Accounting Electronic Communications / Business Office

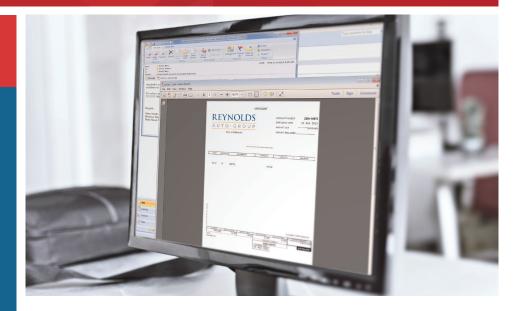
About Accounting Electronic Communications

Streamline your workflows and maintain a professional image by sending accounting documents on your letterhead electronically automatically.

Wasting time and money?



How much time and money could you save if you didn't have to print, address, and prepare your accounting documents for mailing?



Overview:

- Send accounting documents electronically.
- **Customize** accounting documents on your letterhead for a more professional look.
- **Establish** an audit trail by sending a second copy to a dealership email address.

Expect Results:

- **Save time and money** spent on printing, addressing, and preparing documents for physical mailing.
- **Maintain** a professional image by sending documents customized on your letterhead.
- Ensure compliance with an electronic audit trail.



S Parts and Service

Office

Technology

vveb

Document Services

Accounting Electronic Communications



Product Highlights

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Message Adobe PDF		
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From: Smith, Mary To: Green, Robert Cc: Smith, Mary Subject: Current Month Accounts Receivable Statement	Sent: Wed 11/4/2015 9:29	AUTOGGROUP PAUL K ROBINSON STATEMENT DATE 25 OCT 2015 AMOUNT DUE AMOUNT ENCLOSED
Message Message Surveice 1. pdf (44 KB) Attached is your current month Accounts Receivable Statement. Main Street Motors appreciates your continued confidence in our products and in our service. Thank you for your prompt payment. If you have any questions or concerns about the detail on the attached statement, please feel free to contact me at 937- DB-12 11 352758 45500		
555-1555, Monday through Friday, between the hours of 9:00 Regards,	AM and 6:30 PM local time.	
Mary Smith Business Manager Main Street Motors		
	Customize and email accounting documents as PDF forms with	CCOBING DATE HISTORY
	your letterhead.	URRENT DVER 30 DAVIS OVER 40 DAVIS OVER 90 DAVIS OVER 120 DAVIS PAV THIS AMOUNT 459.0.0 0.00 0.00 0.00 0.00

A/R Statement Print		
Statement Information		
Type Open Item 🔽		
Schedule# 1122 All Combined Group		
Date 01/25/16 🔳	Perform this during your Print Accounts Receivables Statement task	
Use Bill To Address when Printing Statements		
Print Preliminary Statements	or when processing vendor payments.	
Print Zero Balance Statements	or when proceeding vehicle paymenter	
Print Credit Balance Statements		
Print Zero Balance Invoices		
Promotional Message		
Customer#		
Customer# From		
Customer Name To		
O Postal Code		
	Print (F12) Close	

*Accounting Electronic Communications requires ERA-IGNITE and Intelligent Forms Printing.



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