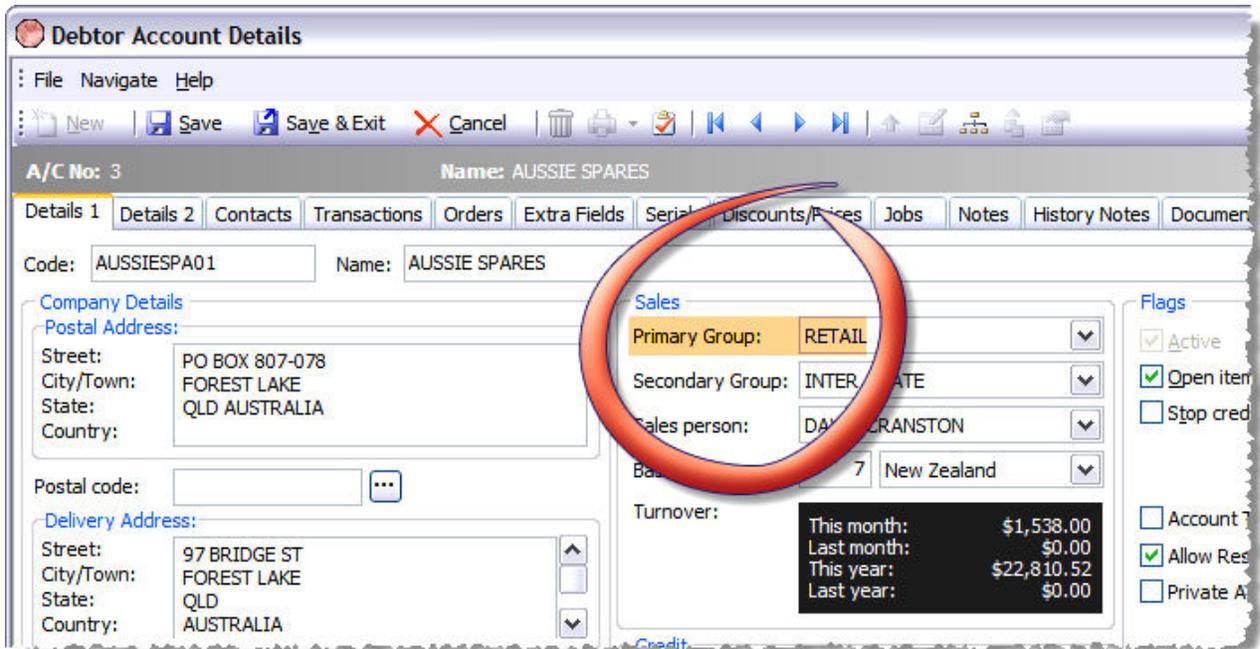
Note that when making a *Field contents* entry in the translation table, strings **are** case-sensitive. That is, the entry made in the *Field contents* column must be exactly as it will appear in the source document from which the print job is created. In this case, the sales group names are all capitals, so we need to define them within AutoDoc HSE as all capitals also, or AutoDoc HSE will not recognise them in the report.

3. Apply your changes.

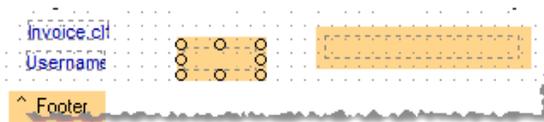
Configuring the invoice Clarity Report form for marketing

We will be making use of Exonet's Debtor Sales *Primary Group* field for this example. Two of the three possible options (foreign, retail, and trade) for this group in this example, are used as the translation 'triggers' which we configured in AutoDoc HSE.

Our example company, Corporate Bloom, treats non-corporate clients as retail, while the bulk discounts applying to corporate clients are treated as trade.



1. Open the Clarity invoice form, `invoice.clf`. If you have not already performed the Invoice exercise in Chapter 2, your invoice footer will not include the two highlighted fields below, and you will need to complete that exercise before the configuration in this chapter can take effect.



