



**Support Your
SedonaOffice Support
Team**

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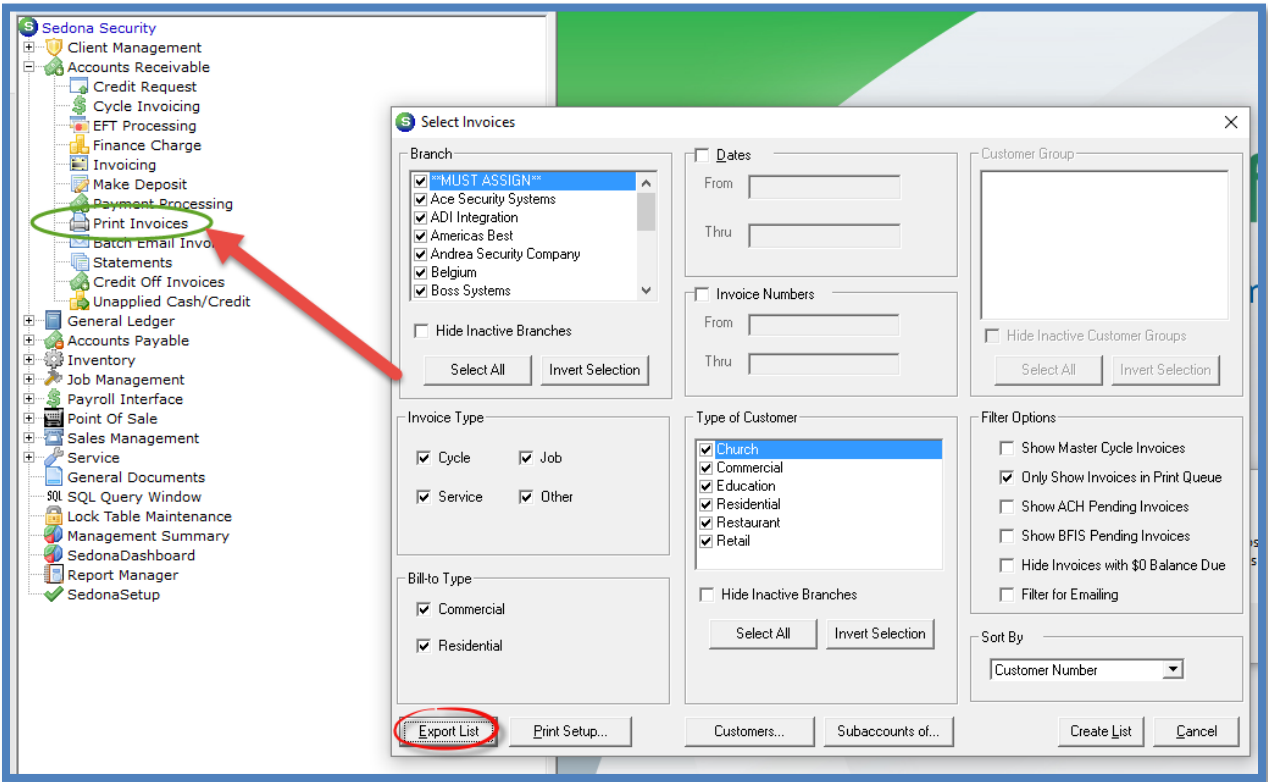
About This Guide

This guide is a functional overview (living document) and provides conceptual and summary operational information. This guide does not define all fields within the application; the application provides some definitions while other field names are familiar terms to those in the security industry. The assumption is that the reader is familiar with central station automation systems, as well as web services technology and terminology.

