

E-Mail Options are Wide Open

Take your business flow a big step forward and send your documents via SAP Business One mailer or Microsoft Outlook with pre-defined subject line and body text.

New options are introduced in Administration > System Initialization > Print Preferences > Per Document tab. For each document type you can define that the document will be sent by e-mail when it is added. When selected, the document is sent as PDF attachment to the e-mail address of the default contact person defined for the business partner for whom the document was created.

In addition, for each document type, you can enter a text to appear in the subject line and a text that will be embedded automatically in the e-mail body.

General
Per Document
Per Report

Document: Sales Order Permanent Remarks for Printing

Print Layout Designer and Crystal Reports Preferences

When Adding Document:

Export to MS-Word
 Print Document
 E-Mail Document
 Export to PDF

When Document Is Awaiting Approval:

Block Export to MS-Word
 Block Printing Document
 Block Emailing Document
 Block Export to PDF
 Block Faxing Document

When Batch/Serial No. Exist, Print Document and Batch/Serial No.

Print Layout Designer Preferences Only

Print Picking Sheet
 Print Discount Data
 Print Mfr Catalog No. Instead of Item Number
 Print Amounts

E-Mail Subject

Sales Order for your Approval

Inserted Predefined Texts

E-Mail Body

Dear Customer

Attached please find your Sales Order

Regrads
Sales Team

Inserted Predefined Texts

Update
Cancel

In addition, you can send by e-mail multiple documents to various recipients through the “Print Documents” window. Select the documents you want to send and choose your preferred e-mail option from the File > Send menu.

The list of selected documents with the e-mail addresses of the respective recipients appears. All you have to do is just choose the “Send” button, and the documents are on their way!

E-Mail Sales Orders

#	Document No.	Source Path	File Name	Attachment Date	To	E-Mail	E-Mail Address
1	368	C:\Program Files (x86)\SAP\SAP Sales Order_368_2016	SAP Sales Order_368_2016	18.05.16	Judy Brown	<input checked="" type="checkbox"/>	judy.brown@microch
2	369	C:\Program Files (x86)\SAP\SAP Sales Order_369_2016	SAP Sales Order_369_2016	18.05.16	Judy Brown	<input checked="" type="checkbox"/>	judy.brown@microch
3	370	C:\Program Files (x86)\SAP\SAP Sales Order_370_2016	SAP Sales Order_370_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max
4	371	C:\Program Files (x86)\SAP\SAP Sales Order_371_2016	SAP Sales Order_371_2016	18.05.16	Judy Brown	<input checked="" type="checkbox"/>	judy.brown@microch
5	372	C:\Program Files (x86)\SAP\SAP Sales Order_372_2016	SAP Sales Order_372_2016	18.05.16	Judy Brown	<input checked="" type="checkbox"/>	judy.brown@microch
6	373	C:\Program Files (x86)\SAP\SAP Sales Order_373_2016	SAP Sales Order_373_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max
7	374	C:\Program Files (x86)\SAP\SAP Sales Order_374_2016	SAP Sales Order_374_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max
8	375	C:\Program Files (x86)\SAP\SAP Sales Order_375_2016	SAP Sales Order_375_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max
9	376	C:\Program Files (x86)\SAP\SAP Sales Order_376_2016	SAP Sales Order_376_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max

Available since SAP Business One 9.1, version for SAP HANA and SAP Business One 9.1.