Eclipse Interface for Use with Billtrust

Release 8.6.2 (Eterm)

Legal Notices

Activant® Eclipse™ 8.6.2 Online Help System

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Eclipse Interface for Use with Billtrust Overview

The Eclipse Interface for Use with Billtrust companion product is an interface that links the system to the Billtrust third-party billing service. The interface sends statement and invoice information to Billtrust using an FTP (File Transfer Protocol) site.

Billtrust prints, collates and mails your current bills to your customers, or they can fax, e-mail, or send them using EDI. Outsourcing your billing improves operations performance and lowers your billing costs by automating the entire billing process. This eliminates the cost and hassles associated with printing, folding, stuffing, addressing, sealing and mailing bills. In addition, because Billtrust can send mail in bulk, you pay less in postage.

Your invoices and statements:

- Look professional

- Are easy to understand

- Have a more consistent look and feel

- Have targeted messaging

- Arrive quickly

Features

Billtrust provides the following services:

- **Easy data transfer** – You can upload your invoices and statements directly from the system to a secure FTP site.

- **Invoice and statement design** – Billtrust works with you to give your invoices and statements a professional look and feel, taking your customers' needs and expectations into consideration.

- **In-bill messaging** – This can be customer-, region-, or ZIP code-specific.

- **Insert services** – You can include custom marketing or promotional inserts, MSDSs (material safety data sheets), or any other information in the envelope with the bill.

- **Bill consolidation** – If you bill daily, you can tell Billtrust to hold those bills until they reach a certain threshold before releasing, saving you on envelopes and postage for small balances.

- **24-hour turnaround** – If you FTP your billing data to the site before 9 p.m. EST, your bills will be in the mail the next business day.

- **Custom reports** – Billtrust will compile your data to meet your specific requirements, and send you reports as often as you like, with as much detail as you like.

FTP (File Transfer Protocol) Concepts

FTP (File Transfer Protocol) is a simple and secure way to exchange files over the Internet. The ability to transfer files back and forth quickly makes FTP the most useful tool for sending your statements and invoices to Billtrust.

An FTP address looks a lot like an HTTP, or website, address except that it uses the prefix ftp:// instead of http://.

Most often, a computer with an FTP address is dedicated to receive an FTP connection. Just as a computer that is set up to host Web pages is referred to as a Web server or Website, a computer dedicated to receiving an FTP connection is referred to as an FTP server or FTP site.

What is an FTP Site?

An FTP site is like a large filing cabinet. With a traditional filing cabinet, the ones who do the filing have the option to label and organize the files however they see fit. They also decide which files to keep locked and which remain public. It is the same with an FTP site.

The virtual 'key' to get into the Billtrust FTP site is the User ID and Password. You store this information, along with the FTP address, on the FTP Maintenance screen. Because the system interfaces with the Billtrust FTP site, you will not have to enter a password each time you want to upload data to it.

See Also:

Eclipse Interface for Use with Billtrust Overview

Setup Requirements for the Eclipse Interface for Use with Billtrust

Following are the control maintenance records used for the Eclipse interface for use with Billtrust, along with additional setup requirements.

Control Maintenance Records

Set the following control maintenance records:

- Valid Invoice Select Codes
- Default Invoice/Statement Sort
- Valid Customer Statement Cycles
- Default Settings For Batch Invoices And Statements

FTP Access

Before you can upload files to Billtrust's FTP site, you must identify the FTP access information. You can have separate addresses for statements and invoices, if needed.

Archive Purge Frequency

You need to identify how often to purge the invoice and statement generation archives.

Invoices and Statements

Define sending parameters for batch invoices and statements at the customer level, as needed.

Customize your invoices and statements to include user-defined data in addition to the standard invoice or statement data, as needed.

See Also:

Eclipse Interface for Use with Billtrust Overview

FTP (File Transfer Protocol) Concepts

Identifying FTP Access Settings

Before you can upload your invoices and statements to Billtrust, you must identify the FTP site to the system. Billtrust will give you all of the information you need to complete this screen.

▶**To identify FTP access settings:**

1. Do one of the following:

   - To work with invoices, from the **Orders > Printing** menu, select **Print Invoices** to display the Print Invoices screen.

   - To work with statements, from the **A/R** menu, select **Print Statements** to display the Print Statements screen.

   Note: The screen is not shared between the Print Invoices and Print Statements applications. You can enter completely different information for each, if needed.

2. Enter the invoice or statement information. Be sure that the **Send via FTP** field is set to **Y**.

3. Use the **FTP Maintenance** hot key to display the FTP Maintenance screen.

4. Complete the following fields with the information Billtrust gives you:

   - **FTP Address** – The IP address for the FTP site.

   - **User ID** – The log in name required to gain access to the FTP site. This is usually your company name.

