

Configuring Sebis FTP Settings

Last Modified on 12/30/2024 6:14 pm EST

Overview

Some of the information needed can be used from other workstations that are set up.

You can get logged into Sebis to get the Company ID and Passwords that are used in the configuration for exporting. SedonaOffice does not have access to your company's password for the uploading of the invoices.

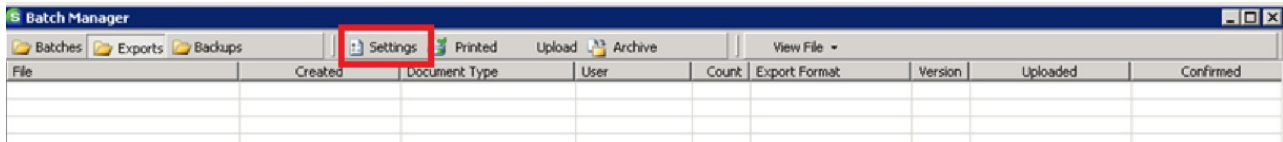
Setup Steps

1. Log into SedonaOffice
2. Click on Accounts Receivable in the SedonaOffice Tree
3. Click on Print Invoices
4. When the Select Invoices window opens – Click on the Export List button
- 5.

The screenshot shows the 'Select Invoices' window with the following sections and options:

- Branch:** A list of branches with checkboxes. The 'MUST ASSIGN' branch is selected. Other branches include A.C. Daughtry, Inc., A.C. Daughtry, Inc. - DIY, Ace Security Systems, ACK-Test, ADI Integration, and Alarm Services Corp. There is a 'Hide Inactive Branches' checkbox and 'Select All' and 'Invert Selection' buttons.
- Dates:** A section with a 'Dates' checkbox and 'From' and 'Thru' input fields.
- Invoice Numbers:** A section with an 'Invoice Numbers' checkbox and 'From' and 'Thru' input fields.
- Customer Group:** A section with a 'Customer Group' label, an empty list box, a 'Hide Inactive Customer Groups' checkbox, and 'Select All' and 'Invert Selection' buttons.
- Invoice Type:** A section with checkboxes for 'Cycle', 'Job', 'Service', and 'Other'.
- Type of Customer:** A list of customer types with checkboxes. 'Church' is selected. Other types include Commercial, Education, Residential, Restaurant, and Retail. There is a 'Hide Inactive Branches' checkbox and 'Select All' and 'Invert Selection' buttons.
- Filter Options:** A section with checkboxes for 'Show Master Cycle Invoices', 'Only Show Invoices in Print Queue', 'Show ACH Pending Invoices', 'Show BFIS Pending Invoices', 'Hide Invoices with \$0 Balance Due', and 'Filter for Emailing'.
- Sort By:** A section with a 'Sort By' label and a dropdown menu set to 'Customer Number'.
- Buttons:** At the bottom, there are buttons for 'Export List' (highlighted with a red box), 'Print Setup...', 'Customers...', 'Subaccounts of...', 'Create List', and 'Cancel'.