- From the Data tab, open the query designer from within the 'Accs linked to Master' query, and locate and add the 'DR_ACCGROUPS' table (within the Table tab) to the query (by double-clicking on the entry), and create an inner join between the DR_ACCGROUPS and DR_ACCS tables as per Figure 10. After clicking the OK button on the Join Table dialog, leave the Query Designer open for the next step.

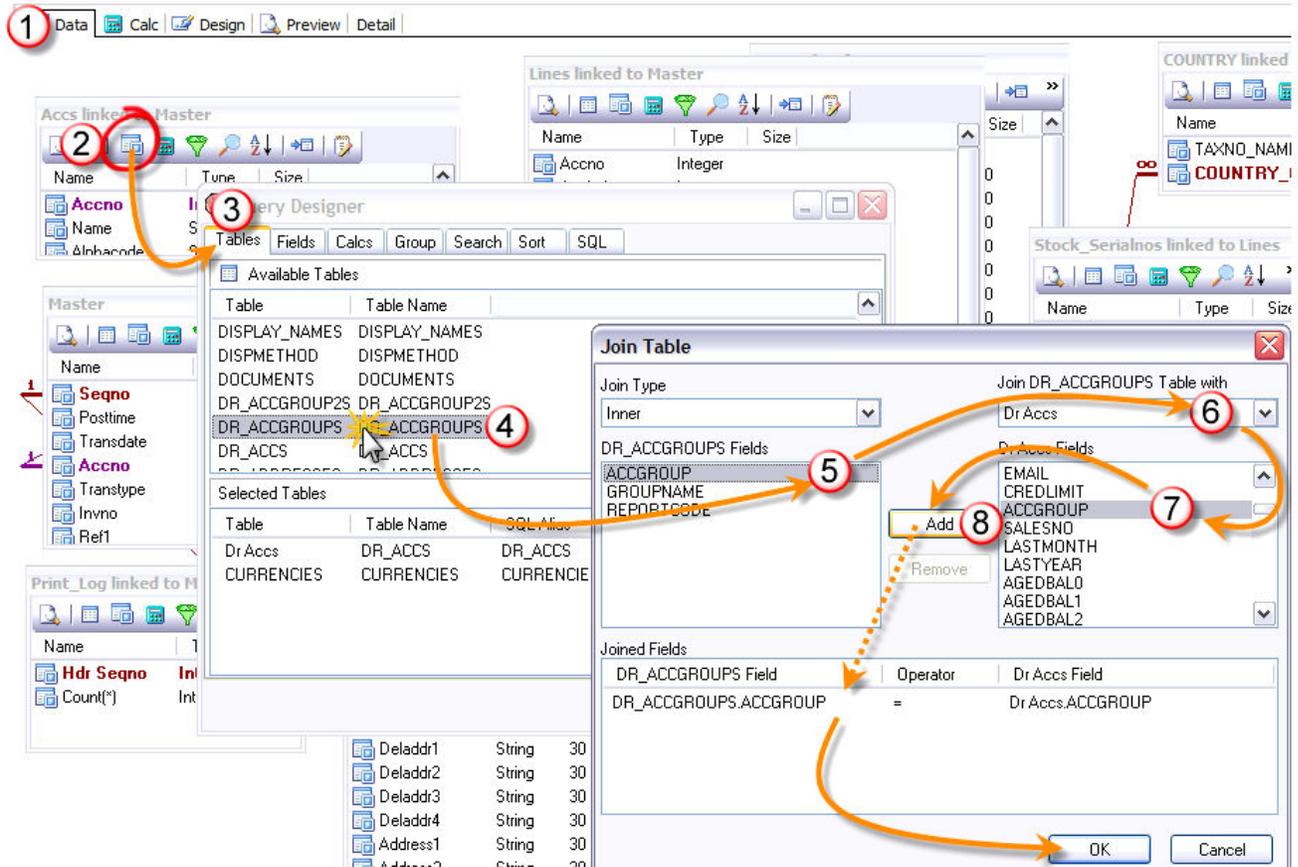
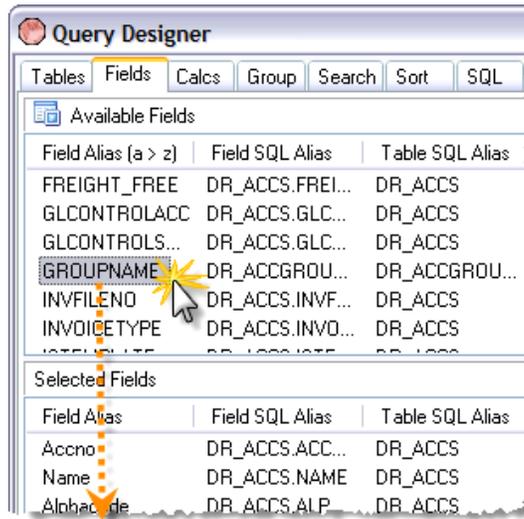
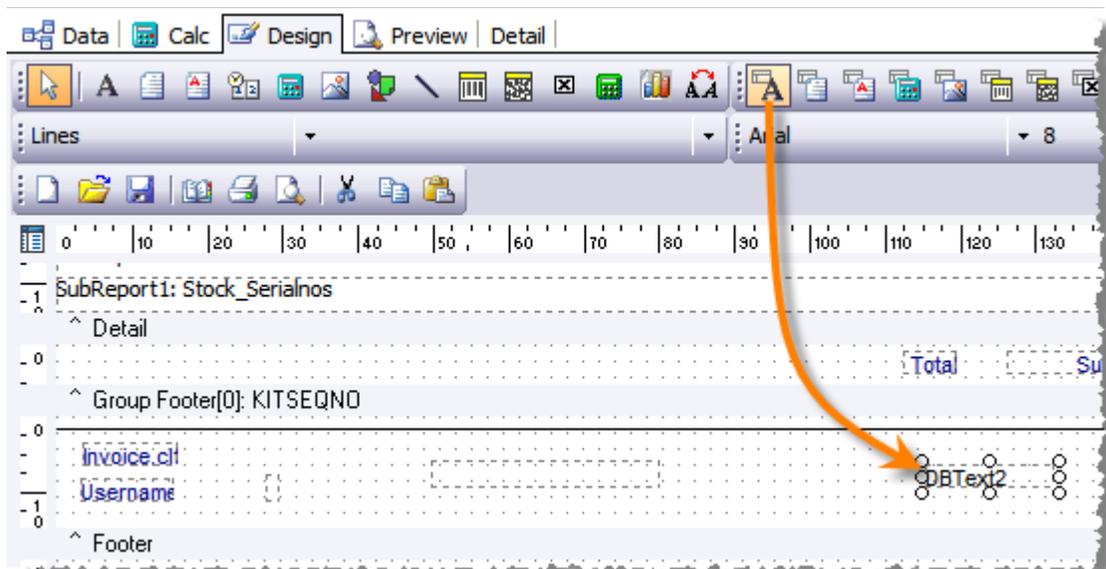


