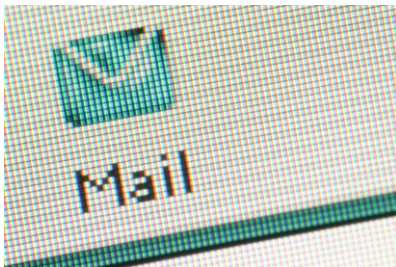


## Mail Merge Module for SAP Business One



### OVERVIEW

Sapphire is the leading Gold Channel Partner for SAP Business One and provides a range of complementary products and solutions to allow our clients to maximize the value of SAP Business One to their organisation.

Included in this range is the Mail Merge module – a solution that enables users to conduct a mail merge directly with data held in SAP Business One.

Additional services provided by the Sapphire SAP Business One team include implementation, integration, product customisation, support, training and consultancy. Together, the Sapphire team brings their clients the knowledge and experience based on thousands of system implementations.

Headquartered in London with offices in Manchester and the Isle of Man, the group today provides solutions, services and support to over 500 companies worldwide.

### Need More Information?

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 info@sapphiresystems.com  
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Northern & Shell Building  
 10 Lower Thames Street  
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Mail Merge for SAP Business One is a solution developed by Sapphire to enable users to conduct a mail merge directly with data held in SAP Business One. The tool effectively eradicates the need to query and export the required data into another programme such as Microsoft Excel or Microsoft Word.

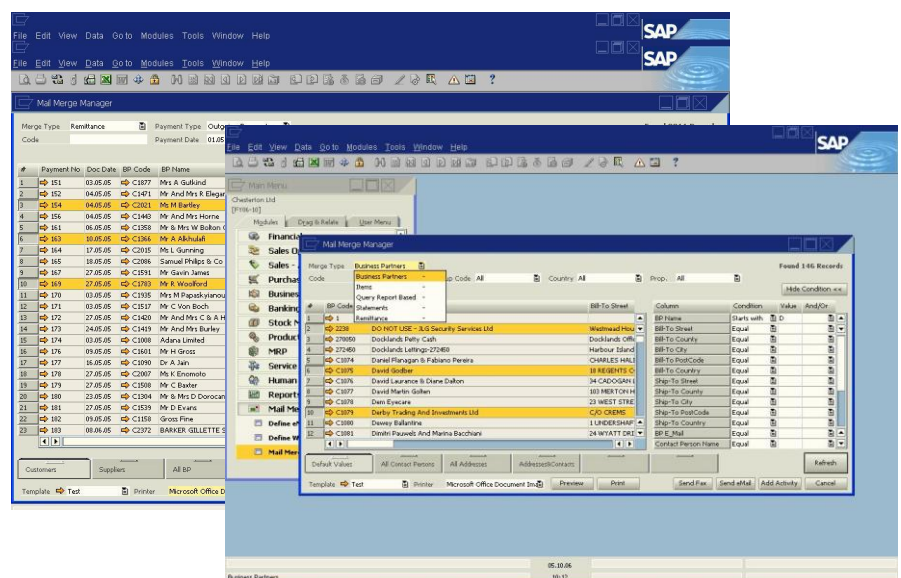
By removing the need to export data into a new database, it is possible to eliminate duplication of information which is saved in multiple locations. This promotes efficient operating practices whilst, at the same time, saving you time and effort.

Microsoft Outlook integration saves emails as activities - and hard copy letters that have been sent to Business Partners and contacts in SAP Business One can also be recorded as activities. This gives a complete view of all mass correspondence mailed to contacts in one, centralised location.

### With the SAP Business One Mail Merge Module you can create:

- **Letters**
- **Emails** – with attachments. Send via Microsoft Outlook, or an SMTP server for high volumes
- **Invoices** – Save time by sending out invoices en masse rather than one at a time - in PDF format if required for sending out by email
- **Remittance advice**
- **Statements**
- **Print labels for envelopes**

With the Mail Merge Module it is possible to create and edit documents in Microsoft Word, thereby enabling you to bypass the SAP Business One layout designer. Use the functionality within SAP Business One to query all of your data in order to give you the filter that you require for each individual mail merge that is required.