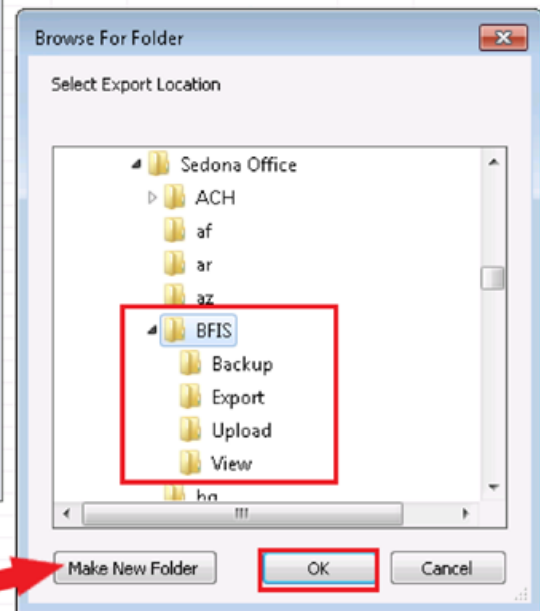
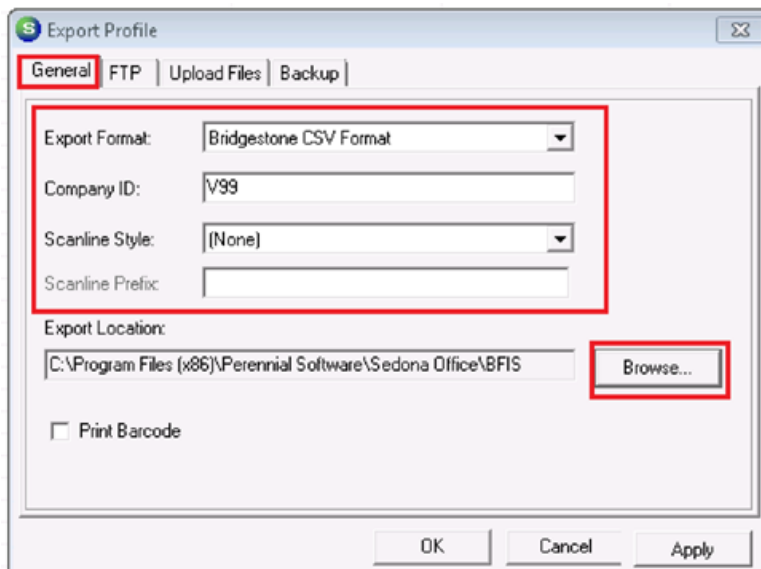
The Batch Manager window opens – Click on Settings



6. Export Profile window will open

General Tab

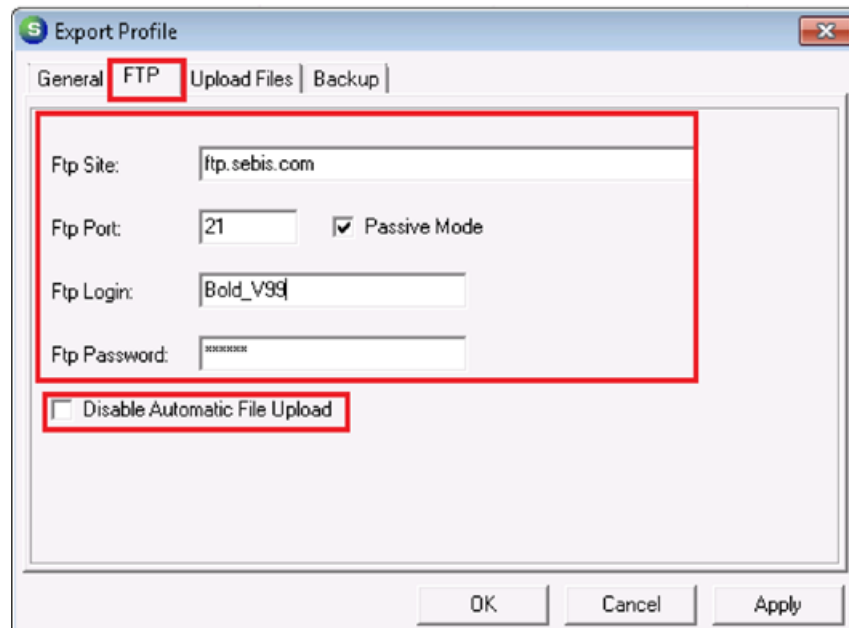
1. Click on General tab
2. Fill in Export Format – usually Bridgestone CSV Format
3. Company ID – this you will get from Sebis or can look on another workstation that is setup for exporting invoices
4. The other two options usually are defaulted as shown
5. Make sure the Export Location shows the same path shown
6. Verify directory exists by clicking on Browse...button
7. Go to \Program Files (x86)\Perennial Software\Sedona Office\BFIS. Verify the following directories exist
 - o Backup
 - o Export
 - o Upload
 - o View
8. If directories do NOT exist, click on Make New Folder and add them under the BFIS folder
9. Click on OK when done or verified



