As life gets busier, some customers find it much easier to keep invoices and other paperwork organized on their computers.

Everything is right there and ready to be retrieved when needed.

With e-Invoices, a purchase option from Eagle, you're able to provide a virtual copy of invoices and credits, along with other saved transactions through email.

In today's module, we'll review the many functions available with e-Invoices. We will discuss how it can be utilized by your Back Office personnel and how it works in conjunction with Point of Sale.

iNet eInvoices allows your employees, to e-mail Point of Sale documents, invoices and credits.

Customers can be set up to have invoices and credits automatically sent.

Orders, Special Orders and Estimates can trigger a prompt to transmit them at Point of Sale.

Additionally, your back office staff can seamlessly retrieve transactions through QuickRecall or the Document Archive Viewer and email individual or multiple invoices.

The eInvoice feature allows employees working in the Accounts Receivable department to e-mail a copy of a PDF receipt or an invoice to a customer.

When customers call asking for a copy, perhaps to see who signed for the purchase, eInvoices eliminates the need to retrieve the actual signed document, print it out and fax it.

The 'image' of the signed document can be emailed directly to the customer from Quick Recall.

To send a single invoice from Quick Recall, simply double click on the transaction , view the image   and select 'Email Invoice to Customer' from the 'Miscellaneous' menu.

Multiple invoices can also be selected through the Document Archive Viewer and quickly emailed.

With Eagle Release 25 and higher, the system can be set up to send a single e-mail to your customer with one PDF attachment that includes all of the selected invoices.

iNet's eInvoice feature gives employees the ability to e-mail any POS-related document.

This can be configured to occur simultaneously as the invoice or receipt prints out at the end of a transaction.

Settings within Customer Maintenance allow you to determine which accounts receive their documents via email.

There are also parameters for emailing Orders, Special Orders and Estimates.

Customers will receive a hardcopy of the receipt as well as a digital version of the document.

Cashiers do not have to change their current procedure as the e-mailing process works automatically behind the scenes.

When using estimates, quotes, bids, orders, special orders and even layaways, iNet eInvoices can be used to e-mail them.

When creating a large quote for a contractor, now there is no need to print the quote and fax it over a phone line. With a valid e-mail address you can just send the document directly to their inbox.

Special Orders can also be easily e-mailed to customers if changes are called in after the original transaction has been created.

eInvoices can assist you in reducing the use of paper and ink in your business as well as shrink the number of hours spent on Accounts Receivable research requests.

This function is highly useful for your back office and accounting staff and a huge benefit for your customers trying to manage their receipts and purchases.

Be sure to complete the entire Training on Demand eInvoices Agenda to begin using this valuable feature.