

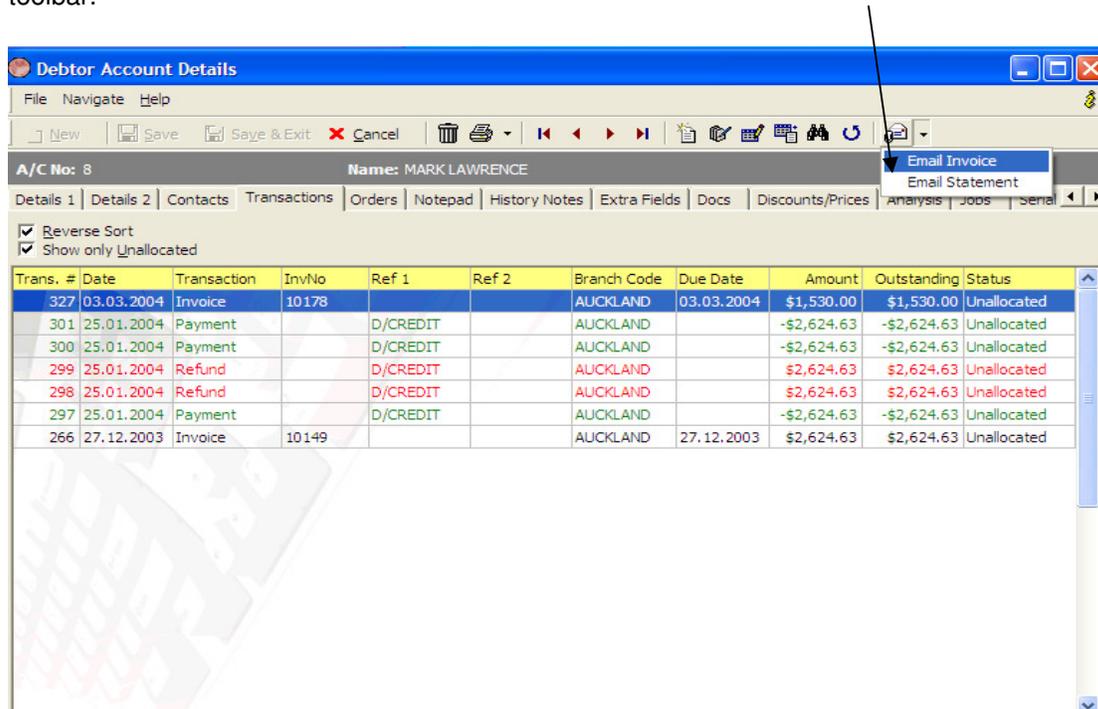
Exonet Tips and Tricks #1

How to E-mail a copy of an Invoice or a Statement to a Customer

When a customer calls you and says he has misplaced the Invoice or Statement you sent to him what do you do?

Why not send a copy of the Invoice or Statement by e-mail?

Go into the Debtor Account Details screen (Account > Debtors) and select the 'Transactions' Tab. Click on the Invoice you want to send and then select the Email Invoice option from the Exonet toolbar.



A copy of the Invoice will be created in Adobe PDF® format (or MS Word® format if you prefer) and automatically loaded onto an e-mail with the customer's e-mail address as the default address.

All you have to do then is click on the 'Send' button and the job is done.

It sure beats looking for a copy of the Invoice in a cardboard box.

Another time saving tip courtesy of your exonet support team at Acclaim Group Ltd.