FIGURE 10 - Creating an inner join between DR_ACCGROUPS.ACCGROUP and DrAccs.ACCGROUP.

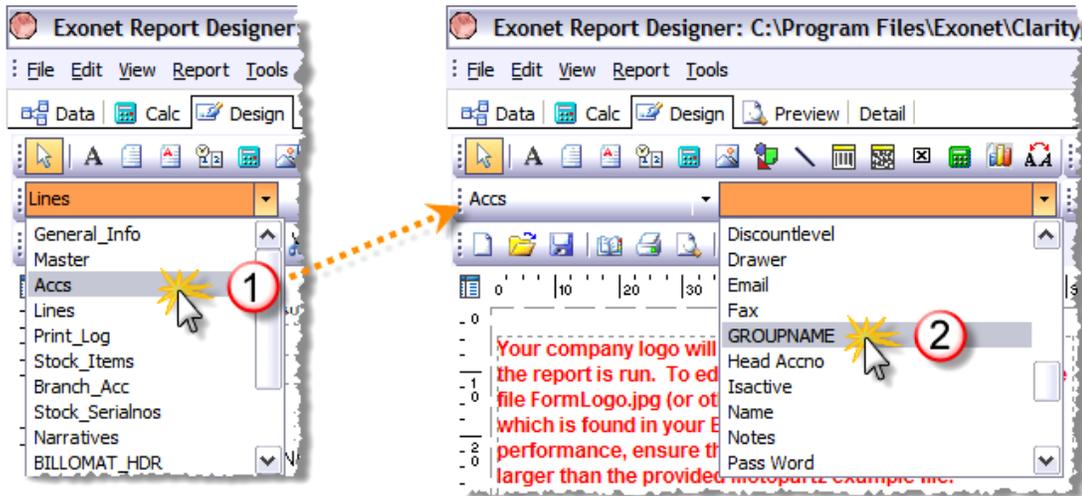
3. Move to the fields tab of the query designer, and add the GROUPNAME field to the report:



