



Oneir Solutions Postscript Printing and Emailing

Last Edit: November 12th, 2025

Postscript Printing:

The major benefit of using Postscript is the ability to use Watermarks in printing. Watermarks are essentially backgrounds that are printed at the same time as the information that normally prints on forms. The forms that have this feature available are:

Sales Order:

- Invoices
- Pick Slips
- Packing Slips
- Confirmations and Performa Invoices
- Quotes
- Customer Order Guide* (Special logo requirements)

Repeat Billing:

- Invoices and Performa Invoices

Point of Sale:

- Receipts
- Invoices
- Receipts/Invoices for Payments taken on account from the Point of Sale.

Accounts Receivable:

- Customer Statements

Purchase Order:

- Purchase Orders

Payroll:

- T4 forms (Form only, T4 summary is not available)

This list encompasses essentially all forms, with the exception of Vendor and Employee checks, thus allowing your company to avoid the printing costs of pre-printed forms and the space necessary to store them.

To use the Postscript feature in Oneir Solutions, you must have one the following:

- a) A Postscript compatible printer where the ability is built in (i.e. no special driver is needed). This is the easiest and most simple solution, however it may cost slightly more for the printer. This is because most printer manufacturers will have to pay for a license to use proprietary printer languages. PCL is the standard language we use for laser printers, PostScript is an alternate language that we are using to enable pdf creation/printing and form printing. Hewlett Packard licenses the printer language PCL; Adobe licenses the Postscript printer language. *Before you purchase a new printer, please ensure that the model can print PostScript.* This information can either be provided by your vendor or from the manufacturer's website.
- b) A printer with an available Postscript driver that can be installed on the Windows computer the printer will be set up on. This is perfectly acceptable and will work, but requires an extra step (i.e. installing the windows driver) and introduces an extra point of failure, i.e. the driver getting corrupted in Windows. *However, it is a slightly cheaper and more common solution than the capability built in to the printer itself. The postscript driver will still need to be provided by the printer manufacturer for the specific printer so please ensure that the option is available before purchasing a new printer.*
- c) A virtual Postscript printer sometimes referred to as GhostScript. This is for printers that do not fall into category a) or b). The GhostScript software itself is free, but it will require some effort and IT administrator assistance as well as time to configure. It will work, but it is not the ideal solution. *For the most part any money saved on the printer will be spent on configuration of the virtual postscript printer.*

It is highly recommended to purchase a postscript compatible printer if you are going to use the postscript feature.

Once the Postscript device is configured and working, a new printer queue will have to be added to the Linux server. Our office can assist with this step.

To print any report to the Postscript printer, simply use the printer emulation “M – Postscript Printer” and then choose the printer queue on the Linux server. See Fig1 below.

Fig. 1:

<u>Select Reports Printer Emulation</u>	
A. C. Itoh dot matrix printer laser beam printer	B. Canon LBP-8III C. Citizen IDP-35xx receipt printer
D. Sanyo LX receipt printer printer	E. Epson dot matrix F. Epson ESC/POS receipt printer
G. HP Laser Jet 2-3 printer	
H. HP Laser Jet 4-6 printer	
I. IBM Pro dot matrix printer matrix printer	J. Okidata dot K. Star SP300 receipt printer
L. Save as PDF file printer	M. Postscript N. Text printer
O. Print to screen printer	P. User Defined Q. Email report
R. Return to previous menu	

Setting Up Forms With Postscript Printing

In order to create your company logo for your business forms, Oneir Solutions requires that an electronic version of your logo must be supplied according to the following parameters:

- In a JPG file format. This should be e-mailed directly to Oneir.
- The **maximum** dimensions of the logo within the file are 1.25” high and 4” wide.
- The resolution on the logo must be 300 x 300 dpi (dots per inch).
- The image file should contain any information you wish to print with the logo, i.e. address, e-mail, phone/fax, etc.

IMPORTANT Please ensure that all information in the logo file is accurate before sending it to Oneir. The first logo file for a company will be converted free of charge. If the logo file requires modification (i.e. adding address, phone number etc) for whatever reason after it is converted and delivered (ex. Wrong phone/fax number or address), a \$295 fee will be charged for the change.

There is one exception to these dimensions, the Customer Order Guide in Sales Order. If you are using this feature and wish to have your logo printed on the Order Guide, then a separate logo file is needed. The Order Guide logo requires a separate file with maximum dimensions of 1" high by 1.5" wide.

All standard Oneir forms are designed to include the logo in the top upper left corner of the page. The smaller Order Guide logo will print in the upper right corner of the page.

