

E-mailing from within the System

Many documents may be sent by email directly from the system to customers. Documents are sent as e-mail attachments in Adobe pdf format. Either Liberty Accounts servers or your own servers may be configured for use.

Documents that can be e-mailed are:

- ◆ Sales Invoices
- ◆ Credit Notes
- ◆ Customer Statements
- ◆ Sales Order Quotes
- ◆ Stock Despatch Note
- ◆ Stock Purchases Orders
- ◆ Payslips
- ◆ End of Year Certificate (P60)
- ◆ Dividend Tax Vouchers

Emailing from the system in summary

- ◆ Configure the e-mail server settings
- ◆ Ensure e-mail details for customers, suppliers and employees are set up as necessary
- ◆ Record transactions normal.
- ◆ E-mail the appropriate documents from the transaction or subsequently from the lists provided.

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When E-Mails are sent

The system will queue and then send new e-mails every 10 minutes, starting on the hour, so :00,:10,:20,:30,:40,:50 minutes past the hour.

Configuring E-mail server settings

Configuring e-mail server settings is accessed via the **ENTITY NAME** menu

ENTITY NAME → MAIL SETTINGS

Users can select whether to use their own normal email server or Liberty Accounts servers by clicking the appropriate button.

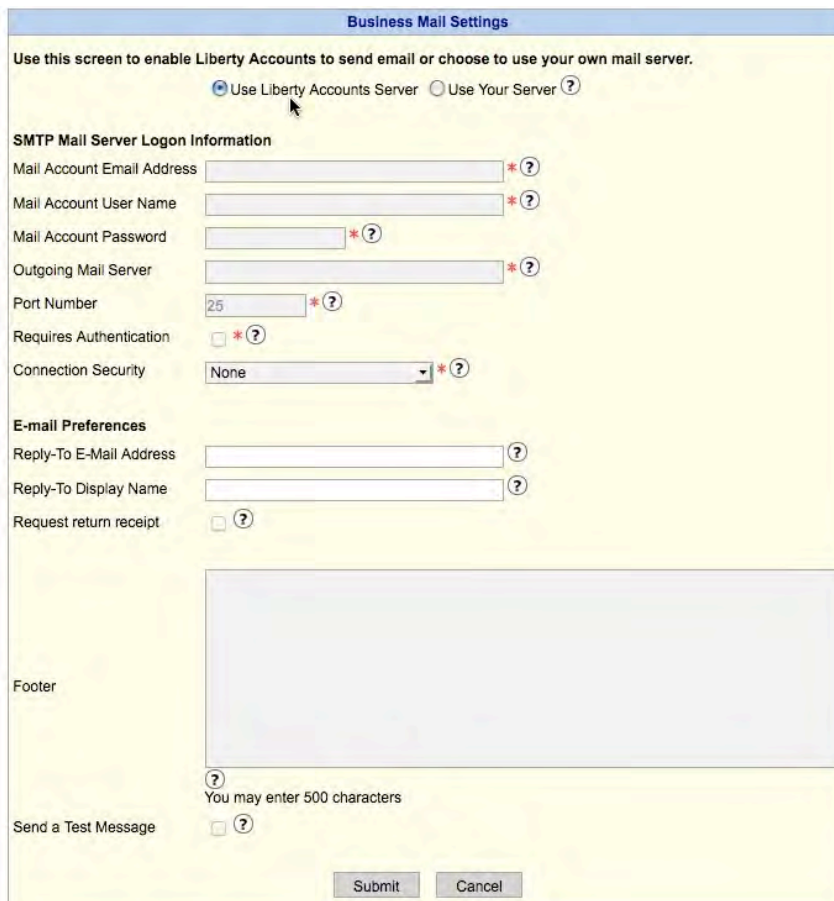
If you are going to use your own servers you may need to consult with your provider or IT administrator to ensure that the correct settings are made.

The advantage of using your own servers is that you will have a history of sent e-mails that will not be available via the Liberty Accounts servers.

On the other hand using the Liberty Accounts servers means you can use the e-mail facility immediately with no setup other than e-mail addresses.

Using Liberty Accounts server.

Simply ensure that the **USE LIBERTY ACCOUNTS SERVER** button is selected and click **SUBMIT**.