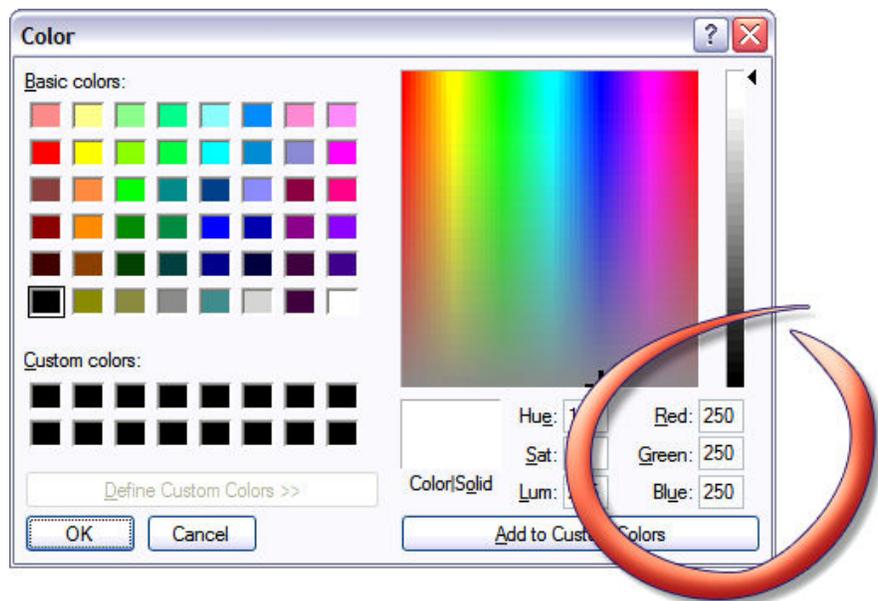
4. Move back to the Design tab and add a 'DBText'-type field to the footer.



5. Link the new DBText field to the Accs table and GROUPNAME field:



6. Change the font of the DBText field, and then the font colour to RGB 250, 250, 250.



We have now configured both AutoDoc HSE and the Clarity report form to allow 'tailored' delivery of specials lists.

The primary sales group of the debtor will now be included in the footer of each invoice, in 'not quite white' text, which is invisible to the user, but for which AutoDoc HSE will search in order to identify a translation command. Depending on which group name is included in the invoice, AutoDoc HSE will attach the

appropriate specials list for that group (as defined in AutoDoc HSE's Commands tab).

Note that you will need to ensure that appropriate files do exist in the locations specified in the form independent translations setup in order for this example to work effectively.