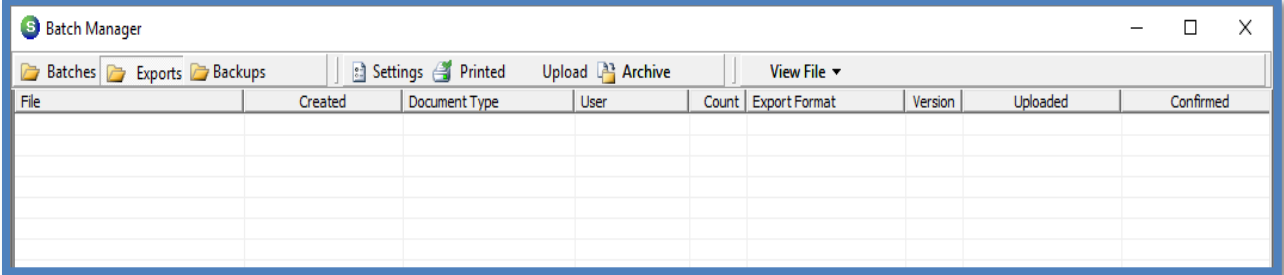
BFIS Export Settings

Where are the BFIS settings located?

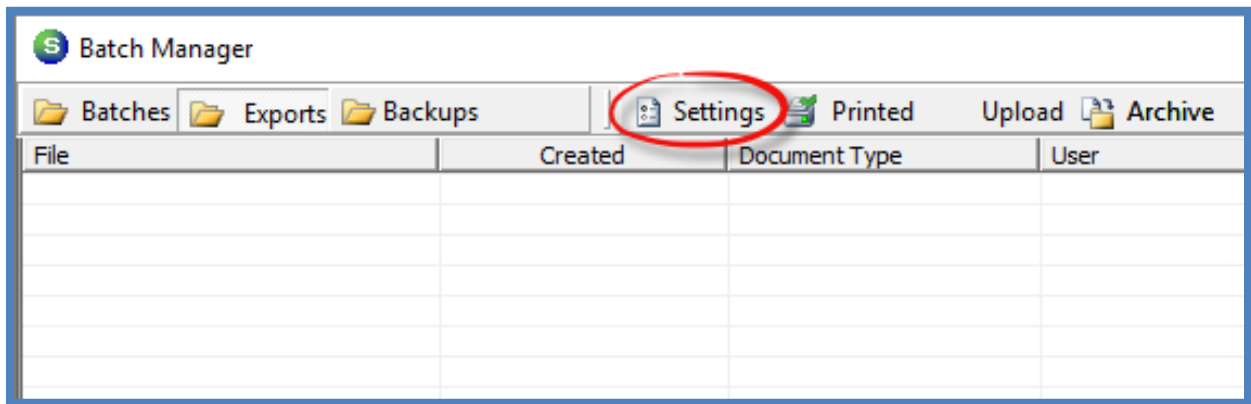
The user can select **Print Invoices** from the SedonaOffice Tree, this will open the Print Invoices window, from there select the **Export List** button.