   - **Password** – The password required to gain access to the FTP site.

   - **Root Directory** – The directory on the FTP site in which the statements or invoices will reside, preceded by a forward slash (/). This is usually the same as your user ID.

5. Press **Esc** to save the information and exit the screen.

More Options for Maintaining FTP Access Settings

The FTP Maintenance screen also offers these options:

To...	Use this hot key...
resend the batch to the listed FTP address	**Resend Batch** The Resend Batch screen displays. Select the batch to resend and use the **Resend** hot key. Note: The system resends only those items that were originally FTPd.

To...	Use this hot key...
indicate how often to purge the invoice or statement archive	**Purge Archive** Enter the number of days between purges. The default value is **7** days, but we recommend setting this to **30** days. **Note:** The system purges the archive automatically.
add user-defined data to invoices or statements	**User Defined** The Third Party FTP User Defined Maintenance screen displays.

See Also:

Setup Requirements for the Eclipse Interface for Use with Billtrust

Sending Invoices Using FTP

Sending Statements Using FTP

Invoice Batch File Layout

The invoice batch file sent to Billtrust is a comma-delimited (.csv) file. Each data field is enclosed in double quotes ("). The data in the fields varies by line type, and the first field in each line is a tag that identifies the line type.

Tag	Line Type	Description
VER	Version	Information about the version of this document.
HDR	Header	Information about the whole invoice, such as the remit-to address, the sale and invoice dates, the sales representative's name, and other information. Each invoice has one **HDR** line.
ITM	Line Item	Information about one line item on the invoice, such as the part number, the quantity ordered, the quantity shipped, and the unit and extended price. You can have multiple **ITM** lines per invoice.
CMT	Comment	Information about a comment. The actual wording of the **CMT** will be located in a **DSC** field located directly below this **CMT**. You can have multiple **CMT** lines per invoice.
SUB	Subtotal	Information about a subtotal on an invoice. The actual wording for the invoice will be located in a **DSC** field located directly below this **SUB**. You can have multiple **SUB** lines per invoice.
DSC	Description	Descriptions for the **ITM**, **CMT** and **SUB** line types. As these descriptions can be more than one line, you can have multiple **DSC** lines per **ITM**, **CMT**, and **SUB** line. Each **ITM**, **CMT**, and **SUB** line is followed by at least one **DSC** line.
PMT	Payment	Payment details for this order. You can have **0-n** lines per invoice.
FTR	Footer	Information about the entire invoice, such as the invoice total, tax, freight, and handling amounts, and a count of the number of items on the invoice. Each invoice has one **FTR** line. It signals the end of the data for one invoice.
SUM	Summary	Summary information for the entire batch transmission, such as the number of invoices in the batch file.

A detailed file description is listed below for each of the sections:

Version Line Data Fields

Field Number	Description	Format
1	Segment Code **VER**	Alpha
2	Eclipse Point Release	Alphanumeric
3	Third-Party Invoice Layout Document ID	Alpha

Header Line Data Fields

Field Number	Description	Format
1	Segment Code **HDR**	Alpha
2	Bill-To Customer ID	Numeric
3	Order ID	Alphanumeric
4	Ship-To Customer ID	Numeric
5	Remit-To Address1	Alphanumeric
6	Remit-To Address2	Alphanumeric
7	Remit-To Address3	Alphanumeric
8	Remit-To Address4	Alphanumeric
9	Remit-To City	Alpha
10	Remit-To State	Alpha
11	Remit-To Zip	Alphanumeric
12	Remit-To Phone Number	Alphanumeric
13	Remit-To Fax Number	Alphanumeric
14	Ship Branch Address1	Alphanumeric
15	Ship Branch Address2	Alphanumeric
16	Ship Branch Address3	Alphanumeric
17	Ship Branch Address4	Alphanumeric
18	Ship Branch City	Alpha
19	Ship Branch State	Alpha
20	Ship Branch Zip	Alphanumeric
21	Ship Branch Phone Number	Alphanumeric
22	Ship Branch Fax Number	Alphanumeric
23	Bill-To Address1	Alphanumeric
24	Bill-To Address2	Alphanumeric
25	Bill-To Address3	Alphanumeric
26	Bill-To Address4	Alphanumeric
27	Bill-To City	Alpha
28	Bill-To State	Alpha
29	Bill-To Zip	Alphanumeric
30	Ship-To Address1	Alphanumeric
31	Ship-To Address2	Alphanumeric
32	Ship-To Address3	Alphanumeric
33	Ship-To Address4	Alphanumeric
34	Ship-To City	Alpha

