

Fax-A-FormTM for Macola 7.x

Application specific instructions

Fax-A-Form supports many accounting software applications.
The following instructions are specific for Macola 7.x software.

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Installation

Install Fax-A-Form to your MACOLA7x folder on your server.

Example: F:\MACOLA70

You must have Check Factory v 2.x installed below this folder first or Fax-A-Form will not install.

Please see the Fax-A-Form manual for complete installation instructions.

Install Modified Macola 7.x Report Formats

The following report formats have been modified to include the special Fax-A-Form trigger codes.

Export File	Macola Form Name / No.
ARSTMFRM.TXT	AR Statement / #55
OEACKFRM.TXT	OE Acknowledgement / #55
POORDFRM.TXT	PO Purchase Order / #55
OEINVFRM.TXT	OE Invoice / #55
OEPIKFRM.TXT	OE Picking Ticket / #55
OEPKFRM.TXT	OE Packing Slip / #55
ARINVFRM.TXT	AR Invoice / #55
OEQTEFRM.TXT	OE Quotation / #55

The modified reports pass, via the print job, the Fax Number, Contact Name, and Company name to Fax-A-Form. IF THE MODIFIED REPORTS ARE NOT USED Fax-A-Form WILL NOT WORK!

Installing The Modified Reports

The modified reports are on a floppy labeled: Fax-A-Form Modified reports for Macola 7.x.

If you did not receive the above floppy, your Fax-A-Form reports are probably in the MACOLA70\CFACTORY\REPORTS\FAF folder on your server. Do not use the reports in: MACOLA70\CFACTORY\REPORTS, they do not have the Fax-A-Form information in them.

You must **COPY** the files from the floppy or hard disk folder to **EACH** of your Macola data directories that will be used with Fax-A-Form. This can be done with the windows explorer or via DOS.

Import Modified Reports

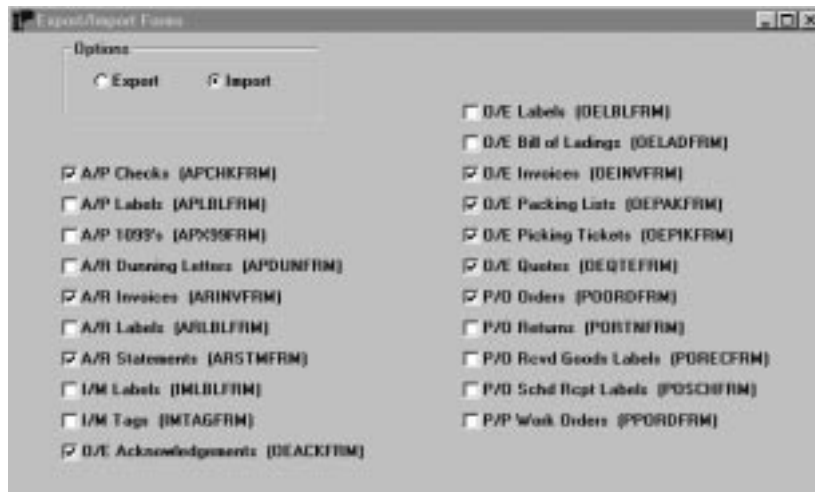
Run Macola 7.x System Manager

For EACH Macola company:

Log on as SUPERVISOR

Select Maintain, Form Maintenance, Export/Import Forms

Check the boxes displayed below:



Click on the Disk Icon to import the modified formats.

REPEAT THIS PROCEDURE FOR EACH MACOLA COMPANY.

The imported report formats for Fax-A-Form will show up on the Macola report list preceded by the Words “Fax-A-Form”. Please use the Fax-A-Form labeled reports when using Fax-A-Form.

Install Modified Form Fields

The following fields must be added for each Macola company that you will be using Fax-A-Form with.

Run Macola 7.x System Manager. Click on Maintain, Form Maintenance, Form Field Maintenance.

PO / Orders

Add the two fields: VENDOR_FAX_NO and AUX_ADDR_FAX_NO

You MUST use the field numbers 400 and 401 respectively otherwise the Purchase Order form will not operate correctly.

The screenshot shows the 'Form Field Maintenance' window with the following settings:

- Package ID: PC
- Form: 0=Orders
- Field No.: 400
- Location: H
- File Name: APUEFIL
- Field Name: VENDOR_FAX_NO
- DOP Field Information:
 - Field: VENDOR_FAX_NO
 - Type: A=Alpha
 - Dec Places: 0
 - Length: 20
 - Field Offset: 28
- User Defined Field?

