## 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?

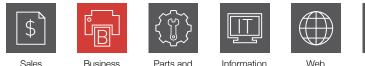


#### **Overview:**

- 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.



Service

Business Office

Technology

vvei

Document Services

# Accounting Electronic Communications



## **Product Highlights**

Current Month Accounts Receivable	tatement – Message (HTML)	in an Brinn Ster				
Reply Reply Forward to All Reply Reply forward Bo All Reptondt Actions		STATEMENT REYNOLDS ACCOUNT NUMBER 220V-16072				
From: Smith, Mary To: Green, Robert Cc Smith, Mary Subject: Current Month Accounts Receivable Statement		Sent: Wed 11/4/2015 9:29		OUP	STATEMENT DATE AMOUNT DUE AMOUNT ENCLOSED	25 OCT 2015
Message       Source       Nervenue         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.       DATE       SOURCE       NEFVENCE       CHARGES					BALANCE	
Business Manager Main Street Motors						
	Customize and e documents as PI your letterhead.		URRENT OVER 30 DAYS OV 459.00 0.00	VER 60 DAYS OVER 90 DAYS 0.00 0.00 0.00 2004 2004 0.10 0.10 0.00 0.00 0.00 0.00 0.00 0	0.00	CLOSING DATE 10/25/15 AY THIS AMOUNT \$459.00 NEW BALANCE
				25 OCT 2015		

A/R Statement Print	22				
Statement Information					
Type     Open Item       Schedule#     1122 (a)       Date     01/25/16 (b)       Use Bill To Address when Printing Statements       Print Preliminary Statements       Print Zero Balance Statements       If Print Credit Balance Statements	Perform this during your Print Accounts Receivables Statement task or when processing vendor payments.				
Print Zero Balance Invoices					
Promotional Message					
Sort By         Customer#           © Customer#         From           © Customer Name         To           Zip Code         To					
	Print (F12) Close				

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



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