FTP Tab

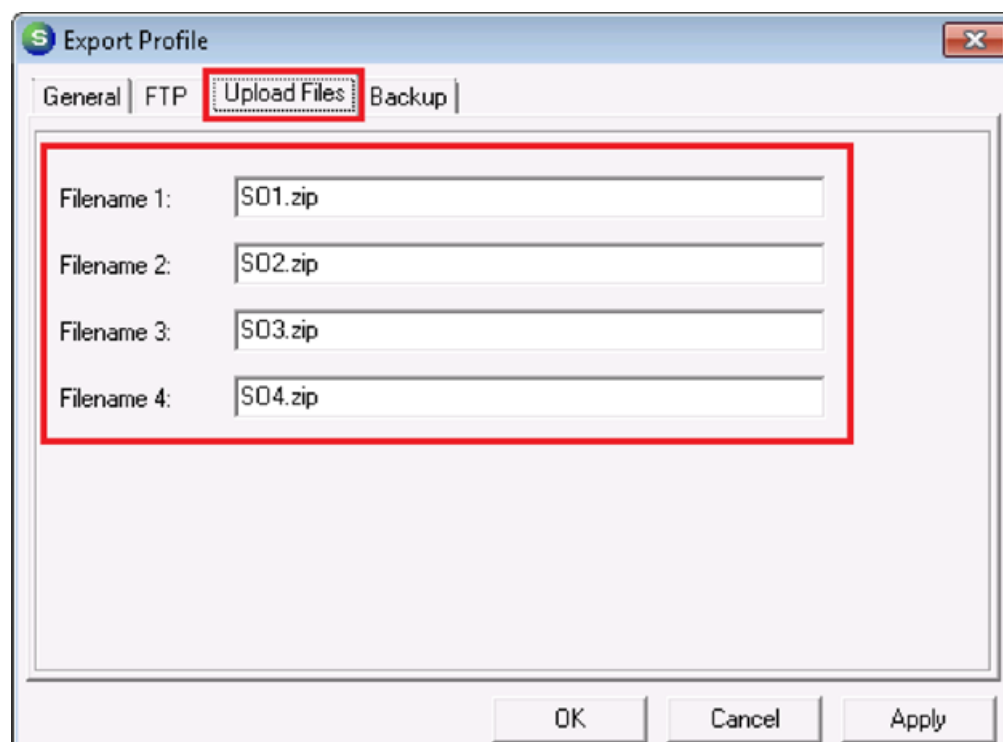
1. Click on FTP tab
2. Click on the Disable Automatic if checked to open up the tab to change
3. If not check and fields are open, fill in as shown below for FTP Site & Port

4. Make sure to check the Passive Mode
5. The FTP Login and Password will need to be received from Sebis, SedonaOffice does not have the company credentials



