

## Monthly Billing Customers – Emailing and Faxing

If you want to email and/or fax customers their monthly invoices and statements set Combined Statement to ‘N’ in Customer Master Maintenance. Also enter the email address and/or fax number.

The screenshot shows a web browser window displaying the 'Customer Master Maintenance' form for customer 'ROXY'. The form is divided into several sections:

- Customer Master Maintenance:** Internal # 100582, Customer# ROXY.
- Manifest/Routing Info:** 71.Call Day, 72.Primary Route (Stop), 73.Secondary Route (Stop).
- Customer Form Flags:** 74.Pack Slip Template, 75.Pick Slip Price (N), 76.Pack Slip Copies (3), 77.Invoice at Packing, 78.Print Order Conf (N), 79.Invoice Copies, 80.Intl Customer Flag.
- Combined Statement and Faxing:** 81.Combined Statement (N), 82.Sort Invoice (N), Fax Form, Fax Number.
- Pickslip and Invoices:** 83.Pickslip, 84.Packslip, 85.Invoices (Y) 973-777-3063, 86.Statement (Y) 973-777-3063.
- Email Form:** 87.Pickslip, 88.Packslip, 89.Invoices (Y) gms@tshinc.com, 90.Statement (Y) gms@tshinc.com, 91.GPO.

At the bottom of the form, there is a prompt: 'ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :'. The status bar at the bottom of the browser shows 'PAGE 3 OF 6'.

When you run Monthly Billing Invoice Print it will email and/or fax all invoices for the fiscal period selected.

When you run Statements it will email and/or fax all statements for the fiscal period selected.

If you have the Combined Statement set to ‘Y’ when you run Statements it will print a statement and all invoices for the selected period to capture. But it will only email and/or fax the statement to the customer (not the invoices).