

# Sebis Setup

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Before you may upload your first print file to Sebis, you must setup information, mostly provided by Sebis. Most of the setup is done while logged into SedonaOffice. Once you have the setup information from Sebis, follow the instructions below. This is a one-time setup for each workstation.

Certain folders must exist on the User's workstation that will be creating the print files and performing the upload to Sebis.

## Local Workstation Folder Setup

In the SedonaOffice directory you will need to setup folders with the exact names listed below (if they do not already exist).

At the location, Program Files (x86)/Perennial Software/Sedona Office

Create a folder named BFIS. Within this new folder, create four new folders named:

Backup  
Export  
Upload  
View

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1. From the main application menu, navigate to Accounts Receivable and select the Print Invoices option.
2. The Select Invoices form will be displayed. Click on the Export List button located at the lower left of the form.

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3. The Batch Manager form will be displayed. Click on the Settings button located at the top of the form.

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The Export Profile form will be displayed. This form consists of four tabs for data entry.

4. On the General tab, select/fill-in the following information:

- Export Format - This should be set to Bridgestone CSV Format.
- Company ID - This number will be provided to your company by Sebis.
- Scanline - This is optional. If your company uses a lockbox processor, select Standard from the drop down list or if your company has a custom scanline style select that option; otherwise leave set to None.
- Export Location - this will default to the computer's local hard drive, C:\Program Files (x86)\Perennial Software\Sedona Office\BFIS. This is the location upload files will be saved and archived. If your company wants to save these files to another location, consult with your company's IT staff for instructions for the location to enter into this field.
- Print Barcode - This is optional. If you want Sebis to print a barcode on the customer invoices, check this box.

When finished entering the information on this tab, click on the FTP tab.

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5. On the FTP tab, select/fill-in the following information:

- FTP Site - This should be set to www.bfis.com
- FTP Port - This should be set to 21 and check the Passive Mode box
- FTP Login - This is your company Login name that is provided by Sebis
- FTP Password - This is your company password that is provided by Sebis
- Disable Automatic File Upload - check this box

When finished entering the information on this tab, click on the Upload Files tab.

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6. On the Upload Files tab, fill-in the following information - make certain to type in the text exactly as provided to your company by Sebis:

- Filename 1 - This information will be provided to you by Sebis
- Filename 2 - This information will be provided to you by Sebis
- Filename 3 - This information will be provided to you by Sebis
- Filename 4 - This information will be provided to you by Sebis

When finished entering the information on this tab, click on the Backup tab.

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When files are uploaded to Sebis, a copy of that file is saved to a Backup folder on the local workstation. This form is where the backup location is assigned.

7. On the Backup tab, the Export Location should be set to C:\Program Files (x86)\Perennial Software\Sedona Office\BFIS\Backup.

When finished entering the information on all tabs, click the Apply button located at the lower right of the Export Profile form.

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