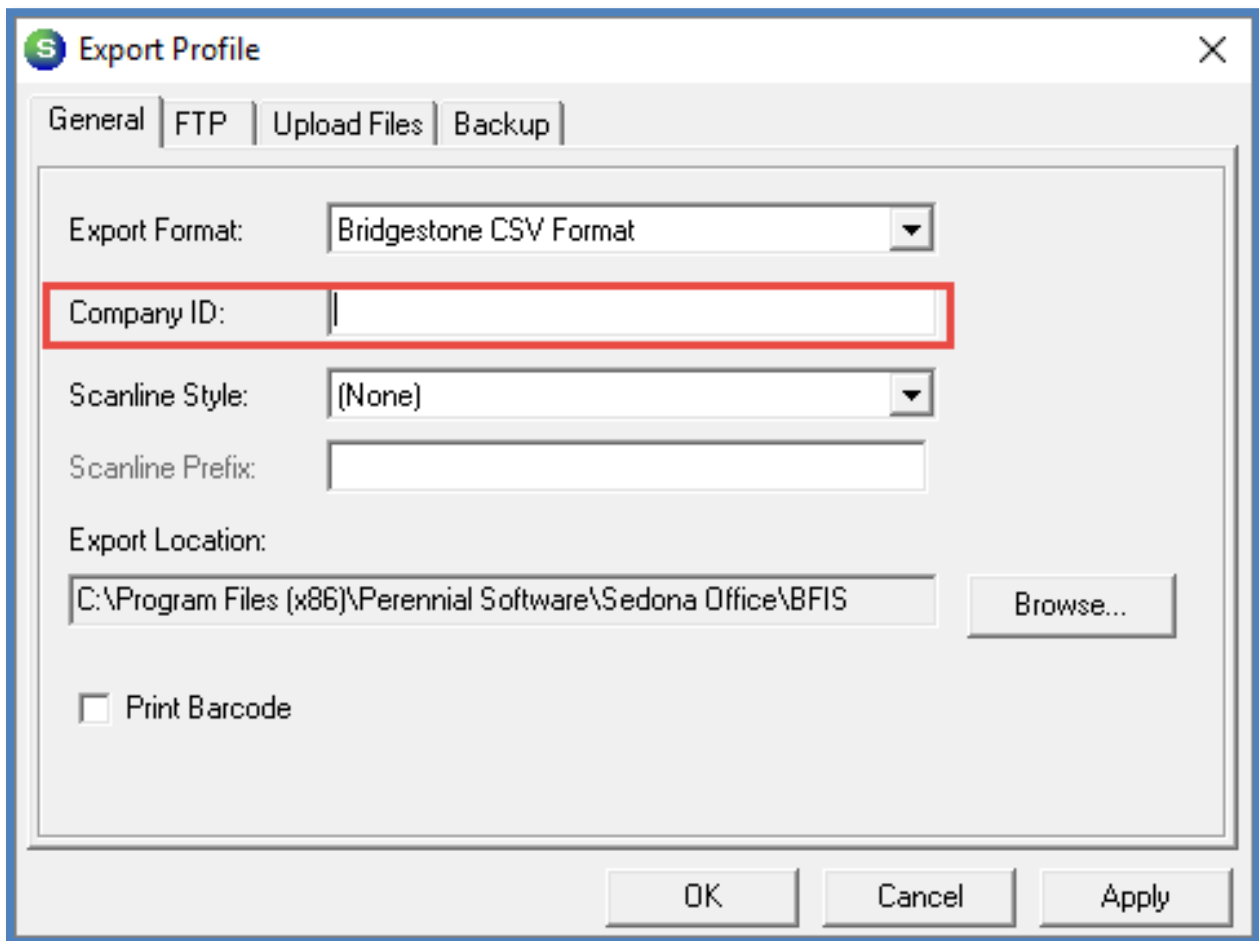
From there the user will be directed to the Batch Manager window. From this window the user has access to the Invoice batch history.