Add Field # 400 / VENDOR_FAX_NO

Fax-A-Form for Macola

Form Field Maintenance - [Change]

Package ID: PC Form: 0=Orders

Field No.: 401 Location: H

File Name: APALTAOR

Field Name: ALT_ADDR_FAX_NO

DDF Field Information

Field: ALT_ADDR_FAX_NO

Type: A=Alpha Dec Places: 8

Length: 20 Field Offset: 33

Use Defined Field?

Add Field # 401 / ALT_ADDR_FAX_NO

AR / Invoice

Form Field Maintenance - [Change]

Package ID: AR Form: I=Invoices

Field No.: 300 Location: H

File Name: ARCUSFIL

Field Name: CUS_FAX_NO

DDF Field Information

Field: CUS_FAX_NO

Type: A=Alpha Dec Places: 8

Length: 20 Field Offset: 36

Use Defined Field?

Fax-A-Form for Macola

Package ID: AR Form: I=Invoices

Field No.: 301 Location: H

File Name: ARCUSFIL

Field Name: CUS_CONTACT

DDF Field Information

Field: CUS_CONTACT

Type: A=Alpha Dec Places: 8

Length: 40 Field Offset: 23

User Defined Field?

Add the two fields: CUS_FAX_NO and CUS_CONTACT

You MUST use the field numbers 300 and 301 respectively otherwise the form will not operate correctly.

AR / Statement

Package ID: AR Form: S=Statement

Field No.: 300 Location: H

File Name: ARCUSFIL

Field Name: CUS_FAX_NO

DDF Field Information

Field: CUS_FAX_NO

Type: A=Alpha Dec Places: 0

Length: 28 Field Offset: 36

User Defined Field?

Package ID Form

Field No. Location

File Name

Field Name

DDF Field Information

Field

Type Dec Places

Length Field Offset

Add the two fields: CUS_FAX_NO and CUS_CONTACT
You MUST use the field numbers 300 and 301 respectively
otherwise the form will not operate correctly.

OE / Invoice

Package ID Form

Field No. Location

File Name

Field Name

DDF Field Information

Field

Type Dec Places

Length Field Offset

Fax-A-Form for Macola

Package ID Form

Field No. Location

File Name

Field Name

DDF Field Information

Field

Type Dec Places

Length Field Offset

Add the two fields: CUS_FAX_NO and CUS_CONTACT

You MUST use the field numbers 300 and 301 respectively otherwise the form will not operate correctly.

OE / Acknowledgement

Package ID Form

Field No. Location

File Name

Field Name

DDF Field Information

Field

Type Dec Places

Length Field Offset

The screenshot shows a configuration window for a form. On the left, the Package ID is '0E' and the Form is 'A=Acknowled'. Below this, the Field No. is '301', Location is 'H', File Name is 'ARCUSFIL', and the Field Name is 'CUS_CONTACT'. On the right, under 'DDF Field Information', the Field is 'CUS_CONTACT', Type is 'A=Alpha', Dec Places is '0', Length is '40', and Field Offset is '23'.

Add the two fields: CUS_FAX_NO and CUS_CONTACT
You MUST use the field numbers 300 and 301 respectively
otherwise the form will not operate correctly.

OE / Quote

The screenshot shows a configuration window for a form. On the left, the Package ID is '0E' and the Form is 'Q=Quotes'. Below this, the Field No. is '300', Location is 'H', File Name is 'ARCUSFIL', and the Field Name is 'CUS_FAX_NO'. On the right, under 'DDF Field Information', the Field is 'CUS_FAX_NO', Type is 'A=Alpha', Dec Places is '0', Length is '20', and Field Offset is '36'.

Fax-A-Form for Macola

Package ID: OE Form: Q=Quotes

Field No.: 301 Location: H

File Name: ARCUSFIL

Field Name: CUS_CONTACT

DDF Field Information

Field: CUS_CONTACT

Type: A=Alpha Dec Places: 0

Length: 40 Field Offset: 23

Add the two fields: CUS_FAX_NO and CUS_CONTACT

You MUST use the field numbers 300 and 301 respectively otherwise the form will not operate correctly.