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#	BP Code	BP Name	Currency	Run Date	Total	Current	0 - 30	31 - 60	61 - 90	91 - 120	121 - 150	150 +
1	262450	Knightsbridge Lettings-262450	GBP	05.10.06	56,619.32	54,416.65	2,202.66			3,428.06	12,512.46	38,476.15
2	272450	Docklands Lettings-272450	GBP		16,362.65	16,362.65					-1,418.41	17,771.06
3	503050	Management Centre Hyde Park - 503050	GBP		10,342.09	10,342.09					5,502.18	4,839.91
4	603050	Renewals Department - 603050	GBP		82,241.02	82,241.02	82.25	141.00	1,210.25	3,008.00	14,571.08	63,228.44
5	702450	Barnes Lettings-702450	GBP		19,076.29	19,076.29					14,893.25	4,183.04
6	712450	Battersea Lettings-712450	GBP		12,240.60	12,240.60					1,582.62	10,657.97
7	722450	Chelsea Lettings-722450	GBP		26,578.93	26,578.93					10,546.90	16,033.03
8	732450	Chiswick Lettings-732450	GBP		26,148.72	26,148.72			2,067.25		8,348.20	15,733.27
9	742450	Fulham Lettings-742450	GBP		11,311.76	11,311.76					-5,136.64	16,447.80
10	752450	Hampstead Lettings-752450	GBP		42,906.63	42,906.63					9,412.70	33,493.93
11	772450	Hyde Park-772450	GBP		39,128.98	39,128.98					3,462.00	35,666.98
12	782450	Kenington Lettings-782450	GBP		84,519.18	84,519.18					21,316.14	63,203.04
13	792450	Little Venice Lettings-792450	GBP		50,549.18	50,549.18					7,468.65	43,080.53
14	802450	Mayfair Lettings-802450	GBP		24,970.14	24,970.14					16,060.17	8,909.97
15	822450	Putney Lettings-822450	GBP		19,819.77	19,819.77					3,570.51	16,249.26
16	832450	Putney Lettings-832450	GBP		39,677.75	39,677.75					-2,326.81	42,004.56
17	842450	Tower Bridge Lettings-842450	GBP		44,593.74	44,593.74					18,584.15	26,012.29
18	852450	Wimbledon Lettings-852450	GBP		21,713.13	21,713.13					597.06	21,116.07
19	C1031	Barry McKay	GBP		1,728.37	1,728.37						1,728.37
20	C1062	Chesterfield	GBP		43,475.00	43,475.00					43,475.00	
21	C1086	Douglas And Jordan	GBP		21,150.00	21,150.00						21,150.00
22	C1180	Ivan Ming Chi Ma & Suk Fong Ma	GBP									
23	C1183	Jennifer Smith	GBP									
24	C1212	Leni Investments	GBP		763.75	763.75						763.75

Use the selection screen in the Mail Merge Manager to quickly and easily set up the type of mailing you wish to run, set the criteria for the mailing and filter the recipient list.



Remittance Advice Document Preview:

Account No: «OCRD.CardCode»

**REMITTANCE ADVICE**

Please find attached our remittance in settlement of the following items

Invoice Date	Invoice Tax Date	Invoice No	Invoice or Credit	Ref 2	Amount
«RC2.DocDate»	«RC2.TaxDate»	«RC2.Doc Numo»	«RC2.InvType»	«RC2.NumAtCard»	«RC2.SumApplied»
					«ORCT.DocCurr»
					«ORCT.DocTotal»

The SAP Business One Mail Merge module from Sapphire is easy to use and allows you to create documents using Microsoft Word.

For more information on the SAP Business One Mail Merge Module please call our Product Advisory Team on +44 (0)20 7648 2000