



GENERAL LEDGER CASH MANAGEMENT ACCOUNTS  
PAYABLE ACCOUNTS RECEIVABLE FIXED ASSETS  
CONSOLIDATIONS & TRANSLATIONS  
**eREPORTING** F.R.E.E. FOREIGN CURRENCY eDOCS

Amethyst Associates your **Greentree** VAD Partner



Financial Management



## eReporting

Every business looks for ways to save valuable time spent on repetitive yet essential administration tasks. At the push of a button Greentree's eReporting provides the flexibility and ease of use to automatically send reports and business documents to staff, customers and suppliers via email, print or fax.



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**We were confident that Greentree was the ideal system for our requirements. The flexibility with reporting stood out. The level of useful management information we can now produce is fantastic.**

**Joe O'Connell**, Group Financial Controller,  
H W Richardson Group

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### Key Benefits

- ✓ Vital functions at your fingertips
- ✓ Save time, money and paper
- ✓ Tailor to your customer or supplier needs
- ✓ Automatic remittances
- ✓ Company preferences for email
- ✓ Faxing and PDF preferences
- ✓ Easily customise reporting

### Vital functions at your fingertips

eReporting provides the ability to automatically transmit invoices, statements, remittance advices and purchase orders to customers and suppliers from within Greentree via email, fax, or post. Each user has a variety of report formats to choose from such as Adobe PDF, HTML, JPG and PNG based on their requirement.

### Save time and money

With these powerful capabilities, eReporting will pay for itself within a very short space of time. Just add up the cost of postage, stationery and all that valuable staff time currently spent in preparing your monthly mailings. Using eReporting will considerably reduce these costs and staff time can then be allocated to better servicing your customers.



## Tailored to your needs

Greentree's eReporting allows the automatic formatting, processing and delivery of business documents, including account receivable invoices and statements, accounts payable remittances, purchase orders and employee payslips.

Delivery is by the appropriate delivery format defined for each customer or supplier. Each delivery method can be assigned its own document layout giving you the flexibility to design the best looking layout per document.

## Automatic remittances and statements

eReporting will dramatically reduce the time spent manually processing and printing invoices, monthly statements and remittance advices that are currently posted out to customers and suppliers.

Using eReporting, each individual trading partner can nominate which method they would prefer to receive their invoice, statement or remittance advice by and the required details are then entered against each document type. On running the print process, each document is processed in the relevant way, email, print or fax queue for distribution.

## Company preferences for email

To save time and to maintain company standards, Greentree allows system wide email and fax preferences to be specified. When reports are emailed to your customers or suppliers the system will use the preferred options, which means time is not wasted having to specify the criteria each time a report needs to be sent. Email preferences include mail server address, client name, reply email address, username and password and also the default report format.

## Faxing preferences

eReporting allows faxes to be sent with a cover page outlining the sender's and receiver's details, the number of pages sent and relevant comments. When faxes are sent these details are automatically filled in and the cover page is sent with the report.

## Customised reporting

With Greentree's powerful Report Designer, any of the documents used for eReporting can be tailored to suit you and your trading partners business requirements providing flexibility to ensure that information provided is clear and specific..



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