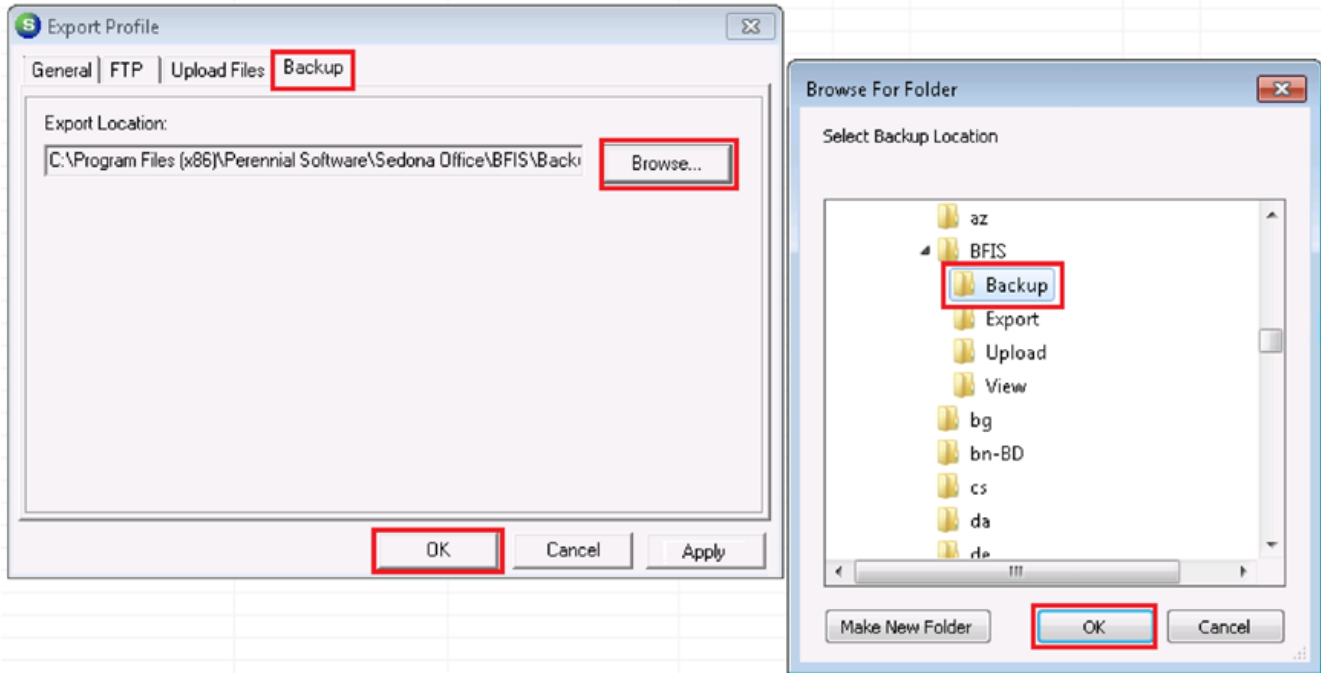
Upload Files Tab

1. Click on Upload Files tab
2. Fill in the Filename 1 – 4
 - These names can be named anything you want, but you just need .zip at the end



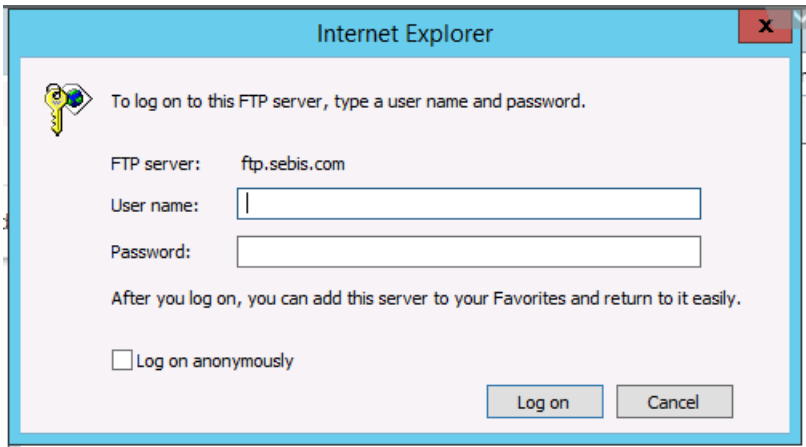
Backup Tab

1. Click on Backup tab
2. Click on Browse... button
3. Click OK
4. Browse to directory: C:\Program Files (x86)\Perennial Software\Sedona Office\BFIS\Backup
5. Click OK



Testing Connection

1. In the Select Invoices Window – click on Create List after selecting options for invoices
2. Select Print On – BFIS Export
3. Select Export button
4. Click through the Invoice printing options then select Next button on each setting
5. Click on Check Server button to test the connection
6. Should get a Zip File Name that will indicate the connection to the Sebis FTP is working correctly
7. Click Next
8. If you get a Server check failed with error: message this usually means either the Company Login or Password is incorrect. Check with Sebis to make sure both are correct.
9. Also make sure you can connect to the FTP Site by opening a browser and typing in:
10. Log in using same login and password used in setup
 1. If you are not able to login, either FTP is blocked by your IT team or login/password is incorrect



11. If still not able to test without error contact SedonaOffice Support