In either case, providing the logo in 300dpi and as close to the maximum dimensions as possible will ensure that the logo will appear clean and crisp on your forms after it is converted to the EPS format and resized.

To check your image size, open it in Microsoft Paint and under Image, select Attributes. The resolution should be 300 x 300 dots per inch. In the Attributes screen, the size in inches should be a maximum of 4 inches wide by 1.25 inches high.

Oneir Solutions personnel will change the JPG file to an EPS format. Linux and postscript requires that any logos must be in the EPS format. Encapsulated PostScript (EPS) is a standard file format for importing and exporting PostScript files. The benefit of the EPS file format is that if the logo is changed, only one file needs to be replaced rather than every form being re-set up.

Note that there are additional charges if you require Oneir Solutions to create custom forms for your company and/or make any changes, including adding terms and conditions, to the standard forms. Any standard form listed in the first section of this document, (aside from the government designed T4 form) can be customized for your company. Samples of the Oneir standard forms are provided in Appendix One at the end of this document. The fees for a custom form will vary depending on the complexity of the changes. The cost will be calculated based on the time spent on each form. The base custom form rate is \$175/hour.

Note as well that if you wish the logo to be black and white do not provide a color version of the logo. If your printer is a color printer, the full-color logo will print as such. If you are printing on a "black ink only" printer it will not matter as much, but will some colors and grey scales the logo will not be as crisp and clean as it should. Remember, *your logo is your brand*. Of course, when e-mailing forms, a color logo will appear in color but remember. However in most cases when printing a physical copy of the form with the logo, it will be printed on a 'black in only' printer.

When running multiple companies, each company may have its own watermark and logo.

E-mailing From Within Oneir Solutions:

Any report or business form can be emailed to any address of your choosing. However before you can use the Email feature, you must have email capability enabled on your Linux server. At the time of the release for customers set up prior to 1 February 2010, the e-mail could only work if a service called SendMail was configured on the Linux server. For more recent installations the SendMail option comes pre-configured, however Oneir Solutions must provide a security certificate to enable the feature.

Once the e-mail is configured, the operation of the e-mail function is very simple. When you wish to e-mail a form or report press F9 when asked to “Ready printer. Press <space> to continue.”. In the printer emulation list (see Fig.1) choose ‘Q. Email report’. You will then be prompted for the e-mail address to send the report/form to.

Each user name/password set up in the company may have their own individual e-mail address that will show as the address the e-mail is from and for reply purposes. To define the e-mail address for any user:

1. Log in to the company with a level 9 password and go to the Master Menu.
2. Press I for initialization. (If you do not have a level 9 password you will not be allowed access to the initialization menu.)
3. Select ‘Update security passwords’.
4. You will be shown the password and user names that you have set up. Use the up and down arrow keys to go to the user you wish to enter an e-mail address for.
5. Press <Enter> on the password.
6. Press <Enter> on the user name.
7. At the bottom of the screen the field for e-mail address will appear. Type the full valid e-mail address for that user, ex. mailbox@companyname.com.
8. Enter to accept the e-mail address, and then enter through the other fields until you get to the next user.
9. Repeat steps 4-8 as desired, when you are finished exit the screen by pressing <F10> as normal, and save the changes

Within Oneir, you can store default email addresses for different business forms in the customer F11 memo or Vendor F11 memo for Purchase Order form. To tell the program that the line in the memo is an e-mail address and what form it should be the default for, it must be in the exact format below. You may store up to a maximum of 17 e-mail addresses per customer/vendor. Please note that this total includes the form defaults. (Please note the first line is the general email address to default to. A different e-mail address may be entered manually when you are printing forms or reports):

Customer F11 Memo

EMAIL:

EMAIL (Confirmation):

EMAIL (Invoice):

EMAIL (Quote):

EMAIL (Statement):

EMAIL (Order Guide):

EMAIL (person's name):

Vendor F11 Memo EMAIL:

EMAIL (Purchase Order):

EMAIL (person's name):

You may specify multiple general e-mail addresses (by entering more than one line as EMAIL) and you will then be prompted when sending e-mails to that customer to select the address to send to. The additional e-mail addresses can be referenced to an individual by entering the person's name in brackets, between the word 'EMAIL' and the colon. (See above.) Due to screen size limits, this additional reference may only be up to 15 characters long.

When you are sending a group of Confirmations, Invoices, Quotes, Statements, or Purchase Order to multiple customers/vendors, the default email address stored in the F11 note will be used. (If you have not specified a default for the form, the general e-mail will be used. If you have multiple lines defined as 'EMAIL' the first occurrence will be used.) When you are sending a single form to a customer/vendor, multiple forms to a single customer, or you are sending any other form or report, you can override the default email address, or choose to accept it as it appears on the screen.

