



**Mel Carney**  
Account Manager

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# ProTrac Memo

Date: July 30, 2015

To : All ProTrac Users

From: Mel Carney, PDSI

Topic: FormTrap Software



## The Form Trap Electronic Forms Library is growing

- **Electronic Invoice** for Emailing
  - Ability to **Email Group Invoices**
- **Electronic PO** for Emailing
- **Electronic Statements** for Emailing

### The new Electronic Purchase Order Form

Bill To: Professional Data Systems, Inc  
644 SE Bayberry  
LEES SUMMIT, MO 64063  
Phone: (816)554-3010 Fax: (816)554-3130

Ship To: \*\*\* TEST TEST TEST TEST \*\*\*  
\*\*\* DO NOT USE DO NOT USE \*\*\*  
LEES SUMMIT, MO 64063  
Phone: (816)554-3010

**PURCHASE ORDER**  
07/29/2015 14:43  
Page: 1 OF 1

Vendor: 145 AMP INC.  
21220 N. 19TH AVE.  
PHOENIX, AZ 85027

Whse: TST  
Account:  
Contact: ROBERT FULLER  
Ship Via:  
Terms: net 30  
Notes:  
Spec Inst:

**PO #: 1655**  
Prepared By: M97  
Order Date: 07/29/2015  
Required Date:  
Confirmation #:

Phone: (602)581-5700  
Fax: (602)581-5705

Line	P/L	Item Number	Description	Quantity Ordered	SP	Weight	Price	/	Extended
1	MCE	14/2RX	LOW VOLTAGE DIRECT BURIAL	24	RL	600.00	81.3400	M	1,952.16
2	MCE	456-234	Temporary Electrical panel	34	EA	.00	13.7500		467.50
3	MCE	4688	ELECTRONIC WIRE	39	EA	.00	5.9800	C	233.22
4	MCE	7685-9	L-36-175 36" PANDUIT STRAP	58	EA	.00	13.9800		810.84
5	MCE	8063	60 AMP DISCON. CH	12	EA	.00	15.9800		191.76
6	MCE	BB 7097	POWER BOX W/COVER	16	EA	.00	25.9800		415.68
7	MCE	RTE50	1/2 " EMT CONDUIT FITTINGS	23	EA	.00	2.3500		54.05

**PLEASE DELIVER AFTER 9 AM TO OUR NORTH DOCK.**



**X** Total Volume: 0.00 Total Weight: 600.00 Total Amount: 4,125.21

# Form Traps new Electronic Forms



**Professional Data Systems, Inc**  
 664 SE Bayberry Lane, Suite 105  
 Lee's Summit, MO 64063  
 Phone: (816) 554-3010  
 Fax: (816) 554-3130  
 www.pdsi.com

## Invoice Reprint

Invoice Date	Invoice No
07/14/2015	<b>3180</b>
Time	Order No
11:21 AM	6150
Acct No	Page
14THST01	1

Sold To	Ship To
14th St Aircraft 7415 W TEXAS AVE GRAND PRAIRIE, TX 75050	14TH STREET LOT 102 Millbray Subdivision 2759 GOSHEN STREET LAS VEGAS, NV 56984

Contact	Phone	Terms Code	Customer P.O.	SlsID
JOHN MILLARD	(972)963-5689	2%10 NET30	JUNE PO	MDC
Special Instructions		Ship Via	Tax Exempt No	SlsRep
DELIVER EARLY IN THE MORNING, NOT LATE IN THE AFTERNOON		Delivery <input type="checkbox"/>	69358	Bud

P/L	Item Number	Description	Quantity Ordered	Quantity B/O	Quantity Shipped	Sell Price	Ext Price	T
QUY	QP-25 MOD 113950-61799	CAST IRON 1-25 HP 3-.95 ACFM 20 - 500 PSIG PRESSURE LUB	1	0	1	1710.00	1710.00	N
QUP	S/N: 698547 0650010006	AIRNET FLANGE GASKET 100MM	1	0	1	35.23	35.23	N
QUP	111547	WASHER,SHEAVE, OIL-LESS	6	0	6	47.71	286.26	N
<b>DELIVER EARLY IN THE MORNING, NOT LATE IN THE AFTERNOON</b> <b>THANK YOU FOR YOUR PURCHASE</b> <b>OUR NEW HOURS ARE 7:00AM TO 5:30PM</b>								

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Non-Tax Total:	2036.99	Sub Total:	2031.49
Taxable Total:	0.00	Misc Charges:	0.00
		Discount:	0.00
		Tax:	0.00
		Freight:	5.50
		Invoice Total:	2036.99

**X** \_\_\_\_\_  
 Received By  
 Thank You

- **Invoices can be Printed, Emailed, and/or faxed – A customer can ask for a printed invoice at the counter and an original invoice can be E Mailed to the Accounts Payable person at the company.**
  - (Faxing requires Gold Fax on your server)

## Expenses and the Electronic Invoice

One of our customers added the **FormTrap invoicing** last year.

They told us that:

### **The biggest expense savings was not in postage and handling!**

- While filing, ink, and postage were a factor in their savings, they were not the biggest savings.
- **In the first year, Electronic Invoicing helped to reduce their average days to pay by 6 days**
- **They significantly lowered their outstanding accounts receivable total. T**
- **They also reduced their Accounts Receivable Position from full to part time**
  - **That helped to reduce insurance cost.**

*We have already installed the new **PO form** and the ability to **Email Group Invoices** directly from ProTrac. We will be installing the new **Electronic Statement** in early **September 2015***

*Contact Mel Carney at PDSI to find out more about our **Emailing of Electronic Forms** directly out of ProTrac.*

**800-711-7374**