



TAMS II

Email Interim and Closing Statements

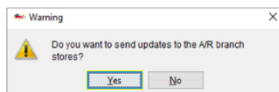
You can email wholesale customers interim statements and closing statements. The first step is to enroll them in **Email statements** by adding an email address in their **Customer information**. When you generate an interim statement or closing statement, the customer receives the statement at that email address.

Enroll in Email statements

1. Go to the **Accounts receivable > Customer information** and open the customer's information.
2. Select the **A/R info** tab, and then enter an address in **Email statements**.



Independent stores with consolidated accounts receivable **Email statements** addresses are maintained at the main store only. Choose **Yes** to send them to the branch stores when closing the **Customer information** screen.




Customers *do not* receive emails from the **E-mail address** on the **Account info** tab. Use this email address to keep an email on file as a reference.

Email interim statements

1. Go to **Accounts receivable > Customer statements > Interim statements**.
2. To email all customers with statements during a specific timeframe, enter a **From date** and **To date**.

To email statements to a specific customer, enter the customer account number in the **Range** and **to** fields under **Customers**.

3. Select **Print statements** to generate the interim statement(s).
4. In the **Select printer** screen, select **OK** to email statement(s).

The customer receives an email at their **Email statements** address.

If you did not enter a customer number, all customers with an **Email statements** address receive interim statements.

Email closing statements

1. Go to **Accounts receivable > Customer statements > Closing statements**.
2. Enter a **Statement closing date**.
3. Enter the customer account number in the **Range** and **to** fields under **Customer**.
4. Select **Print statements** to generate the statement.
5. In the **Select printer** screen, select **OK** to email the statement.

The customer receives an email at their **Email statements** address.

