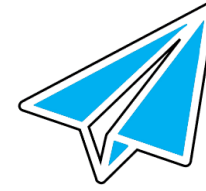


ASTRAL 365

# **Astral Send**

Astral Send enables you to fully automate your document distribution process for Microsoft Dynamics 365 Business Central, saving you time and money.

It gives you the power to easily send common document formats with the click of a button with minimal configuration. Documents can be sent individually or in a batch and do not need to be modified to work with Astral Send.



Keep track of documents via the Astral Send log

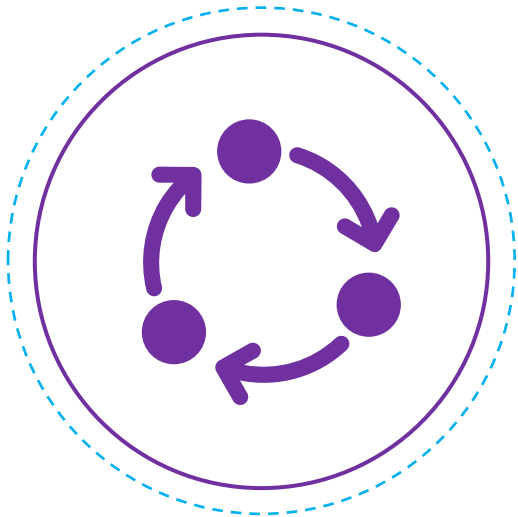
Send documents: individually, in a batch, or as scheduled

Grouping Documents on a single mail

Attaching an additional document to your mails

**ASTRAL  
SEND**

# THE ASTRAL SEND ADVANTAGES...



## Seamless Integration

Astral Send seamlessly integrates with Dynamics 365 Business Central.



## Integrates with Office 365

Integrating with Office 365 allows you to easily access your customers, vendors and contacts.



## Provides Email Templates

Various documents come fully integrated into Astral Send out of the box.



# ASTRAL SEND SETUP

Dynamics 365 Business Central

Sandbox

Contoso UK | GoCardless | Finance

Customers Vendors Items Bank Accounts

INSIGHT FROM LAST WEEK

The best-selling item is SYDNEY Swivel Chair with 8 units sold

Activities

Activities

SALES THIS MONTH: £1,237

OVERDUE SALES AMOUNT: £39,000

ONGOING SALES

SALES QUOTES	SALES ORDERS	SALES INVOICES
2	4	7

INCOMING DOCUMENTS: MY INCOMING DOCUMENTS: 1

MY USER TASKS: PENDING USER TASKS: 0

## Astral Send Setup

Quick Setup Wizard SMTP Setup Actions Fewer options

### General

Report Config Nos: ASTRALSEND-REPORTS Web Batch Print Action: Skip

Document Batch Nos: ASTRALSEND-BATCHES Cloud Install:

Sched. Doc. Timeout (...): 30 On Prem Func. Availa...:

Allow Delete Sent Log...:

### Email

USE SMTP SETUP FROM ACTIONS

Mail From Address: businesscentral@contoso.com

Mail From Name: The Finance Team

BCC All Emails To:

Default Footer File Name:

Additional File Attach. Name: Receipt.pdf

Use Test Recipient:

Test Recipient Email:

# ASTRAL SEND REPORT SETUP LIST



Dynamics 365 Business Central

Sandbox

Contoso UK | GoCardless | Finance

Customers Vendors Items Bank Accounts

INSIGHT FROM LAST WEEK

The best-selling item is SYDNEY Swivel Chair with 8 units sold

Activities

Activities

SALES THIS MONTH: £1,237

OVERDUE SALES AMOUNT: £39,000

ONGOING SALES

SALES QUOTES	SALES ORDERS	SALES INVOICES
2	4	7

INCOMING DOCUMENTS: 1

MY USER TASKS: 0

### ASTRAL SEND REPORT SETUP LIST

Search + New Manage Report Log Page Actions Fewer options

No. ↑	Report ID	Report Name	Report Format	Source Type	File Storage Method
ASR000001	1304	Standard Sales - Quote	Pdf	Customer	None
ASR000002	1305	Standard Sales - Order Conf.	Pdf	Customer	None
ASR000003	1306	Standard Sales - Invoice	Pdf	Customer	Log Table
ASR000004	1307	Standard Sales - Credit Memo	Pdf	Customer	None
ASR000005	404	Purchase - Quote	Pdf	Vendor	None
ASR000006	1322	Standard Purchase - Order	Pdf	Vendor	None
ASR000007	406	Purchase - Invoice	Pdf	Vendor	None
ASR000008	407	Purchase - Credit Memo	Pdf	Vendor	None
ASR000009	5902	Service Quote	Pdf	Customer	None
ASR000010	5900	Service Order	Pdf	Customer	None
ASR000011	5911	Service - Invoice	Pdf	Customer	None
ASR000012	5912	Service - Credit Memo	Pdf	Customer	None
ASR000013	5972	Service Contract Quote	Pdf	Customer	None
ASR000014	5970	Service Contract	Pdf	Customer	None
ASR000015	6631	Return Order Confirmation	Pdf	Customer	None
ASR000016	6641	Return Order	Pdf	Vendor	None
ASR000017	208	Sales - Shipment	Pdf	Customer	None
ASR000018	1316	Standard Statement	Pdf	Customer	None
ASR000019	1303	Standard Sales - Draft Invoice	Pdf	Customer	None
ASR000020	1302	Standard Sales - Pro Forma Inv	Pdf	Customer	None
ASR000021	400	Remittance Advice - Entries	Pdf	Vendor	None
ASR000022	399	Remittance Advice - Journal	Pdf	Vendor	None

REPORTS

Setup

Excel Reports

CAMERA

ING ...

Create Incomin... from Camera

Dynamics 365 Business Central

Sandbox

ASTRAL SEND REPORT SETUP L

ASTRAL SEND REPORT CONFIG

ASR000003

Report Log Set Source No. Rules Show Placeholders Actions Navigate Fewer options

**General**

No. ASR000003 Delivery Method 2 Hard Copy

Report ID 1306 Delivery Method 3

Report Name Standard Sales - Invoice File Storage Method Log Table

Report Format Pdf File Name %7\_%1\_

Delivery Method E-Mail

**Message Setup**

**Message Text**

Astral Send Mail Body Text

Text	Font Size	Font	Italic	Bold	Colour
Dear %6	Default	Default	<input type="checkbox"/>	<input type="checkbox"/>	Default
Please find attached %7 %1.	Default	Default	<input type="checkbox"/>	<input type="checkbox"/>	Default
%4	Default	Default	<input type="checkbox"/>	<input type="checkbox"/>	Default

**Advanced**

Set Parameters on Run  Add Inv. to Issued Re...

Group by Recipient  Internal CC E-Mail Ad... jeremy.salter@live.co.uk



ASTRAL SEND  
**REPORT  
CONFIG**

# ASTRAL SEND DOCUMENT BATCH



Dynamics 365 Business Central

Sandbox

ASTRAL SEND DOCUMENT BATCH

ASTRAL SEND DOCUMENT BATCH

## ASB000004

Run Batch | Schedule Batch | Show Batch History | More options

General

No. ASB000004 Report Config No. ASR000018

Description Customer Statements Report Name Standard Statement

Filters Show less

<b>FILTER 1</b>	<b>FILTER 4</b>
Field No. 67	Field No. 0
Field Name Balance Due (LCY)	Field Name
Filter String >1	Filter String
<b>FILTER 2</b>	<b>FILTER 5</b>
Field No. 0	Field No. 0
Field Name	Field Name
Filter String	Filter String
<b>FILTER 3</b>	
Field No. 0	
Field Name	
Filter String	

Schedule

No. Scheduled Entries 0 Last Schedule Time

---

# TURBO CHARGE YOUR DOCUMENT DISTRIBUTION

Astral Send seamlessly integrates with Dynamics 365 Business Central and Office 365. Access a number of out-of-the-box email templates which enables quick and efficient sending of documents:

---



SALES QUOTE



SALES ORDER CONFIRMATION



SALES CREDIT MEMO



CUSTOMER STATEMENT



PURCHASE QUOTE



PURCHASE ORDER  
CONFIRMATION



PURCHASE CREDIT MEMO



REMITTANCE ADVICE



SERVICE QUOTE



SERVICE ORDER



SERVICE INVOICE



SERVICE CREDIT MEMO



SERVICE CONTRACT QUOTE



RETURN ORDER



SALES QUOTE





[info@astral365.com](mailto:info@astral365.com)



[www.astral365.com](http://www.astral365.com)



[@The365Experts](https://twitter.com/The365Experts)