Appendix One

Sample Oneir Solutions Forms

Sales Order & Invoicing: Invoices

INVOICE



Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

739
Dec 31/03

S
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(518) 555-2486

Atlantic Sport Centers Inc.
Eastern Warehouse
19 Bloomfield Avenue
Empire Village, NY
24680

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Atlantic Sport Centers Inc.
Eastern Warehouse
19 Bloomfield Avenue
Empire Village, NY
24680

PURCHASE ORDER NO.		PURCHASE ORDER DATE	OUR ORDER NO.	REP.	G.S.T. STATUS	P.S.T.	TERMS	
		Dec 31/03	20576	HOU	Extra	Extra	COD	
DATE SHIPPED		SHIP VIA				DELIVERY		NO. OF PACKAGES
Dec 31/03						PPC		1
ORDERED	QTY SHIPPED	PRODUCT CODE	DESCRIPTION				UNIT PRICE	TOTAL
200	200	26-R-M-RED	Converted from quote# 34 26" men's racing bicycle - red. E				287.06EA	
			Less 15.00 % discount 8611.80					48800.20
1500		24-T-W-RED	Use red #4567 24" women's touring bicycle - red.				142.59EA	
			Less 18.00 % discount 0.00					
10000	12000	1001	Candy E				295.00EA	3540.00
5	5		Pallet E					N/C

								52340.20
								200.00
								2627.01
								4203.22
								</

Sales Order & Invoicing: Pick Slips

Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

Our Order : 20505
 Date Ordered: Dec 31/03

P.O. No. : AS-1124
 P.O. Date : Dec 31/03

Phone Number: (416) 555-9714

Sold to: BENTS
 Bents Limited
 Suite 1100
 124 Capitalist Road
 Maryweather, NY
 44389

Bents Limited
 Suite 1100
 124 Capitalist Road
 Maryweather, NY
 44389

Requested Date Shipped: Dec 31/03 Instruction:
 Delivery: PPC Ship Via: UPS 345678-123

Salesrep: OAK

PRODUCT	DESCRIPTION	BIN	ORDERED	U/M	SHIPPED

Back order inv# 678 (031231)					
22-R-M-BLUE	22" men's racing bicycle - blue.	R99-25	3	EA	3
RIM-22	22" bicycle rim.	R99-22	6		6
HANDBAR-L	Large size bicycle handle bars.	R45-03	3		3
SEAT#2	Firm bicycle seat.	R01-16	3		3
FRAME-22-LW	Size 22" bicycle frame (light wt.)	R17-22	3		3
TIRE-22-R	22" racing tire.	R10-20	6		6
SPOKE-22	22" bicycle spoke.	R15-03	150		150

Shipper:
 Prepared by:
 Value of sales:

Date Shipped:
 Date:
 419.88

of Cartons:
 Inspected by:

Weight:
 Date:

Sales Order & Invoicing: Packing Slips

PACKING SLIP

Dec 31/03



Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

S
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Bents Limited
Suite 1100
124 Capitalist Road
Maryweather, NY
44389

S Bents Limited
H Suite 1100
I 124 Capitalist Road
P Maryweather, NY
T 44389
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PURCHASE ORDER NO.		PURCHASE ORDER DATE		OUR ORDER NO.		REF.		G.S.T. STATUS		P.A.T.		TERMS			
AS-1124		Dec 31/03		20505		OAK		N/A		98765-00		Net 30			
DATE SHIPPED		SHIP VIA								DELIVERY		NO. OF PACKAGES			
Dec 31/03		UPS 345678-123								PPC					
ORDERED	QTY SHIPPED	PRODUCT CODE		DESCRIPTION								UNIT PRICE		TOTAL	
				Back order inv# 678 (031231)											
3	3	22-R-M-BLUE		22" men's racing bicycle - blue.											
6	6	RIM-22		22" bicycle rim.											
3	3	HANDBAR-L		Large size bicycle handle bars.											
3	3	SEAT#2		Firm bicycle seat.											
3	3	FRAME-22-LW		Size 22" bicycle frame (light wt.)											
6	6	TIRE-22-R		22" racing tire.											
150	150	SPOKE-22		22" bicycle spoke.											
										TOTAL					

Sales Order & Invoicing: Confirmations

Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

CONFIRMATION

678 Dec 31/03

S
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Bents Limited
Suite 1100
124 Capitalist Road
Maryweather, NY
44389

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Bents Limited
Suite 1100
124 Capitalist Road
Maryweather, NY
44389