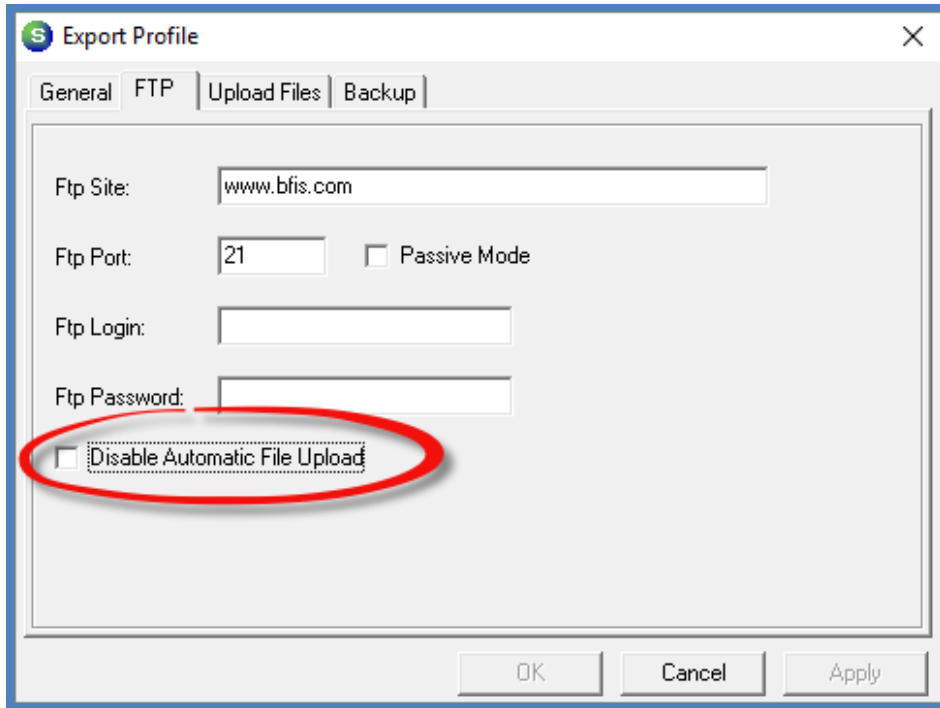


When selecting the Settings button, the user is then directed to the Export Profile.



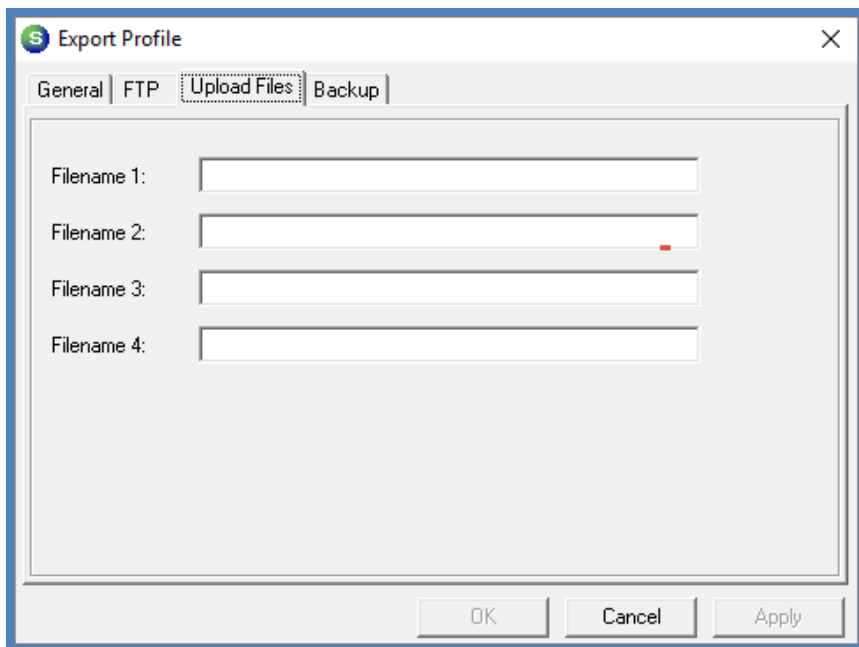
This is where the user would need to enter the BFIS credentials. BFIS would need to supply the user with the credentials. SedonaOffice does not have access to obtain these credentials.





If the “Disable Automatic File Upload” box is checked this means the user is going to manually sent the export files to BFIS.

File names: 4 files names numbered 1-5 that are zipped are provided by Bridgestone




AP Credit Card Payments Made in Error

When you pay a bill via credit card a credit gets auto created on the original vendor and auto applied to that bill. The bill on the original vendor is therefore paid and closed. A new bill then gets opened for the same amount on the credit card vendor. The bill is being moved from the original vendor to the credit card vendor. None of this can be backed out.

So, if you pay a bill via credit card and later realize the bill should have been paid a different way, how can you undo this transaction?

