

MYOB EXO tip of the week

Have you ever thought about how much it costs you to send your monthly statements?

On average 200 invoices or statements sent by mail per month costs approximately \$308.00.

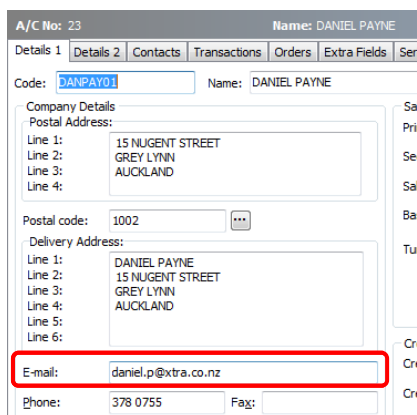
Did you know that MYOB Exo can email your statements for you?

There are two alternative ways to do this, both of which will require a small amount of set up for which you will need to consult us. Once it is set up it may save you several hundred dollars a month!

Option 1 - uses Exo's 'Computer Profiles' and requires you to send emailed statements from one computer and printed statements from another.

Option 2 – uses a program called AutoDocs HSE (purchased separately). AutoDocs HSE works with any Windows program (e.g. Exo, Microsoft Word, Excel etc) and works by recognising email addresses, fax numbers etc on a document. With AutoDocs you can set up 'rules' for 'printing' e.g. Email it if it has an email address, fax it if it has a fax number and failing that, print it. AutoDocs pricing ranges from AUD \$595 to AUD \$3225 plus setup costs.

The 'email' field on details 1 of the Debtor Account needs to have the email address of the person you would like to email the statement to.



A/C No: 23 Name: DANIEL PAYNE

Details 1 | Details 2 | Contacts | Transactions | Orders | Extra Fields | Ser

Code: DANPAY01 Name: DANIEL PAYNE

Company Details

Postal Address:

Line 1: 15 NUGENT STREET
Line 2: GREY LYNN
Line 3: AUCKLAND
Line 4:

Postal code: 1002

Delivery Address:

Line 1: DANIEL PAYNE
Line 2: 15 NUGENT STREET
Line 3: GREY LYNN
Line 4: AUCKLAND
Line 5:
Line 6:

E-mail: daniel.p@xtra.co.nz

Phone: 378 0755 Fax:

Please contact us if you would like further information.