Field Number	Description	Format
35	Ship-To State	Alpha
36	Ship-To Zip	Alphanumeric
37	Order Date	mm/dd/yy
38	Ship Date	mm/dd/yy
39	Customer PO number	Alphanumeric
40	Order With	Alpha
41	Salesman	Alpha
42	Ship Via	Alphanumeric
43	Terms Description	Alphanumeric
44	Writer	Alpha
45	Customer Release	Alphanumeric
46	Price Branch	Numeric
47	Phone Number	Alphanumeric
48	Duplicate Count	Alpha
49	Due Date	mm/dd/yy
50	Send via	Alpha
51	Email – TO	Alphanumeric
52	Email – CC	Alphanumeric
53	Email – BCC	Alphanumeric
54	Email – Subject	Alphanumeric
55	Email – Body	Alphanumeric
56	Email – From	Alphanumeric
57	Email – Format	Alpha
58	Fax – To Contact	Alpha
59	Fax – To Number	Numeric
60	Fax – To Message	Alphanumeric
61	Fax – From Contact	Alpha
62	Fax – Send Time	Alphanumeric
63	Fax – Send Date	mm/dd/yyyy
64	C.O.D.	Boolean
65	Shipping Instructions	Alphanumeric
66	Shipping Tracker Number	Alphanumeric
67	Shipping Branch	Numeric
68	Pricing Branch Address 1	Alphanumeric
69	Pricing Branch Address 2	Alphanumeric

Field Number	Description	Format
70	Pricing Branch Address 3	Alphanumeric
71	Pricing Branch Address 4	Alphanumeric
72	Pricing Branch City	Alpha
73	Pricing Branch State	Alpha
74	Pricing Branch Zip	Alphanumeric
75	Pricing Branch Phone Number	Alphanumeric
76	Pricing Branch Fax Number	Alphanumeric
77	User Defined Data	
78	User Defined Data	
79	User Defined Data	
80	User Defined Data	
81	User Defined Data	
82	User Defined Data	
83	User Defined Data	
84	User Defined Data	
85	User Defined Data	
86	User Defined Data	

Item Line Data Fields

Field Number	Description	Format
1	Segment Code **ITM**	Alpha
2	Bill-To Customer ID	Numeric
3	Order ID	Alpha
4	Product Number	Alphanumeric
5	Quantity Ordered	Numeric
6	Quantity Shipped	Numeric
7	Unit of Measure	Alpha
8	Net Price	Decimal (7)
9	Price Per Unit of Measure	Alpha
10	Extended Net (Subtotal)	Decimal (3)
11	List Override	Decimal (3)
12	Largest Unit of Measure	Alpha
13	Tax Flag	Numeric
14	Line Item Freight	Decimal (2)

Field Number	Description	Format
15	Price Line	Alpha
16	Cash Discount Percent	Alphanumeric
17	User Defined Data	
18	User Defined Data	
19	User Defined Data	
20	User Defined Data	
21	User Defined Data	
22	User Defined Data	
23	User Defined Data	
24	User Defined Data	
25	User Defined Data	
26	User Defined Data	

Item Line Comment Fields

Field Number	Description	Format
1	Segment Code **CMT**	Alpha
2	Bill-To Customer ID	Numeric
3	Order ID	Alpha
4	User Defined Data	
5	User Defined Data	
6	User Defined Data	
7	User Defined Data	
8	User Defined Data	
9	User Defined Data	
10	User Defined Data	
11	User Defined Data	
12	User Defined Data	
13	User Defined Data	

Item Line Subtotal Fields

Field Number	Description	Format
1	Segment Code **SUB**	Alpha
2	Bill-To Customer ID	Numeric
3	Order ID	Alpha

Field Number	Description	Format
4	Subtotal	Decimal (3)
5	User Defined Data	
6	User Defined Data	
7	User Defined Data	
8	User Defined Data	
9	User Defined Data	
10	User Defined Data	
11	User Defined Data	
12	User Defined Data	
13	User Defined Data	
14	User Defined Data	

Item Line Description Fields

Field Number	Description	Format
1	Segment Code DSC	Alpha
2	Bill-To Customer ID	Numeric
3	Description Line	Alpha
4	User Defined Data	
5	User Defined Data	
6	User Defined Data	
7	User Defined Data	
8	User Defined Data	
9	User Defined Data	
10	User Defined Data	
11	User Defined Data	
12	User Defined Data	
13	User Defined Data	

Payment Fields

Field Number	Description	Format
1	Segment Code PMT	Alpha
2	Bill-To Customer ID	Numeric
3	Payment Amount	Decimal (2)
4	Payment Date	mm/dd/yy

