

Configuring Sebis FTP Settings

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To be able to send invoices to Sebis certain configurations will need to be done.

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 Batch Manager window opens – Click on Settings



6. Export Profile window will open

Click on General Tab

1. Fill in Export Format – usually Bridgestone CSV Format
2. Company ID – this you will get from Sebis or can look on another workstation that is setup for exporting invoices

3. The other two options usually are defaulted as shown
4. Make sure the Export Location shows the same path shown
5. Verify directory exists by clicking on Browse... button
6. Go to \Program Files (x86)\Perennial Software\Sedona Office\BFIS
7. Verify the following directories exist
 - a. Backup
 - b. Export
 - c. Upload
 - d. View
8. If not click on Make New folder and add them under BFIS
9. Click on OK when done or verified



Click on FTP Tab

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



Click on Upload Tab

1. Fill in the Filename 1 – 4
2. Sebis will tell you what file names it expects from your company. Make sure they show .zip at the end



Click on Backup Tab

1. Click on Browse... button
2. Browse to directory: C:\Program Files (x86)\Perennial Software\Sedona Office\BFIS\Backup
3. Click OK button
4. 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:[FTP://FTP.Sebis.com](ftp://FTP.Sebis.com)

- 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

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