PURCHASE ORDER NO.		PURCHASE ORDER DATE	OUR ORDER NO.	REP.	G.S.T. STATUS	P.S.T.	TERMS	
AS-1124		Dec 31/03	20505	OAK	N/A	98765-00	Net 30	
DATE SHIPPED		SHIP VIA				DELIVERY		NO. OF PACKAGES
Dec 31/03		UPS 345678-123				PPC		
ORDERED	QTY SHIPPED	PRODUCT CODE	DESCRIPTION				UNIT PRICE	TOTAL
			Back order inv# 678 (031231)					
3	3	22-R-M-BLUE	22" men's racing bicycle - blue.				132.46	EA 397.38
6	6	RIM-22	22" bicycle rim.					
3	3	HANDBAR-L	Large size bicycle handle bars.					
3	3	SEAT#2	Firm bicycle seat.					
3	3	FRAME-22-LW	Size 22" bicycle frame (light wt.)					
6	6	TIRE-22-R	22" racing tire.					
150	150	SPOKE-22	22" bicycle spoke.				0.15	22.50

Subtotal								419.88
FREIGHT								20.00

Sales Order & Invoicing: Quotations**QUOTATION**

Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

S Bents Limited
O Suite 1100
L 124 Capitalist Road
D Maryweather, NY
T 44389
O

S Bents Limited
H Suite 1100
I 124 Capitalist Road
P Maryweather, NY
T 44389
O

		DATE		REP.	G.S.T. STATUS	P.S.T.	TERMS	
		Dec 31/03	35	OAK	N/A	98765-00	Net 30	
DATE SHIPPED		SHIP VIA				DELIVERY		NO. OF PACKAGES
Dec 31/03		Best Way				PPC		
QUANTITY		PRODUCT CODE	DESCRIPTION				UNIT PRICE	TOTAL
1	1	26-R-M-BLUE	26" men's racing bicycle - blue.				157.88	EA 157.88
1	1	OIL-10	Bicycle oil - 10 oz. can.					
		Product subtotal \$157.88						
		Subtotal						----- 157.88
		FREIGHT						10.00
						TOTAL		167.88

Sales Order & Invoicing: Customer Order Guide

Customer: BENTS /BENTS

Bents Limited

Suite 1100

124 Capitalist Road

Maryweather, NY

44389

(416) 555-9714

Order Guide
December 31, 2003

Page 1



Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

Prod Line	Product Description	UOM	Product Code	Price	Average Usage/Wk	Quantity
BRM	22" men's racing bicycle - blue.	EA	22-R-M-BLUE	176.23	5	
RPR	22" bicycle rim.	EA	RIM-22	11.45	10	
RPF	Size 22" bicycle frame (light wt.)	EA	FRAME-22-LW	34.10	5	
RPS	Firm bicycle seat.	EA	SEAT#2	5.73	5	
RP	Large size bicycle handle bars.	EA	HANDBAR-L	13.64	5	
	22" bicycle spoke.	M	SPOKE-22	48.31	244	
RPT	22" racing tire.	EA	TIRE-22-R	18.44	10	

Repetitive Billing Invoicing: Invoices

INVOICE



Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

741
Jan 31/03

S Bents Limited
O Suite 1100
L 124 Capitalist Road
D Maryweather, NY
T 44389
O (416) 555-9714

S
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PURCHASE ORDER NO.		PURCHASE ORDER DATE	OUR ORDER NO.	REP.	G.S.T. STATUS	P.S.T.	TERMS	
C102		Feb 1/95	C102	OAK	Extra	98765-00	COD	
DATE SHIPPED		SHIP VIA				DELIVERY		NO. OF PACKAGES
Jan 31/03								
ORDERED	QTY SHIPPED	PRODUCT CODE	DESCRIPTION				UNIT PRICE	TOTAL
	1	LABOR	Annual bill Jan 31/03 to Jan 30/04				55.00	55.00
			Annual Mtce. Plan on S/N BIKE2201.					-----
			Subtotal					55.00
			GST					2.75

						TOTAL		57.75

Point of Sale: Invoice/Receipt

Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

Sale 000742 1

03.12.3112:38 PM
Demonstration User

BENTS
Bents Limited
Suite 1100
124 Capitalist Road
Maryweather, NY
44389

(416) 555-9714

Product Code	Product Description	Price	Qty	Extension
22-R-M-BLUE	22" men's racing bicycle - blue.	176.23 EA	1	176.23E
TIRE-22-R	22" racing tire.	0.00 EA	2	Included
SPOKE-22	22" bicycle spoke.	0.00 M	50	Included
RIM-22	22" bicycle rim.	0.00 EA	2	Included
HANDBAR-L	Large size bicycle handle bars.	0.00 EA	1	Included
SEAT#2	Firm bicycle seat.	0.00 EA	1	Included
FRAME-22-LW	Size 22" bicycle frame (light wt.)	0.00 EA	1	Included
End of Kitting '22-R-M-BLUE'				

Total Due: 176.23

VISA 4500XXXXXXXX9900 2234AS 176.23
Paid in full

Signature _____

Thank You for your business.
We are here to service your needs!