Field Number	Description	Format
5	Payment Type	Alpha
6	Payment ID	Alphanumeric
7	Check – Number	Alphanumeric
8	CC Merchant ID	Alphanumeric
9	CC Number	Alphanumeric
10	CC Holder	Alpha
11	CC Amount	Decimal (2)
12	CC Time/Date	Alphanumeric
13	CC Type	Alpha
14	CC Auth Code	Numeric
15	CC Charge Date	mm/dd/yy
16	User Defined Data	
17	User Defined Data	
18	User Defined Data	
19	User Defined Data	
20	User Defined Data	
21	User Defined Data	
22	User Defined Data	
23	User Defined Data	
24	User Defined Data	
25	User Defined Data	

Footer Line Data Fields

Field Number	Description	Format
1	Segment Code **FTR**	Alpha
2	Bill-To Customer ID	Numeric
3	Order ID	Alpha
4	Service Charge	Decimal (2)
5	Unearned amount	Decimal (2)
6	Invoice Message Line 1	Alphanumeric
7	Invoice Message Line 2	Alphanumeric
8	Invoice Message Line 3	Alphanumeric
9	Invoice Message Line 4	Alphanumeric
10	Subtotal	Decimal (3)

Field Number	Description	Format
11	Discount Message	Alphanumeric
12	Freight	Decimal (2)
13	Handling	Decimal (2)
14	Due Message	Alphanumeric
15	Freight Terms	Alphanumeric
16	Tax Amount	Decimal (2)
17	FET Amount	Decimal (2)
18	Invoice Total	Decimal (2)
19	Invoice Line Item Count	Numeric
20	Signature Bitmap Filename	Alphanumeric
21	US Funds	Numeric
22	Reprint Flag	Boolean
23	User Defined Data	
24	User Defined Data	
25	User Defined Data	
26	User Defined Data	
27	User Defined Data	
28	User Defined Data	
29	User Defined Data	
30	User Defined Data	
31	User Defined Data	
32	User Defined Data	

Summary Line Data Fields

Field Number	Description	Format
1	Segment Code **SUM**	Alpha
2	Invoice Count	Numeric
3	Batch Line Item Count	Numeric
4	Total Batch Amount	Decimal (3)
5	Byte Count (excluding **SUM** line)	Numeric
6	Transmission Date	ddmmyyyy
7	Branches in batch	Alphanumeric
8	Selection Codes used for batch	Alphanumeric
9	Cut Date	ddmmyyyy

Field Number	Description	Format
10	Shipping/Pricing Branch Selection	Alphanumeric
11	Additional Selection Criteria	Alphanumeric

See Also:

Adding User-Defined Data to Invoices and Statements

Statement Batch File Layout

Statement Batch File Layout

The statement batch file sent to Billtrust is a comma-delimited (csv) file. Each data field is enclosed in double-quotes ("). The data in the fields varies by line type, and the first field in each line is a tag that identifies the line type.

Tag	Line Type	Description
VER	Version	Information about the version of this document.
HDR	Header	Information about a statement, such as the remit-to address, statement date, bill-to address, and other information. Each statement has one **HDR** line.
ITM	Item	Information about one invoice on this statement. You can have multiple ITM lines per statement.
FTR	Footer	Information about the balances for the statement. Each statement has one FTR line. It signals the end of the data for one statement.
SUM	Summary	Summary information for the entire batch transmission, such as the number of statements in the batch file.

Version Line Data Fields

Field Number	Description	Format
1	Segment Code **VER**	Alpha
2	Eclipse Point Release	Alphanumeric
3	Third-Party Statement Layout Document ID	Alpha

Header Line Data Fields

Field Number	Description	Format
1	Segment Code **HDR**	Alpha
2	Ship-To Customer ID	Numeric
3	Bill-to Customer ID	Numeric
4	Remit-To Address1	Alphanumeric
5	Remit-To Address2	Alphanumeric
6	Remit-To Address3	Alphanumeric
7	Remit-To Address4	Alphanumeric
8	Remit-To City	Alpha
9	Remit-To State	Alpha
10	Remit-To Zip	Alphanumeric
11	Remit-To Phone Number	Alphanumeric

Field Number	Description	Format
12	Remit-To Fax Number	Alphanumeric
13	Home Branch Address1	Alphanumeric
14	Home Branch Address2	Alphanumeric
15	Home Branch Address3	Alphanumeric
16	Home Branch Address4	Alphanumeric
17	Home Branch City	Alpha
18	Home Branch State	Alpha
19	Home Branch Zip	Alphanumeric
20	Home Branch Phone Number	Alphanumeric
21	Home Branch Fax Number	Alphanumeric
22	Bill-To Address 1	Alphanumeric
23	Bill-To Address 2	Alphanumeric
24	Bill-To Address 3	Alphanumeric
25	Bill-To Address 4	Alphanumeric
26	Bill-To City	Alpha
27	Bill-To State	Alpha
28	Bill-To Zip	Alphanumeric
29	Statement Date	mm/dd/yy
30	Home Branch Number	Alphanumeric
31	Send via	Alpha
32	Email – TO	Alphanumeric
33	Email – CC	Alphanumeric
34	Email – BCC	Alphanumeric
35	Email – Subject	Alphanumeric
36	Email – Body	Alphanumeric
37	Email – From	Alphanumeric
38	Email – Format	Alpha
39	Fax – To Contact	Alpha
40	Fax – To Number	Numeric
41	Fax – To Message	Alphanumeric
42	Fax – From Contact	Alpha
43	Fax – Send Time	Alphanumeric
44	Fax – Send Date	mm/dd/yy
45	Ship-To Address 1	Alphanumeric
46	Ship-To Address 2	Alphanumeric

