

# MAILPAC VERSION 6.0

## Electronic Document Delivery (EDD) for Sage ACCPAC ERP

### WHY ELECTRONIC DOCUMENT DELIVERY

- Give yourself and your fax machine a well earned break.
- MAILPAC EDD saves time, money and effort
- Reduces customer/supplier response and payment times
- No need to manually fax, print, fold, stamp or post documents
- One easy to use process sends the documents you select instantly
- Available bundled with EFTPAC for a total ePayments solution

### FEATURES

MAILPAC enables easy electronic distribution of multiple ACCPAC business documents in a single process using the email, fax and address details from your ACCPAC Vendor and Customer records. Emailed documents may be sent in Rich Text File (RTF) or Adobe Acrobat PDF formats.

### MAILPAC Sends:

- Invoices (Order Entry and Accounts Receivable)**
- Order Confirmations (Order Entry)**
- Order Credit Notes (Order Entry)**
- Receipt Advices (Accounts Receivable)**
- Statements (Accounts Receivable)**
- Purchase Orders**
- Remittance Advices (Accounts Payable)**

- MAILPAC is developed with the Accpac Software Development Kit (SDK) and available for all Sage ACCPAC ERP editions and databases.
- Mailpac supports operation in the ACCPAC Windows and Portal desktops.
- Uses existing ACCPAC standard Crystal Reports business forms and remembers your preferences.
- MAILPAC provides a special AP Remittance Advice form that can be printed after payment batches have been posted (providing history is kept). MAILPAC remittance advices can be reprinted later as many times as required.
- Maintains a central log file history folder containing the delivery status of processed documents.
- MAILPAC includes Remittance Advices in both ODBC and data pipe formats. Data pipes offer performance improvements on large databases.

- MAILPAC can optionally include customer, vendor or miscellaneous EFT bank details for related payments, on the receipt or remittance advice - requires EFTPAC 6.0
- Business forms can be emailed, faxed or printed using the ACCPAC Customer or Vendor Delivery Method i.e. Mail, Email or Contact's Email to determine where documents are sent. Use substitution variables eg Customer or Vendor Name, Contact etc in the subject and body of MAILPAC email messages, allowing a personalised message to accompany attached business form documents.
- MAILPAC uses a simple two step process for the distribution of Business Forms.
  1. Select the range of documents to be sent.
  2. Confirm your selection. At this stage you can change each documents: (i) Email address, (ii) Destination eg email or printer and (iii) Send status. Email address changes can optionally be saved directly back to ACCPAC. You can also confirm or modify the email subject and message to be sent with the documents.
- MAILPAC maintains a separate email subject and message for each document type. Messages can include html formatting.
- Optionally attach extra files to messages in addition to the Mailpac document.
- Send your documents immediately or schedule them to be sent at a later time when your workstation / server is less busy.
- Uses standard ACCPAC security and printer settings. ACCPAC users are assigned MAILPAC privileges to allow them to process documents, print reports etc.

### TECHNICAL SPECIFICATIONS

#### Requirements:

- Sage ACCPAC ERP 6.0 with the following modules: System Manager and at least one of Accounts Payable, Accounts Receivable, Order entry or Purchase Orders using one of the following databases:  
Pervasive.SQL  
Microsoft SQL Server  
Oracle
- Microsoft Windows XP or above
- Previous versions of MAILPAC are available For Accpac ERP 5.6 and prior
- Technical information on compatible Faxing and Email Software available in the MAILPAC Faxing and Email whitepaper at [www.modulo.com.au](http://www.modulo.com.au)