

# FINANCIAL MANAGEMENT eREPORTING



### Key Benefits

- Vital Functions at Your Fingertips
- Financial Gains
- Tailored to Your Needs
- Automatic Remittances
- Company Preferences for Email
- Faxing Preferences
- Customised Reporting



## Greentree® 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 to automatically send reports and business documents to customers and suppliers via fax or email.

### 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 HTML, JPG, PNG (colour), and PNG (black & white), based on their requirement.

### Financial Gains

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.



"Very, very responsive!"



### Tailored to Your Needs

Greentree's eReporting allows the automatic formatting, processing, and delivery of many business documents, including Account Receivable invoices and statements, Accounts Payable remittances and Purchase Orders, by the appropriate delivery format defined for each customer or supplier. Commonly used reports, such as customer invoices, customer statements, supplier remittances and supplier purchase orders, can be produced by print, email, or fax, based on the needs of the customer or supplier.

The preferred output format for each customer or supplier is recorded in the master files of the Greentree system, guaranteeing the report will be generated in the correct format every time.

### Automatic Remittances

eReporting will dramatically reduce the time spent manually processing and printing the monthly remittance advices that are posted out to suppliers. Using eReporting, each individual supplier can nominate which method

they would prefer to receive the remittance advice by, email, fax, or post. Email address or fax number details are then entered against each supplier specifically for remittance advices. On printing of the remittance advice batch, the job is simply passed to the task queue where it is separated into individual tasks per remittance advice. Once they have been processed, the task queue forwards the jobs to the relevant print, email 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 in the Utilities menu, 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.



## Related Modules



### Faxing Preferences

Keeping to the expected business standards of sending faxes, 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 along with the report. Users can also choose whether or not to include a fax cover page.

### Customised Reporting

Greentree has provided a standard cover page report, Fax cover page, created using the Greentree Report Writer, which can be customised to suit your business. Providing the user with further flexibility, each individual report can have its own cover page specified. Users can choose from a range of cover pages to print with their selected report.

### CLIENT SPOTLIGHT: Acumen Group



Acumen Group Limited is New Zealand's pre-eminent public relations company specialising in all aspects of communication including strategy, political lobbying, media relations, investor relations, crisis management, internal communications, change management, advertising and marketing communications. It's the only public relations consultancy with advertising accreditation in New Zealand.

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"Very, very integrated!"



“Very, very integrated!”

Greentree is modular, with all business functions totally integrated. This provides you with a wide variety of modules and sub-modules that afford options rarely found in other packages. You purchase the pieces that you need, effectively matching the system to fit your business. Choose from: Financials, Job Costing, Supply Chain & Distribution, Manufacturing, Human Resources, Customer Relationship Management (CRM), Service & Asset Management, Business Intelligence, Retail, Workflow-Business Process Management and eBusiness.

Greentree is a **flexible** solution, readily adapting across a broad range of industries and business types. Businesses are provided with a **powerful**, extremely cost-effective system that has consistently proven itself capable of managing change and growing business potential.

With simple, smart thinking at your fingertips, Greentree provides the ultimate seamless business-building environment. Exploit it's accuracy in business metrics, challenge it's capability to deliver empowering information. Rely on the one highly **responsive** solution to efficiently streamline your internal processes resulting in increased manageability and productivity across all areas of your enterprise.

What's the difference to any other software solution? Greentree is the most responsive business software product available, providing a source of competitive advantage to help you drive your business to the next level!