Field Number	Description	Format
47	Ship-To Address 3	Alphanumeric
48	Ship-To Address 4	Alphanumeric
49	Ship-To City	Alpha
50	Ship-To State	Alpha
51	Ship-To Zip	Alphanumeric
52	User Defined Data	
53	User Defined Data	
54	User Defined Data	
55	User Defined Data	
56	User Defined Data	
57	User Defined Data	
58	User Defined Data	
59	User Defined Data	
60	User Defined Data	
61	User Defined Data	

Item Line Data Fields

Field Number	Description	Format
1	Segment Code **ITM**	Alpha
2	Date	mm/dd/yyyy
3	Invoice Number	Alphanumeric
4	Purchase Order Number	Alphanumeric
5	Invoice Amount	Decimal (2)
6	Payments/Credits	Decimal (2)
7	Net Due Amount	Decimal (2)
8	Invoice Status Message	Alphanumeric
9	Discount Amount at time of stmt run	Decimal (2)
10	Discount Date	mm/dd/yyyy
11	Past Due	Decimal (2)
12	Future Due	Decimal (2)
13	Current Due	Decimal (2)
14	Invoice Due Date	mm/dd/yyyy
15	User Defined Data	
16	User Defined Data	

Field Number	Description	Format
17	User Defined Data	
18	User Defined Data	
19	User Defined Data	
20	User Defined Data	
21	User Defined Data	
22	User Defined Data	
23	User Defined Data	
24	User Defined Data	

Footer Line Date Fields

Field Number	Description	Format
1	Segment Code **FTR**	Alpha
2	Statement Message	Alphanumeric
3	Discount Date | Amount (you can have multiple dates and amounts)	multi
4	Full amount due date	mm/dd/yyyy
5	Previous balance	Decimal (2)
6	Total payments	Decimal (2)
7	Total credits	Decimal (2)
8	Total Purchases	Decimal (2)
9	Total Service Charges	Decimal (2)
10	New Balance	Decimal (2)
11	Future Amount Due	Decimal (2)
12	Current Amount Due	Decimal (2)
13	31-60 Days Amount Due	Decimal (2)
14	61-90 Days Amount Due	Decimal (2)
15	91-120 Days Amount Due	Decimal (2)
16	120+ Days Amount Due	Decimal (2)
17	Service Message	Alphanumeric
18	Past Due Total	Decimal (2)
19	Future Due Total	Decimal (2)
20	Current Due Total	Decimal (2)
21	Deposits	Decimal (2)
22	User Defined Data	

Field Number	Description	Format
23	User Defined Data	
24	User Defined Data	
25	User Defined Data	
26	User Defined Data	
27	User Defined Data	
28	User Defined Data	
29	User Defined Data	
30	User Defined Data	
31	User Defined Data	

Summary Line Data Fields

Field Number	Description	Format
1	Segment Code **SUM**	Alpha
2	Statement Count	Numeric
3	Item Count	Numeric
4	Total Batch Amount	Decimal (2)

See Also:

Adding User-Defined Data to Invoices and Statements

Invoice Batch File Layout

Defining Sending Parameters for FTP Billing

When you set up a customer whose invoices will be sent to Billtrust, you need to make sure to include instructions for how to process those invoices. System defaults are set up in the Default Settings For Batch Invoices And Statements control maintenance record. However, you can override those defaults for specific customers, as needed, using the Customer Pricing/Printing screen.

▶**To define invoice and statement sending parameters:**

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.

2. In the **Customer/New** field, enter the customer's name.

3. Use the **Pricing** hot key to display the Customer Pricing/Printing screen.

4. Complete the following fields:

    Note: Do not complete the **Invoice Print Style** field. Billtrust will format your invoices.

    - **Invoice Print Copies** – Enter a number between **1** and **9** to identify the number of copies of each invoice to have Billtrust print, fax, or e-mail.

    - **Invoice Fax Copies** – Enter **1** or **2** to identify the number of copies of each invoice to fax to the customer.

        The customer record must include a contact name of either **INV.FAX**, with a corresponding fax phone number (if the recipient has a special fax number for invoices), or **FAX**, with a corresponding fax phone number for a main fax machine.

