

Configuring Sebis FTP Settings

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Overview

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

Also 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.

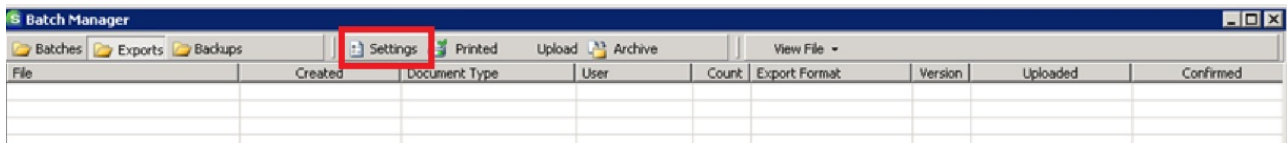
Setup Steps

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' dialog box with the following details:

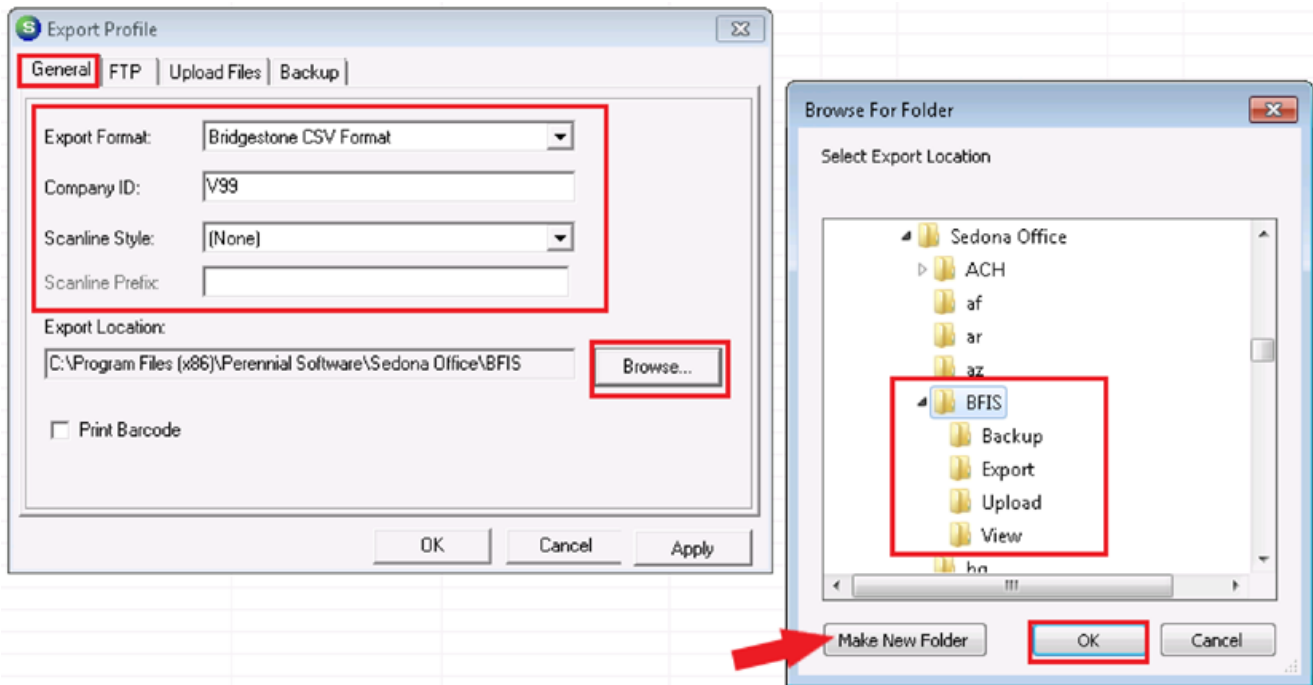
- Branch:** A list of branches with checkboxes. The first item, '***MUST ASSIGN***', is selected. Other items include 'A.C. Daughtry, Inc.', 'A.C. Daughtry, Inc. - DIY', 'Ace Security Systems', 'ACK-Test', 'ADI Integration', and 'Alarm Services Corp'. There is a 'Hide Inactive Branches' checkbox and 'Select All' and 'Invert Selection' buttons.
- Invoice Type:** Checkboxes for 'Cycle', 'Job', 'Service', and 'Other', all of which are checked.
- Bill-to Type:** Checkboxes for 'Commercial' and 'Residential', both checked.
- Dates:** 'From' and 'Thru' input fields, with an unchecked 'Dates' checkbox.
- Invoice Numbers:** 'From' and 'Thru' input fields, with an unchecked 'Invoice Numbers' checkbox.
- Type of Customer:** A list of customer types with checkboxes. 'Church' is selected. Other items include 'Commercial', 'Education', 'Residential', 'Restaurant', and 'Retail'. There is a 'Hide Inactive Branches' checkbox and 'Select All' and 'Invert Selection' buttons.
- Filter Options:** A list of filter options with checkboxes: 'Show Master Cycle Invoices' (unchecked), 'Only Show Invoices in Print Queue' (checked), 'Show ACH Pending Invoices' (unchecked), 'Show BFIS Pending Invoices' (unchecked), 'Hide Invoices with \$0 Balance Due' (unchecked), and 'Filter for Emailing' (unchecked).
- Customer Group:** An empty list box with a 'Hide Inactive Customer Groups' checkbox and 'Select All' and 'Invert Selection' buttons.
- Sort By:** A dropdown menu currently 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