Business Mail Settings

Use this screen to enable Liberty Accounts to send email or choose to use your own mail server.

Use Liberty Accounts Server Use Your Server ?

SMTP Mail Server Logon Information

Mail Account Email Address * ?

Mail Account User Name * ?

Mail Account Password * ?

Outgoing Mail Server * ?

Port Number * ?

Requires Authentication * ?

Connection Security * ?

E-mail Preferences

Reply-To E-Mail Address ?

Reply-To Display Name ?

Request return receipt ?

Footer

?
You may enter 500 characters

Send a Test Message ?

The Liberty Accounts server will send e-mails and attachments to the e-mail address associated with the recipient. To specify an alternative e-mail address to which any replies from the customer are sent enter in the **Reply-To-E-Mail Address** box under E-mail Preferences. If this box is left empty then any replies will be sent to the e-mail address associated with the user account.

Note that an e-mail sent via the Liberty Accounts servers will have the following disclaimer shown.

{**Partner/Client name**} has chosen to dispatch this email and its attachments using servers and equipment owned and managed by Athene Systems Limited. In this context Athene System Limited is not responsible for the information contained in the attachments or any acts or omissions of {**Partner/Client name**} or their failure to provide agreed services. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Athene System Limited therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission.

Breach of confidentiality & accidental breach of confidentiality

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail or attachments. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Transmission of viruses

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. Athene Systems Limited accepts no liability for any damage caused by any virus transmitted by this email.

Warning: Although Athene Systems Limited has taken reasonable precautions to ensure no viruses are present in this email, the company cannot accept responsibility for any loss or damage arising from the use of this email or attachments.

Using your own server.

Your own server can be any server that is used for your existing e-mailing processes. This could range from BT (British Telecom), Google, MS Exchange, Yahoo, AOL, any other or an in-house system.

Certain details will be necessary and if you are uncertain you may need to consult with your e-mail service provider or system manager.

IMPORTANT NOTE:

The information required is relevant to the **OUTGOING MAIL SERVER** settings not the incoming mail server settings. Additionally some of the public services, Google Mail, Yahoo Mail, BT Mail, Apple Mobile ME each currently operate with slightly different settings and examples of these setting are shown in the appendix. Some experimenting by you may be necessary.

Select the **USE YOUR SERVER** button and then enter the details in the screen.

◆ **Mail Account Email Address**

Enter the e-mail address associated with the e-mail account.

◆ **Mail Account User name**

Enter the account/username through which e-mails should be sent. This may be an e-mail account for an individual, or an account created specifically for the purpose of handling your e-mail despatches from Liberty Accounts. The Account User name is

◆ **Mail Account Password**

Enter the password linked to your e-mail username. Take care as you type in as the entry is hidden.

◆ **Outgoing Mail Server**

Enter the details of the Outgoing Mail Server Hostname. The format will be something like smtp.mymailserver.com, mail.btconnect.com or possibly an IP address such as 123.123.123.123

◆ **Port Number**

Enter the outgoing email port number. Some standard smtp port numbers are:

- No security: Port 25 or 587
- TLS: Port 25 or 587
- SSL: Port 465

Port 25 is the standard for outgoing emails. However your e-mail provider may require another configuration and you may need to check with them.

Business Mail Settings

Use this screen to enable Liberty Accounts to send email or choose to use your own mail server.

Use Liberty Accounts Server
 Use Your Server (?)

SMTP Mail Server Logon Information

Mail Account Email Address: * (?)

Mail Account User Name: * (?)

Mail Account Password: * (?)

Outgoing Mail Server: * (?)

Port Number: * (?)

Requires Authentication: * (?)

Connection Security: * (?)

E-mail Preferences

Reply-To E-Mail Address: (?)

Reply-To Display Name: (?)

Request return receipt: (?)

A footer can be added here for any messages or disclaimers that need to appear on the e-mails dispatched via your server ¹

Footer

(?) -380 characters remaining.

Send a Test Message: (?)

◆ **Requires Authentication**

The checkbox will need to be ticked if your e-mail provider requires it.

◆ **Connection security**

Select the type of security suggested by your e-mail provider, either None, TLS or SSL.