    - **Batch Statement** – Enter **1** or **2** to identify the number of copies of each statement to send to the customer, or enter **F** to fax one copy of the statement.

        If you enter **F**, the customer record must include a contact name of either **STMT.FAX**, with a fax number, if the customer has a special fax number for statements, or **FAX**, with a fax number for a main fax machine.

    - **Invoice Select Code** – Enter the user-defined code that identifies how often to send invoices to the customer. For example, a code of **WK** might indicate that this customer's invoices are sent at the end of each week.

    - **Customer Statement Cycle** – Enter the user-defined code that identifies how often to send statements to the customer. For example, a code of **EOM** might indicate that this customer's statements are sent at the end of each month.

    - **Disable FTP Billing** – Enter **N**. This is the default.

        If set to **Y**, invoices will not be transmitted to Billtrust. Instead, they are processed normally (printed, faxed, or e-mailed).

5. Press **Esc** to save the information and exit the screen.

Adding User-Defined Data to Invoices and Statements

Use the Third Party FTP User Defined Maintenance screen to add any data you want to print on the invoice or statement to the standard data sent to Billtrust. The user defined settings are at the company level, not the branch level.

> **Note:** If you elect to add user-defined data, you are responsible for the coordination and testing of it with Billtrust.

▶**To add user-defined data to an invoice or statement:**

1. Do one of the following:

    - To work with invoices, from the **Orders > Printing** menu, select **Print Invoices** to display the Print Invoices screen.

    - To work with statements, from the **A/R** menu, select **Print Statements** to display the Print Statements screen.

2. Enter the invoice or statement information. Be sure that the **Send via FTP** field is set to **Y**.

3. Use the **FTP Maintenance** hot key to display the FTP Maintenance screen.

4. Use the **User Defined** hot key to display the Third Party FTP User Defined Maintenance screen.

    > **Note:** The screen is not shared between the Print Invoices and Print Statements applications. You can enter completely different information for each.

    The system populates the **Document** field with the type of document to which the user is adding user-defined data: **Invoice** or **Statement**.

5. In the **Line Type** field, enter the tag that represents the area on the invoice or statement to which to add user-defined data.

    For invoices, these areas are:

    - **HDR** – Header
    - **ITM** – Line Item
    - **CMT** – Comment
    - **SUB** – Subtotal
    - **DSC** – Description
    - **PMT** – Payment
    - **FTR** – Footer

For statements, they are:

- **HDR** – Header
- **ITM** – Line Item
- **FTR** – Footer

Note: You cannot add user defined fields to the Summary (**SUM**) line type, because this contains summary information for Billtrust's use only.

6. Complete the following fields for each user-defined field to add to the invoice or statement. The data displays on the invoice or statement in the order in which you enter it here.

Note: You can enter up to ten lines of user-defined data. This data is included each time you run the invoice or statement batch.

Field	Description
File Name	The name of the database file that contains the data to send, such as **ENTITY**.
Dictionary ID	The dictionary ID that references the data to send, such as **NAME**, **1ADDRESS**, or **CITY**.
Key	Enter one of the following keys: • **BT** – Bill To • **ST** – Ship To • **OID** – Order Number • **GEN** – Generation Spec • **LD** – Ledger Detail • **PN** – Product ID **Note:** The system does not validate the key against the value in the **File Name** field.
Br	If the specified dictionary ID is branch-specific, enter one of the following branch types: • **Prc** – Pricing branch. • **Shp** – Shipping branch. This is the default. • **GL** - General ledger branch.

7. Press **Esc** to save the information and exit the screen.

See Also:

Setup Requirements for the Eclipse Interface for Use with Billtrust

Identifying FTP Access Settings

Invoice Batch File Layout

Statement Batch File Layout

Sending Invoices to Billtrust Using FTP

Use the Print Invoices screen to generate a .csv file encoded with all of your invoice information and send it to Billtrust's FTP site. Billtrust then creates professional invoices from the data provided and sends them to your customers. You can generate invoices based on a variety of parameters, including due dates, branches, zip codes, and customer names.

> **Note:** You cannot generate an invoice batch while another is running. You can, however, generate a statement batch at the same time, if needed.

▶**To send invoices to Billtrust using FTP:**

1. From the **Orders > Printing** menu, select **Print Invoices** to display the Print Invoices screen.

2. In the **Br/Tr/All** field, enter the branches or territories whose invoices you want to generate. To send invoices for all branches and territories, enter **ALL**.

   Note: Verify that your selection corresponds to the Selecting Branch field entry.

3. In the **Inv Select Code** field, indicate for which customer group to generate invoices. Customer groups are typically identified by how often you send invoices to them, such as daily, weekly, or monthly.

