

# Simplify Communications



U.S.

Business Office and HR

**Outbound Correspondence  
and Communication  
for Business Office**

## Ask Yourself...

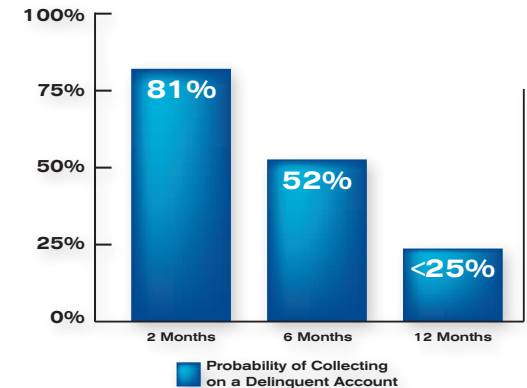
- ? How many trees am I killing by printing all my accounts receivable (A/R) statements?
- ? Do my employees waste time individually printing, stuffing, and mailing A/R statements to every A/R customer?
- ? How long does it take to request and update information for employee records?
- ? In case of an emergency, do I have current information for my employees such as: who their doctor is, emergency contact information, and what type of vehicle they drive?

## Expect Results

- Save money on paper, ink, toner, and postage with perfectly timed emails.
- Boost employee efficiency with A/R statements automatically included in emails.
- Automate the collection of employee information.
- Simplify employee communications with batch emails.

<sup>1</sup> John Brian Fast CPA

## Are You Contacting Your Customers Enough?



The probability of collecting on a delinquent account drops dramatically each month following the due date, from 81% after 2 months to 52% after 6 months. If an invoice remains outstanding for 12 months, the chance of collecting drops to less than 25%.<sup>1</sup>

## About Business Office Outbound Correspondence and Communications

Compliment your existing communication efforts with quality one-to-one communications. Create customizable emails that can be sent to whomever you decide using the exact criteria you choose.

**Easily add A/R information to customer communications.**

0-30 days	31-60 days	61-90 days	90 days +	Total Balance
\$2,705.22-	\$0.00-	\$1,700.00-	\$0.00-	\$2,405.22-

**Choose fields to include in report.**

Field Name	Source Name	Edit Type	Case	Translate	Length
<input checked="" type="checkbox"/> ARCLIB	ARCURRENT	F	%	<input type="checkbox"/>	12
<input type="checkbox"/> ARTOTAL	ARTOTAL	F	%	<input type="checkbox"/>	12
<input type="checkbox"/> AR3000	AR3000	F	%	<input type="checkbox"/>	12
<input type="checkbox"/> AR6000	AR6000	F	%	<input type="checkbox"/>	12
<input type="checkbox"/> AR9000	AR9000	F	%	<input type="checkbox"/>	12
<input type="checkbox"/> AR90P	AR90PLUS	F	%	<input type="checkbox"/>	12
<input type="checkbox"/> CUSTACDR	CUSTACDR	C	%	<input type="checkbox"/>	12
<input type="checkbox"/> CUSTATTN	CUSTATTENTION	C	%	<input type="checkbox"/>	12
<input type="checkbox"/> CUSTBUS	CUSTBUSNAME	NDW	%	<input checked="" type="checkbox"/>	12

**Outbound Correspondence and Communications for Business Office**

## Options

- Accounts Receivable Communications – Attach A/R statement to customer communications.
- Purchase Requisition Notification – Send vendors notification of purchase orders that have been added or voided.
- Human Resources Miscellaneous – Send mass communications to employees.
- Electronic Payment Notification – Send electronic notification automatically when a bill is paid to notify accounts payable vendors that their invoice was just paid.
- More Outbound Correspondence and Communication options available for sales and service.

Easily keep in touch with your A/R customers, keep your employees informed, and let your vendors know when purchase orders have changed with Business Office Outbound Correspondence and Communication.



MAKING BUSINESS BETTER.