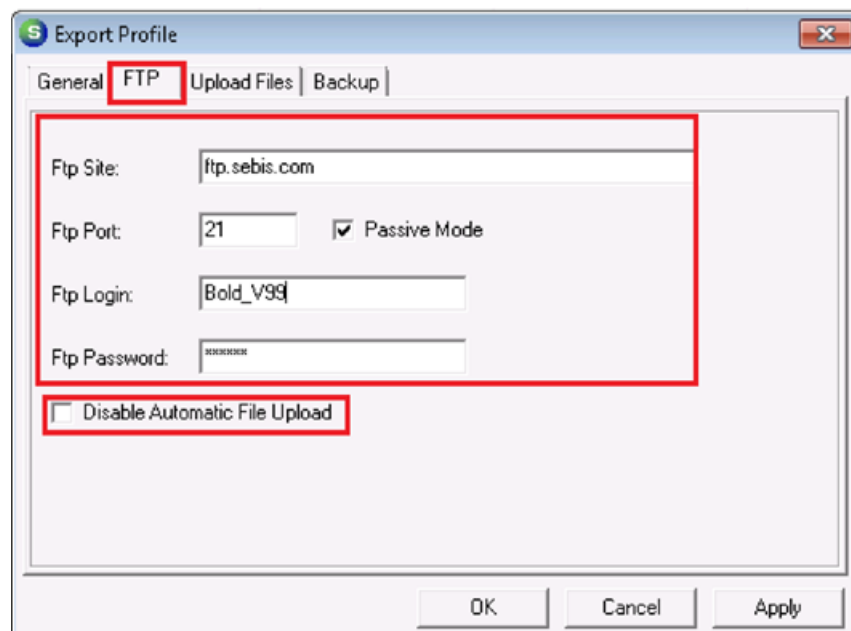


6. Export Profile window will open

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
8. Verify the following directories exist
 - Backup
 - Export
 - Upload
 - View
9. If not click on Make New folder and add them under BFIS
10. Click on OK when done or verified

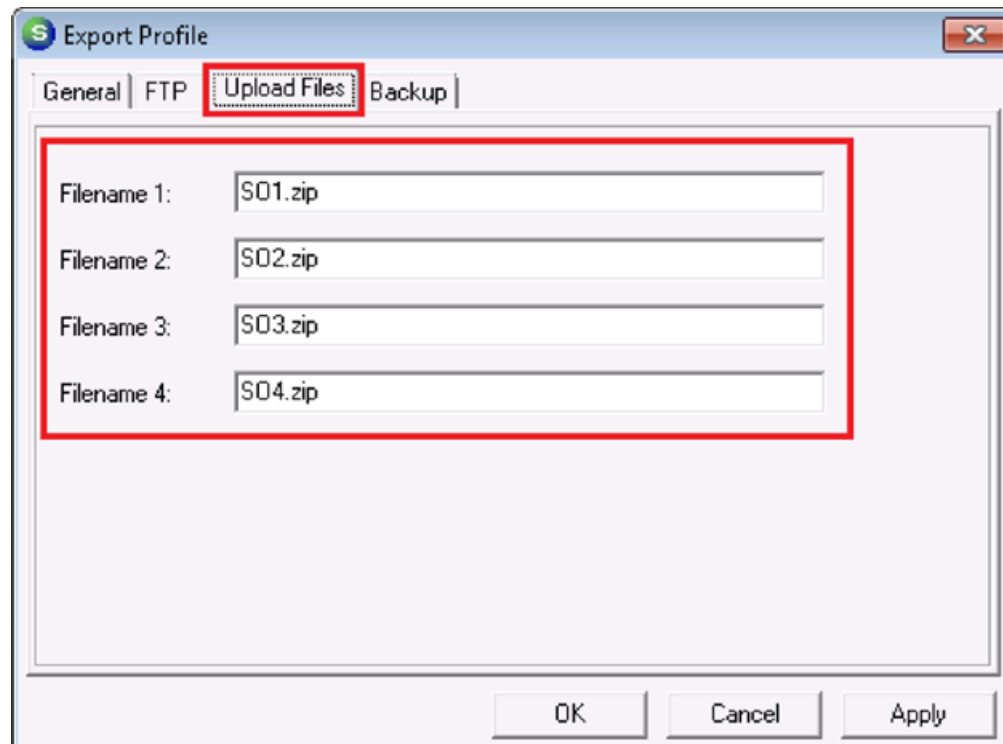


1. Click on FTP Tab
2. Click on the Disable Automatic if checked to open up tab to change
3. If not check and fields are open, Fill in as shown for FTP Site & Port
4. Make sure to check the Passive Mode
5. The FTP Login and Password will need to be received from Sebis, SedonaOffice does not have the companies credentials