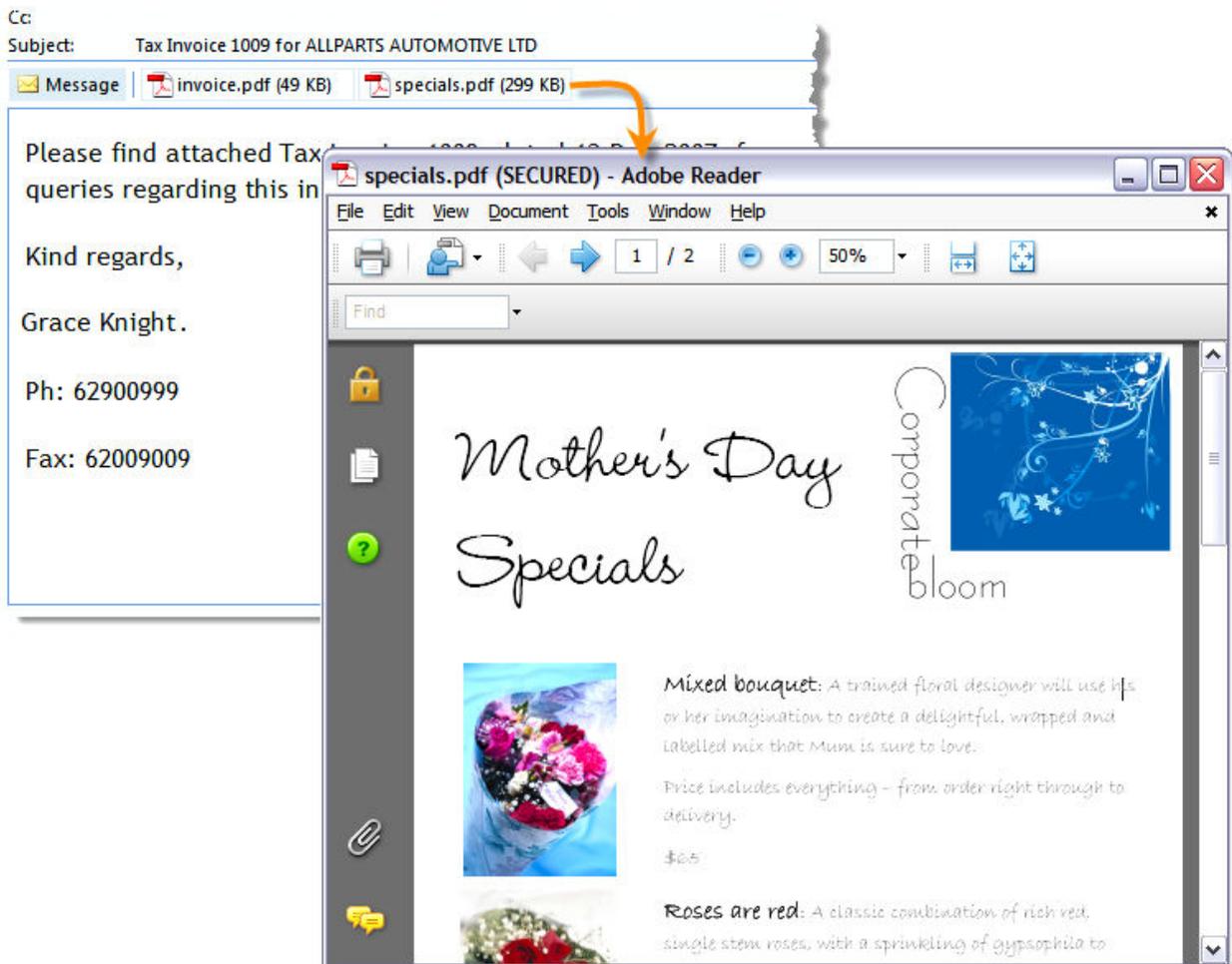


FIGURE 11 – an example of an e-mail created and sent by AutoDoc HSE, as a result of an Exonet user printing an invoice. The invoice subject heading and message text are constructed dynamically (this configuration was performed in the exercise in Chapter 2), and the invoice itself is attached as a PDF file. This chapter has extended the exercise to include the automatic attachment of an additional 'Specials' list. In this example, the debtor is a retail client (as specified using Exonet's sales groups fields), and AutoDoc HSE therefore attaches the appropriate retail price specials.