- ◆ **The footer** will allow the user to add any messages or disclaimers that need to appear on any e-mail being sent from the business. There may be a standard set of words for your business that are always used as part of compliance with the Companies Act 2006 and you are advised to check this if uncertain.

◆ **Send a Test Message**

Tick the box and when the screen is **SUBMITTED** a test mail will be sent using the specified configuration.

Correctly configuring the e-mail settings will be important for ensuring the facility functions efficiently. In-house settings will be available from the IT advisor; examples of settings for some of the public services such as Google Mail, BT etc are shown in the table in the appendix. These were tested and functioned as at November 2010. Future changes made by these providers may require modification to the configuration.

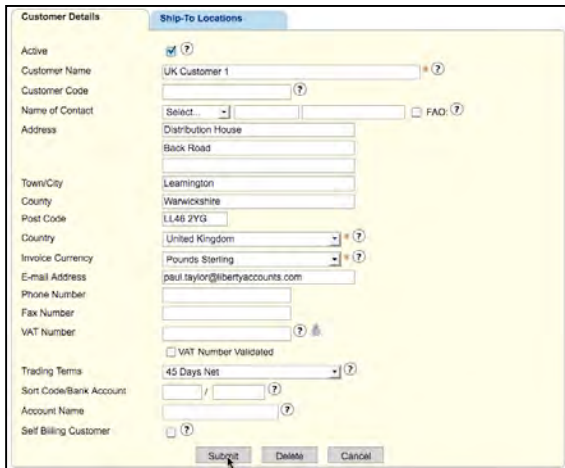
Entering and Maintaining E-Mail Addresses

E-mail addresses can be entered and maintained for Customers, Suppliers and Employees.

Sales invoices, credit notes, statements, sales order quotes and despatch notes

To e-mail these documents e-mail addresses are entered and maintained on the Customer record.

LISTS → CUSTOMERS → LIST CUSTOMERS → [EDIT](#) the relevant record



The screenshot shows a web-based form titled 'Customer Details' with a sub-tab 'Ship-To Locations'. The form is divided into two main sections: 'Customer Details' on the left and 'Ship-To Locations' on the right. The 'Customer Details' section includes fields for Active (checked), Customer Name (UK Customer 1), Customer Code, Name of Contact (Select...), Address (Distribution House, Back Road), Town/City (Leamington), Country (Warwickshire), Post Code (LL46 2YG), Country (United Kingdom), Invoice Currency (Pounds Sterling), E-mail Address (paul.taylor@libertyaccounts.com), Phone Number, Fax Number, and VAT Number. There are also checkboxes for VAT Number Validated and Trading Terms (45 Days Net). The 'Ship-To Locations' section includes fields for Sort Code/Bank Account, Account Name, and Self Billing Customer. At the bottom of the form are buttons for Submit, Delete, and Cancel.

The e-mail address entered on the record will be the one that receives e-mailed documents.

Stock Purchase Orders

To e-mail these documents e-mail addresses are entered and maintained on the Supplier record.

LISTS → SUPPLIERS → LIST SUPPLIERS → [EDIT](#) the relevant record

The e-mail address entered on the record will be the one that receives e-mailed documents.

Payslips, Year of Year Certificates (P60) and Dividend Tax Vouchers

To e-mail these documents e-mail addresses are entered and maintained on the Employee record.

LISTS → OFFICERS/EMPLOYEES → LIST OFFICERS/EMPLOYEES → [EDIT](#) the relevant record

or



PAYROLL → SET EMPLOYEE → SET RELEVANT EMPLOYEE → PAYROLL → EMPLOYEE DETAILS



Personal Details	Address	Business Offices	Employment Details	Bank Details
Title	Mr *			
First Name	Jack *			
Middle Name				
Last Name	Flashman *			
Display Name	Flashman, Jack * ?			
Date of Birth	18/08/1980 * ?			
Former Names				
Gender	Male *			
Marital Status	Single *			
Nationality				
Email Address	paul.taylor@libertyaccounts.com ?			


The e-mail address entered on the record will be the one that receives e-mailed documents.