1. Click on Upload Tab
2. Fill in the Filename 1 - 4

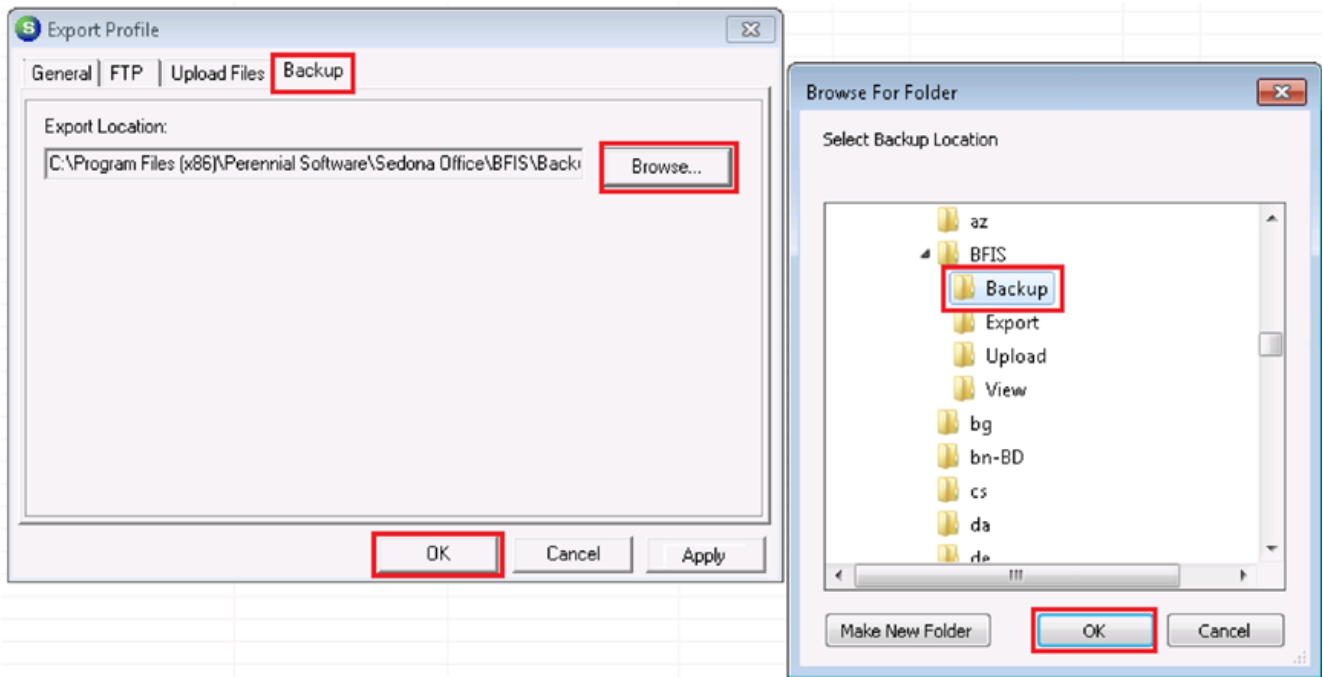
3. Can be named anything you want, just need .zip at the end



1. Click on Backup Tab
2. Click on Browse... button
3. Browse to directory:

C:\Program Files (x86)\Perennial Software\Sedona Office\BFIS\Backup

1. Click OK button
2. Click on OK

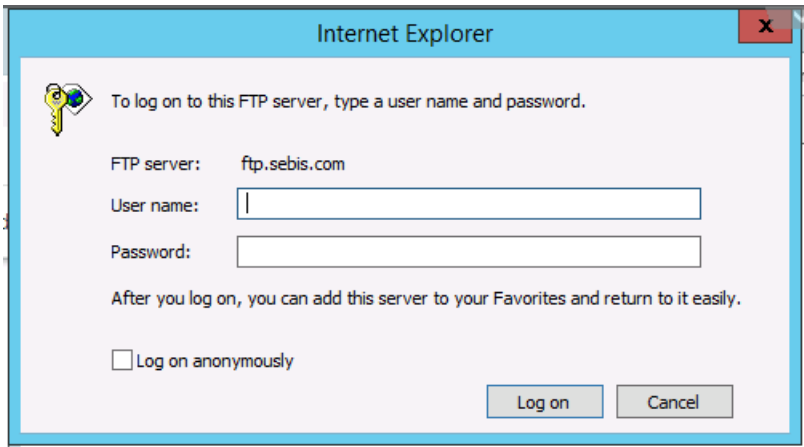


Testing Connection

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 selecting 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:

Log in using same login and password used in setup

If not able to login either FTP is blocked by your IT team or login/password is incorrect



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