Point of Sale: Payment at the Counter



Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

Payment 000743 1
03.12.3112:44 PM
Demonstration User

BENTS
Bents Limited
Suite 1100
124 Capitalist Road
Maryweather, NY
44389

(416) 555-9714

Paid \$26250.00 on Invoice 504

Cheque 26,250.00

Thank You for your business.
We are here to service your needs!

Accounts Receivable: Customer Statement



Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

Bill to: Bents Limited
Suite 1100
124 Capitalist Road
Maryweather, NY
44389

Client: BENTS
Date-Page: 03.12.31-1

Date	Inv #	Transaction Description	Charges	Credits	Balance
03.12.31	509	Invoice #509	11,194.40		11,194.40
03.12.31	511	Invoice #511	296.73		296.73
03.12.31	514	Invoice #514	44,073.53		44,073.53
03.12.31	526	Invoice #526	2,240.00		2,240.00
03.12.31	532	JOB #EC0705	293.38		293.38
03.12.31	550	JOB #19054	5,355.00		5,355.00
03.12.31	637	JOB #20454	5,355.00		5,355.00
03.12.31	678	Invoice #678	872.10		872.10
03.12.31	701	Invoice #701	580.13		580.13
03.12.31	702	Invoice #702	564.14		564.14
03.12.31	720	Invoice #720	3.73		3.73
02.01.31	740	Invoice #740	173.25		173.25
03.01.31	741	Invoice #741	57.75		57.75
02.12.31	000469	P.O.S. 000469 Sale	197.35		
02.12.31	12345	Chq #12345		-52.50	144.85
02.12.31	000473	P.O.S. 000473 Sale	260.14		260.14
03.12.31	000489	P.O.S. 000489 Sale	528.85		528.85
03.12.31	000498	P.O.S. 000498 Sale	37.76		37.76
03.12.31	000608	P.O.S. 000608 Sale	234.56		234.56
03.12.31	000641	P.O.S. 000641 Sale	107.67		107.67
03.12.31	000670	P.O.S. 000670 Sale	99.79		99.79
03.12.31	718	Credit note #718		-11.91	-11.91
03.12.31	1234	Deposit for order 20562.		-300.00	-300.00
02.12.31	000434	P.O.S. 000434 Pick up	300.00		300.00
03.12.31	000712	P.O.S. 000712 Layaway		-10.00	
03.12.31	000712	P.O.S. 000712 Layaway		-20.00	
03.12.31	000712	P.O.S. 000712 Layaway		-80.00	
03.12.31	000712	P.O.S. 000712 Layaway		-100.00	-210.00

No credit on past due accounts.

Current	30 days	60 days	90 days	Total Due
71,314.86	0.00	0.00	1,425.88	72,740.74

Purchase Order:



Oneir Solutions Inc.
91 Broadway Ave.
Toronto, ON M4P 1T7
CANADA

P: (877) 322-3580
P: (416) 322-3580
F: (416) 322-0809

www.oneirsolutions.com

Purchase Order

PURCHASE ORDER DATE	PURCHASE ORDER NO.
10.02.28	1003

V
E
N
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O
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FIRROC
FireRock Tire & Rubber Company
203 Avenue de Richard
Ville la Salle, Quebec

H5C 5T6

(414) 345-0912

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DATE REQUIRED		CANCEL DATE	PURCHASING AGENT		G.S.T. STATUS	P.S.T. STATUS	
10.02.28		10.03.14	Jim Smith, P.A.		Included	55678890	
TERMS			SHIP VIA			DELIVERY	
Net30			FedEx Ground Our Warehouse			PPD	
ORDERED	PRODUCT CODE	DESCRIPTION			UNIT PRICE	UOM	TOTAL
100	TIRE-20-P	20* pleasure tire.			16.35	EA	1635.00
250	TIRE-22-P	22* pleasure bicycle tire.			15.75	EA	3937.50
75	TIRE-22-R	22* racing tire.			16.76	EA	1257.00
150	TIRE-26-P	26* pleasure bicycle tire.			17.63	EA	2644.50
		Subtotal					----- 9474.00
					TOTAL		9474.00