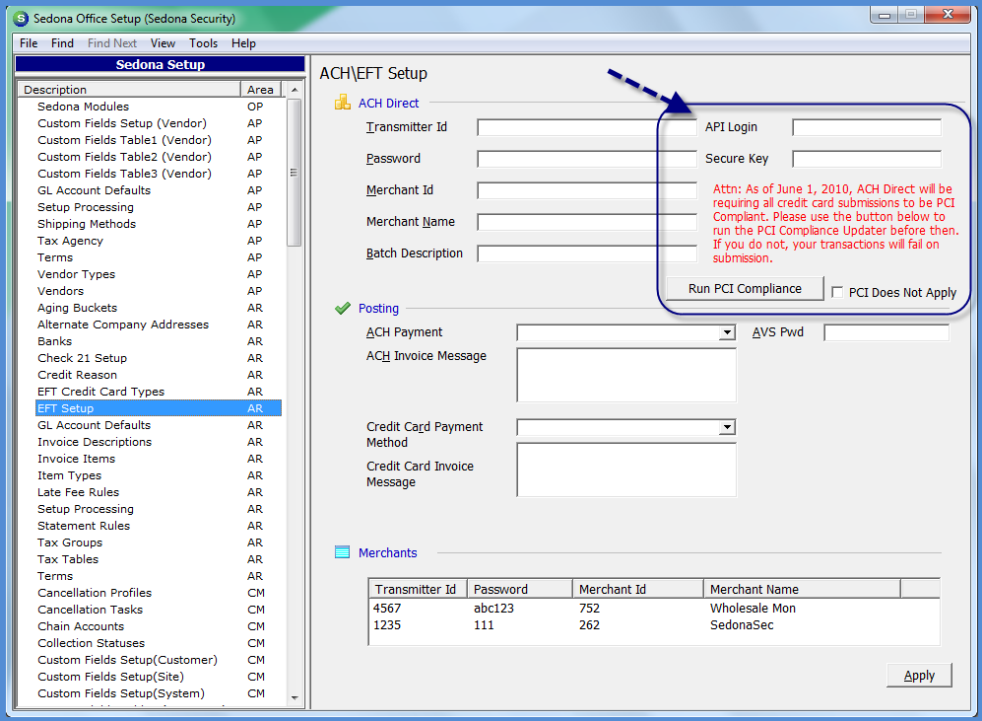
The bill on the credit card must be credited off and a new bill must be created on the original vendor. Whenever you have paid a bill by credit card in error follow these steps:

1. Go to the original vendor and make note of what expense line/GL account is in the body of the bill.
2. Go to the Credit Card vendor and create a credit. In the body of the credit use the expense line/GL account you noted.
3. Apply that credit to the open bill for this transaction on the credit card vendor (do not try to credit off the original bill, that bill was already paid by CC)
4. Open the vendor ~~where~~ the bill originally existed
5. Re-create the bill from scratch on the original vendor

 **Note:** Under no circumstances should the credit card bill be deleted. Doing so will not open back up the original bill and it will throw off the GL. If a bill has been deleted off the credit card vendor, it must be recreated and then the steps above should be followed.

EFT Setup prior to version 6.1+

- 1. **How to Run PCI Compliance:** Login to SedonaOffice and open SedonaSetup. Navigate to the EFT Setup form. In the upper right area of the form enter your API Login and Secure Key values provided to your company by Forte and click the Apply button. Next click the button labeled Run PCI Compliance.



How to Update FTP Setup Information

The screenshot displays the EFT Processing interface. On the left, the 'Batch Information' section shows:

- Batch Code: **** Not Submitted ****
- Total Count: 117
- Total Amount: \$130,715.78

 A red arrow points from the 'Batch Code' field to the 'FTP Setup Information' dialog box. The dialog box, titled 'FTP Setup Information', contains the following fields:

- FTP Profile: Test Account 155815
- FTP Site: ftptest.paymentsgateway.net
- Connection Type: Secure
- User Id: 10000
- Password: [Redacted]
- Confirm: [Redacted]
- Merchant Name: 155815-Test Account
- Merchant Id: 155815
- Upload Directory: ul
- Download Directory: dl

 Below the dialog box is a table with columns: Customer #, Name, Amount, Type, In, and a grid of transaction details. At the bottom of the main window are buttons for 'Upload', 'Download', 'Process Responses', 'Post', 'Fund All', and 'Response Codes'.

If the user changes computers, the FTP credentials will be removed to the user must re-enter the information. The user will navigate to the EFT Processing module, select DOWNLOAD, the re-enter the information on the FTP Setup Information, this information can be found on the EFT Setup table.