   If you leave this field blank, the system checks the customer level settings for the ship-to customer and then the bill-to customer and then the system level control settings to determine which invoices to print.

   Note: Codes are set up in the Valid Invoice Select Codes control maintenance record, and are assigned to customers on the Customer Pricing/Printing screen in Customer Maintenance.

4. In the **Bill-to/Ship-to** field, enter one of the following:

   - **Bill-To** – Generates invoices for bill-to customers only.

   - **Ship-To** – Generates invoices for both bill-to and ship-to customers.

5. In the **Ship Date Cutoff** field, enter the last shipment date for which to include invoices. This field accepts variable dates.

6. In the **Batch ID** field, enter one of the following:

To generate...	Do this...
only a specific batch of orders	Enter the batch identifier.
all orders	Enter **ALL**.
a group of batch numbers	Use the **Multi Batch IDs** hot key to display the Batch IDs Selection screen. See Using Multiple Values Hot Keys for more information.

7. In the **Selecting Branch** field, indicate whether to select invoices by shipping or pricing branch.

8. In the **Sort by** field, specify whether to sort invoices by:

   - **Zip** – Sorts first by ZIP code, then by bill-to account, then by ship-to account, and then by order number.

   - **Name** – Sorts first by customer name, then by bill-to account, then by ship-to account, and then by order number.

   - **Bill-To/Ship-To/OrderID** – Sorts first by bill-to account, then by ship-to account, and then by order number.

   Note: The system default value for this field is set in the Default Invoice/Statement Sort control maintenance record.

9. In the **Send via FTP** field, enter **Y**.

   Note: You can change this field to **N** to print, fax, or e-mail your own invoices at any time.

   The system assigns a batch number to the group of invoices being sent to Billtrust.

10. To change the standard message that prints on all of the invoices, use the **Msg** hot key to move the cursor to the **Invoice Message** field. Enter the information and press **Esc** to save it.

11. Do one of the following:

To...	Use this hot key...
send the batch to the FTP site now	**Print**
view the batch before sending it	**Hold** You can then send the batch using the **Print** hot key from the Spooler Control screen.
schedule the batch to be sent later	**Opts** A list of options displays. Select **Scheduling** to display the Phantom Scheduler screen. **Note:** When you schedule the invoice batch, the system does not assign a batch number until it sends the batch. This is to prevent duplicate batch numbers when the batch is set up to be sent on a recurring basis.

More Options for Printing Invoices

The Print Invoice screen also offers these options:

To...	Use this hot key...
view a summary report before sending the invoices	**Preview** A prompt displays. At the **Show results for** prompt, to view errors only, enter **Errors Only**; otherwise, enter **Everything**. The Hold Entry Pre-View screen displays. If you selected **Everything** at the prompt, the report lists each invoice's number, ship date, customer name, and order total, along with any error messages.
enter additional selection criteria	**Select** The Additional Selection Input screen displays.
set up batch faxing of invoices	**Fax Setup** The Fax Memo screen displays.
view the status of the last invoice batch processed	**Last Status** The Batch Invoice Last Status screen displays.
set up the FTP upload information	**FTP Maintenance** The FTP Maintenance screen displays.

See Also:

Eclipse Interface for Use with Billtrust Overview

Sending Statements Using FTP

FTP (File Transfer Protocol) Concepts

Sending Statements to Billtrust Using FTP

Use the Print Statements screen to generate a .csv file encoded with all of your statement information and send it to Billtrust's FTP site. Billtrust then creates professional statements from the data provided and sends them to your customers. You can generate statements based on a variety of parameters, including due dates, branches, zip codes, and customer names.

> **Note:** You cannot generate a statement batch while another is running. You can, however, generate an invoice batch at the same time, if needed.

▶**To send statements to Billtrust using FTP:**

1. From the **A/R** menu, select **Print Statements** to display the Print Statements screen.

2. In the **Data Through** field, enter either the fiscal end-of-month date or the statement date. The system populates this field with today's date, but you can change it, if needed.

3. In the **Age as of** field, enter the date from which to age the invoices. The system populates this field with the date from the **Data Through** field, but you can change it, if needed. For example, if you run a statement for a customer from a prior accounting period, use an earlier date to age the invoices.

4. In the **Home Branches** field, enter the number that represents the branch (or branches) for which to generate statements. For example, to generate statements for branches 1 and 2, type **1,2**.

5. In the **Include Blank Home Branch (Y/N)** field, to include those customers for whom no home branch has been assigned, enter **Y**; otherwise, enter **N**.

6. In the **Sale Branches** field, if you sell product out of other branches than the home branch, enter the number that represents the sale branch (or branches). For example, to generate statements for branches 1 and 2, type **1,2**.