Appendix A

The SQL script used to modify the Exonet SQL database is below. The script can be copied and pasted into SQL Server's script window, and edited according to your needs. The script performs three broad tasks:

1. Creates a new reference table called "X_AD_DELIVERY" (extra AutDoc HSE Delivery) and populates it with three delivery methods. Execute this part of the script if users will record a preferred delivery method for debtors or creditors, or both (since an Exonet "extra field" drop down list will use this reference table as a lookup data source to populate the new fields created in 2 and 3).
2. Adds a new field called "X_AD_DELIVERY" to the existing CR_ACCS table, which will allow users to store a preferred document delivery method for outgoing documents to suppliers. By default, the preferred delivery method is set to hard copy. If your users don't wish to record a preferred delivery address for creditors (i.e. if they will not be using AutoDoc HSE to deliver outgoing documents such as Purchase Orders), remove this part of the script.
3. Adds a new field called "X_AD_DELIVERY" to the existing DR_ACCS table, which will allow users to store a preferred document delivery method for outgoing documents to customers. By default, the preferred delivery method is set to hard copy. If your users don't wish to record a preferred delivery address for debtors (i.e. if they will not be using AutoDoc HSE to deliver outgoing documents such as Invoices), remove this part of the script.

```
CREATE TABLE X_AD_DELIVERY (SEQNO INT NOT NULL, [DESCRIPTION]
VARCHAR(50))
GO
INSERT INTO X_AD_DELIVERY (SEQNO, [DESCRIPTION]) VALUES ('0',
'Print/Mail')
INSERT INTO X_AD_DELIVERY (SEQNO, [DESCRIPTION]) VALUES ('1',
'Email')
INSERT INTO X_AD_DELIVERY (SEQNO, [DESCRIPTION]) VALUES ('2',
'Fax')
GO
ALTER TABLE CR_ACCS ADD X_AD_DELIVERY INT DEFAULT (0)
GO
UPDATE CR_ACCS SET X_AD_DELIVERY = 0
GO
ALTER TABLE DR_ACCS ADD X_AD_DELIVERY INT DEFAULT (0)
GO
UPDATE DR_ACCS SET X_AD_DELIVERY = 0
GO
```

While you can, of course, use an alternative table/field name (i.e. something other than "X_AD_DELIVERY"), be aware that our Exonet integration guidance information assumes this name has been used, and as such, refers to it frequently.

Appendix B

The code used to define the 'AutoDoc HSE' variable added to the Invoice Clarity Report is listed here.

```
begin
  Case Accs['X_AD_DELIVERY'] of
    0 : Value := '';
    1 : Value := Accs['Email'];
    2 : Value := Accs['Fax'];
    else Value := '';
  end;
end;
```

Appendix C

The code used to define the 'AutoDoc HSE' variable added to the Statement Clarity Report is listed here. The HTML code used to produce the AutoDoc HSE e-mail in the Statement example (Figure 7 on page 32) is also included below for your own use/modification.

Clarity Report code:

```
begin
  Case master['X_AD_DELIVERY'] of
    0 : Value := '';
    1 : Value := master['Email'];
    2 : Value := master['Fax'];
    else Value := '';
  end;
end;
```

AutoDoc HSE e-mail HTML:

```
<!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
<html>
  <head>
    <meta content="text/html; charset=ISO-8859-1" http-
equiv="content-type">
    <title>ExonetStatement</title>
  </head>
  <body>
    <span style="font-family: Century Gothic;">Please find attached
a copy of your Statement dated %dated%, for account no: %account
number%.</span><br>
    <br>
    <span style="font-family: Century Gothic;">Your summary
balances are as follows:</span><br>
    <br>
    <table style="text-align: left; width: 100px; font-family:
Century Gothic;" border="1" cellpadding="2" cellspacing="2">
      <tbody>
        <tbody>
          <tr>
            <td style="font-weight: bold;">3+ Months</td>
            <td style="font-weight: bold;">2 Months</td>
            <td style="font-weight: bold;">1 Month</td>
```

```
        <td style="font-weight: bold;">Current</td>
    </tr>
    <tr>
        <td>%3+ month balance%</td>
        <td>%2 month balance%</td>
        <td>%1 month balance%</td>
        <td>%current balance%</td>
    </tr>
</tbody>
</table>
</body>
</html>
```