E-Mailing Documents

Documents can be emailed as they are created as a single item. Alternatively groups of documents may be e-mailed in bulk batches.

For example when a sales invoice has been created and recorded by clicking **SUBMIT** the transaction is confirmed and both a **PRINT**  and **MAIL**  button are visible. The **PRINT** button will create a hard copy pdf document for printing or storing. The **MAIL** button will send an e-mail to the address on the customer record with the invoice as a pdf attachment.

Invoice number 00010356 has been saved. -  

Invoice	Analysis
Customer	Select... * ? 
Ship To	Ship To = Customer ?
Invoice #	Invoice # ?
Invoice Date	Invoice Date 26/05/2011 * ?

Clicking the **MAIL** button will place the e-mail in a sending queue and a confirmation message is shown.

If no valid e-mail address exists the **MAIL** button displays a yellow triangle 

E-mailing invoices as a batch is done from the Lists of sales invoices

LISTS → CUSTOMER INVOICES/CREDITS

Branch All	Customer All	From Date 01/08/2010	To Date 31/07/2011	Status <input type="radio"/> All <input checked="" type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Write-Off	Go					
Bulk Print Bulk Mail Check All: <input type="checkbox"/> Check All With Email: <input checked="" type="checkbox"/> Check All Without Email: <input type="checkbox"/> Print Invoice As Despatch Note: <input type="checkbox"/>										
	Last PDF	Invoice #	Type	Customer	Date	Due Date	Amount	Balance	Closed	
	<input checked="" type="checkbox"/>	02/11/2010 00000020	Invoice	UK Customer 2	18/10/2010	17/12/2010	1,762.50	1,762.50		
	<input checked="" type="checkbox"/>	02/11/2010 00000021	Invoice	UK Customer 2	01/11/2010	31/12/2010	1,116.25	1,116.25		
	<input checked="" type="checkbox"/>	02/11/2010 00000022	Credit Note	UK Customer 2	02/11/2010		(235.00)	(235.00)		
	<input type="checkbox"/>	00000023	Invoice	UK Customer 1	02/11/2010	17/12/2010	1,116.25	1,116.25		

Options exist to create printable reports in batch or e-mail in batch. Use the check boxes to select the documents and click to **MAIL** button to e-mail all those selected. A confirmation message is displayed confirming that e-mails have been queued.

In summary, documents are sourced from the following menu items:-

Sales Invoices/Credit Notes

**ACTIVITIES → ACCOUNTS RECEIVABLE
LISTS → CUSTOMER INVOICES/CREDITS**

Customer Statements

REPORTS → ACCOUNTS RECEIVABLE → CUSTOMER STATEMENTS

Sales Order Quotes

**STOCK → SALES ORDERS → ADD SALES ORDER
STOCK → SALES ORDERS → LIST SALES ORDERS**

Sales Order Despatch notes

**STOCK → SALES ORDERS → EDIT/VIEW SALES ORDER
STOCK → SALES ORDERS → LIST SALES ORDERS**

Stock Purchase Orders

**STOCK → PURCHASE ORDERS → ADD PURCHASE ORDER
STOCK → PURCHASE ORDERS → LIST PURCHASE ORDERS**

Payslips

PAYROLL → REPORTS → PAYSLIPS

End Of Year Certificates (P60)

PAYROLL → REPORTS → END OF YEAR CERTIFICATE (P60)

Dividend Tax Vouchers

ENTITY NAME → SHARES → DIVIDEND DECLARATIONS → APPROVED DECLARATIONS

**APPENDIX 1 - Some common own server configurations
AS AT NOVEMBER 2010**

	BT	Google Mail	Yahoo Mail	Mobile Me
Mail Account E-mail address	xxxxx@btconnect.com	xxxxx@googlemail.com	xxxxx@yahoo.com	xxxxx@me.com
Mail Account User Name	xxxxxx	xxxxx@googlemail.com	xxxxx@yahoo.com	xxxxx@me.com
Mail Account Password	#####	#####	#####	#####
Outgoing mail server	mail.btconnect.com	smtp.gmail.com	smtp.mail.yahoo.com	smtp.me.com
Port Number	25	587	465	25
Requires Authentication			Yes	
Connection Security	None	TLS	SSL	None