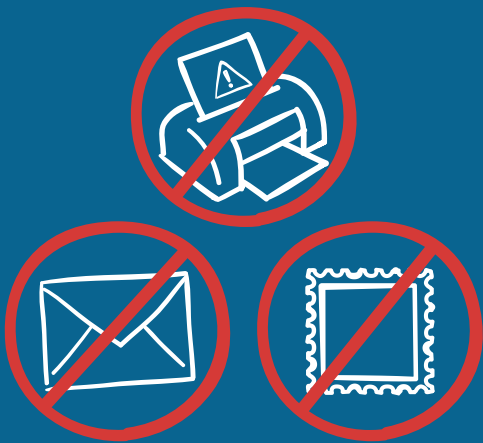


# Accounting Electronic Communications / Business Office

## 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.



Sales  
and F&I



Business  
Office



Parts and  
Service



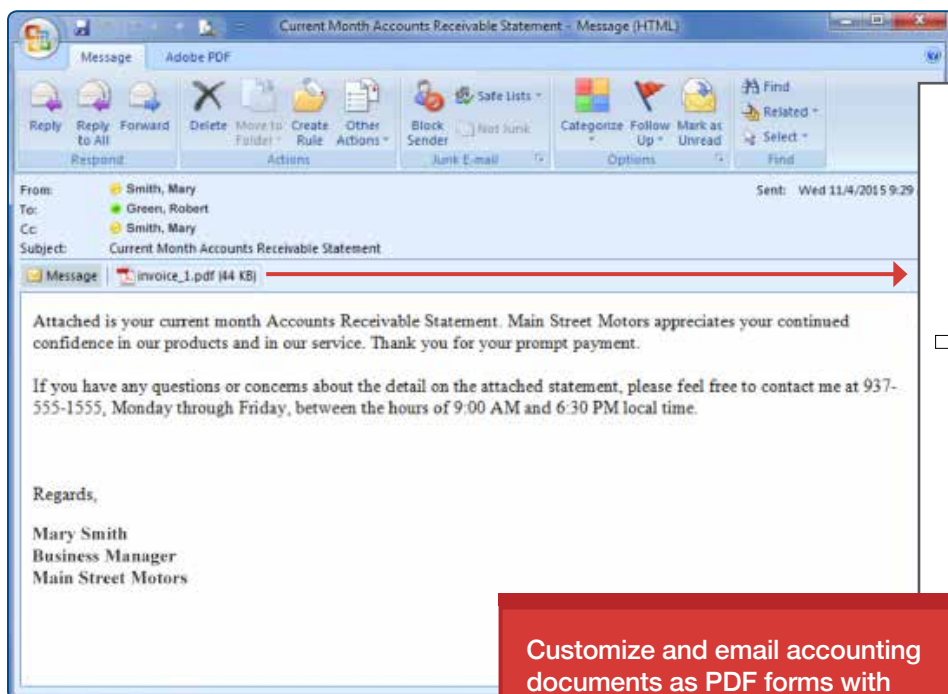
Information  
Technology



Web



Document  
Services



Customize and email accounting documents as PDF forms with your letterhead.

STATEMENT

**REYNOLDS  
AUTO GROUP**

PAUL K ROBINSON

ACCOUNT NUMBER 220V-16072  
STATEMENT DATE 25 OCT 2015  
AMOUNT DUE \*\*\*\*\*\$459.00  
AMOUNT ENCLOSED

DATE	SOURCE	REFERENCE	CHARGES	CREDITS	BALANCE
08-12	11	382758	459.00		

CLOSING DATE 10/25/15

CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS	PAY THIS AMOUNT
459.00	0.00	0.00	0.00	0.00	*****\$459.00

PAYMENT TO: 220V-16072  
STATEMENT DATE 25 OCT 2015  
NEW BALANCE

A/R Statement Print

Statement Information

Type

Schedule#  ☐ All ☐ Combined Group ☐

Date

☐ Use Bill To Address when Printing Statements  
☐ Print Preliminary Statements  
☐ Print Zero Balance Statements  
☒ Print Credit Balance Statements  
☐ Print Zero Balance Invoices

Promotional Message

Sort By ☒ Customer# ☐ Customer Name ☐ Zip Code

Customer# From   
To

Print (F12) Close

Available for Receivable Statements, EFT Remittance, and Cash Receipts.

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