7. In the **Customer** field, do one of the following:

To generate statements for...	Do this...
all customers	Leave this field blank.
one customer	Enter the customer's name.
a group of customers	Use the **Customer** hot key to display the Customer Selection screen. See Using Multiple Values Hot Keys for more information.

8. In the **Statement Options** field, enter one of the following:

- **Individual Customer(s)** – Includes only the customers whose names you entered in the **Customer** field.

- **All Batch Stmt Customers** – Includes all customers who have an entry in the **Batch Statement** field in their customer record, regardless of their balance.

- **Positive Balance** – Includes all customers who have a balance greater than zero and who have an entry in the **Batch Statement** field in their customer record.

- **Current** – Includes all customers who have a balance that is not past due and who have an entry in the **Batch Statement** field in their customer record.

- **31-60** – Includes all customer who have a balance that is from 31 to 60 days past due, irrespective of whether or not they have an entry in the **Batch Statement** field in their customer record.

- **60-90 +** – Includes all customers who have a balance that is more than 60 days overdue, irrespective of whether or not they have an entry in the **Batch Statement** field in their customer record.

- **Negative Balance** – Includes all customers who have a credit balance, irrespective of whether or not they have an entry in the **Batch Statement** field in their customer record.

9. In the **Also Print Invoices** field, enter one of the following:

- **Batch Ready Invoices** – Includes all invoices with a print status of **B** along with the statement.

- **All Open Invoices** – Includes all open invoices for each customer along with the statement.

- **Statement Month Open Invoices** – Includes all invoices that appear on this month's statement.

- **No** – Does not include any invoices. Recommended setting.

  Note: If you print statements and invoices, the batch number will include an **S** (statement) or an **I** (invoices) in case you need to resend them.

10. In the **Ovrd Cust Batch Stmt Flag (Y/N)** field, to override the print flag parameter set in the **Batch Statement** field on the Customer Pricing/Printing screen, enter **Y**; otherwise, enter **N**.

11. In the **Batch Sort By Zip/Name** field, enter one of the following:

- **Zip** – Sorts first by ZIP code, then by bill-to account, and then by ship-to account. Sort your statements by ZIP code if your company takes advantage of reduced postal rates by sending statements as presorted first class mail.

- **Name** – Sorts first by customer name, then by bill-to account, and then by ship-to account.

  Note: The system default value for this field is set in the Default Invoice/Statement Sort control maintenance record.

12. In the **Customer Statement Cycle** field, indicate for which customer group to generate statements. Customer groups are typically identified by how often you send the customers statements, such as at the end of the month or on a specific date each month.

> **Note:** Codes are set up in the Valid Customer Statement Cycles control maintenance record, and are assigned to customers on the Customer Pricing/Printing screen in Customer Maintenance.

13. In the **Send via FTP (Y/N)** field, enter **Y**.

> **Note:** You can change this field to **N** to print, fax, or e-mail your own statements at any time.

14. To change the standard message that prints on all of the statements, use the **Msg** hot key to move the cursor to the **Statement Message** field. Enter the information and press **Esc** to save it.

15. Do one of the following:

To...	Use this hot key...
send the batch to the FTP site now	**Print**
view the batch before sending it	**Hold** You can then send the batch using the **Print** hot key from the Spooler Control screen.

> **Note:** We do not recommend scheduling statement runs that include invoices, as this may cause unexpected results.

See Also:

Eclipse Interface for Use with Billtrust Overview

Sending Invoices Using FTP

FTP (File Transfer Protocol) Concepts

Viewing the Last Batch Generation Status

Use the Batch Invoice Last Status screen to determine when the last batch of invoices or statements was sent using FTP and how it was processed. This screen displays the same information that is sent to your hold file.

▶**To view the last batch generation status:**

1. Do one of the following:

    * To work with invoices, from the **Orders > Printing** menu, select **Print Invoices** to display the Print Invoices screen.

    * To work with statements, from the **A/R** menu, select **Print Statements** to display the Print Statements screen.

    Note: The screen is not shared between the Print Invoices and Print Statements applications. The data that displays is unique to the application.

2. Enter the invoice or statement information. Be sure that the **Send via FTP** field is set to **Y**.

3. Use the **Last Status** hot key to display the Batch Invoice Last Status screen.

4. Review the information in the following fields:

Field	Description
Date	The date the batch of invoices or statements was last generated.
Time	The time the batch of invoices or statements was last generated.
Batch Num	The number the system uses to identify the invoice or statement batch. The system displays a message that identifies how many invoices or statements were sent to the FTP site.

5. Review the transmission information, as needed.

6. To send the information on this screen to your hold file, use the **Hold** hot key.

    Note: You will not receive notification that the file is in your Hold file.

7. Press **Esc** to exit the screen.

See Also:

Sending Invoices Using FTP

Sending Statements Using FTP

FTP (File Transfer Protocol) Concepts

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