# e-Statements Setup and Configuration

You can get A/R statements to your customers faster and with a lot less cost by emailing them. In this course, we will introduce you to setting up e-Statements and configuring email addresses.

Choose a topic to learn more.

Objectives

* Setting Up e-Statements
* Configuring Email Addresses

Setting Up e-Statements

e-Statements can be configured only if you have e-Statements and iNet Connect enabled. From the Home page, enter **“OPT”** in the *Launch* bar. Enter ***5780*** in the **Search** field. The ID displays if the iNet e-Statements *is enabled or disabled*.

In the Options window, if you do not see the *Subsystem* field, tap **change lookup.** From the **Subsystem** drop-down field, scroll down to select **INET.** Make sure *All Options* is selected and tap **Display**.

Scroll down to find the option ***From email address for email purchase orders.*** Enter the address that *you use to email statements* to your customers in the **Current Value** column. If you are an iNet user and looking to include your site with the statement, find the option **iNet Server and Site Name for Store.** Enter your server’s name followed by a comma and then your site name in the **Current Value** column. For example, if your store’s iNet site is <http://op1.myinet.com/mysite>. Your server name is *op1.* The site name is *mysite*. Tap **Change** to save the changes.

Configuring Email Addresses

From the **Subsytem** dropdown, choose **A/R** and **E4W – Eagle for Windows** from the *Options* drop-down. Tap **Display** to view the available options**.**

Locate **iNet default value for Windows MCR email statements format**. Tap the **Current Value** column and select the ***Down Arrow.*** Do you want to email the statements as an HTML attachment or as an embedded HTML? Tap **Ok.**

Tap **ID** and enter ***8980*** in the **Option ID** field. Tap **Ok**. Determine what email address to use when emailing to a job account. Tap **Job’s email address** and select the **Down Arrow.**

***J*** uses the job’s email address.

M uses the main account’s email address.

B includes both the main and the job’s email addresses.

E uses the job’s email address but if there are none found, it uses the main account’s email address.

Tap **Ok** and tap **Change.** Click the right arrow icon to view the course recap.

Recap

Send your customers e-statements as an HTML attachment or embed them in the email. In this course, we showed how to set up e-Statements and configure the related email addresses.

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