

INVOICE DELIVERY FOR EPICOR KINETIC

Your Epicor invoices, delivered.

Kairos Invoice Portal sends every posted invoice the way each customer asked to receive it, attaches the paperwork that belongs with it, and files the lot — without anyone opening a mailbox.

Invoice Status Dashboard

Company

Customer

Invoice Number

Status

Date From

Date To

Working (not sent)

mm / dd / yyyy

mm / dd / yyyy

Clear Filters

Sync

Generate All (0)

Select Incomplete (18)

Showing / Total

Pending

Ready to Send

Unable to Send

No Email Address

Archived (Sent)

29 / 4,294

0

28

1

0

4265

Last synced from Epicor 08:37 AM · 153 invoices arrived today · next around 09:07 AM

✓ All accounted for — Epicor 10,534 · portal 10,534 · invoices dated 23/07/2026 – 21/10/2026 · checked 8 minutes ago

Showing invoices still to be sent — 4265 archived / MISC / credit-memo rows hidden.

☐	Invoice #	Customer	Date	Status	Docs	Amount	Last Action	Actions
☐			21/10/2026	✓ Completed	1/2	\$63.66	Regenerated	Details Link PDF ➤ Email
☐			21/10/2026	✓ Completed	2/3	\$272.50	Regenerated	Details Link PDF ➤ Email
☐			21/10/2026	✓ Completed	1/3	\$132.98	Regenerated	Details Link PDF ➤ Email

Invoicing is finished. Getting the invoice to the customer is not.

No mailbox to work through by hand, no delivery list kept on the side, and no second source of truth. The system of record says the invoice exists; the Portal proves it arrived.

HOW IT WORKS

Three steps. Two of them are a click.

1

Invoices arrive by themselves

Pulled from Epicor on a schedule and reconciled, so the morning list is complete.

2

1 CLICK

One click builds the pack

Epicor renders the invoice in your report style; delivery orders and POs are merged into one PDF.

3

1 CLICK

One click sends it

Each invoice goes out by its customer's Epicor method, filed and recorded as it goes.

WHO IT IS FOR

Billing teams

Send a day's invoices from one list instead of one mailbox at a time.

Finance controllers

See what was sent, to whom, with what attached, and by whom.

IT

One deployment serving several Epicor companies, each configured separately.

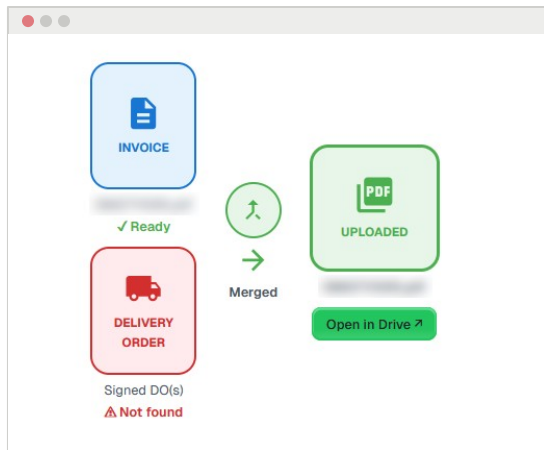
Requires Epicor Kinetic and a Google Workspace Shared Drive.

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FEATURES

The invoice your customer receives is the one Epicor printed.



Everything attached, nothing missed

The PDF is rendered by Epicor's own report engine, in the company's configured report style. Delivery orders and customer POs are merged in, so the customer receives one document.

- ✓ **Documents badge** shows what the PDF actually contains, and offers a rebuild if something arrived late.
- ✓ **Preview before sending** opens the exact PDF the customer will receive.
- ✓ **Regenerate** at any point; the previous version stays in the folder as history.

Proof, not assumption

- ✓ **Reconciled against Epicor:** every sync records Epicor's count and the Portal's, side by side.
- ✓ **Who sent it, and when:** every action is logged with the person and the time.
- ✓ **Failures are named:** the address and the reason are recorded against the invoice.
- ✓ **Alerts once per incident** when a sync cannot reach Epicor.

Sync History

What Epicor returned vs. what reached the portal, one row per sync cycle (scheduled or manual). Read-only — if a sync failed, press Sync on the Invoices page, or contact the Kairos team if it keeps failing.

Time (SGT)	Window	From Epicor	In portal	New	Failed	Result
Oct 21, 10:07 AM	23/01/2006 - 21/10/2006	10635	10635	1	0	OK
Oct 21, 09:37 AM	23/01/2006 - 21/10/2006	10634	10634	0	0	OK
Oct 21, 09:07 AM	23/01/2006 - 21/10/2006	10634	10634	1	0	OK
Oct 21, 08:37 AM	23/01/2006 - 21/10/2006	10633	10633	0	0	OK
Oct 21, 08:07 AM	23/01/2006 - 21/10/2006	10633	10633	152	0	OK
Oct 21, 07:37 AM	23/01/2006 - 21/10/2006	10381	10381	0	0	OK
Oct 21, 07:06 AM	23/01/2006 - 21/10/2006	10381	10381	0	0	OK
Oct 21, 06:36 AM	23/01/2006 - 21/10/2006	10381	10381	0	0	OK
Oct 21, 06:06 AM	23/01/2006 - 21/10/2006	10381	10381	0	0	OK
Oct 21, 05:36 AM	23/01/2006 - 21/10/2006	10381	10381	0	0	OK

Show more



The document is Epicor's own

Rendered from Epicor's own data and report definition, so the archived copy matches what finance prints from Kinetic.



Delivered the way each customer asked

Email, post, hand, portal, held for review or not invoiced at all — read from the Epicor customer record at send time.



Filed as it goes

A folder per invoice on your Google Shared Drive, by fiscal year, month and day. Archived on send, linked from every row.



Safe to turn on

Test mode sends every email to your own team first. Several companies, each with its own sender, templates and drive.



One system of record: Epicor Kinetic

The Portal keeps no second copy of the commercial truth. Customers, invoices, attachments and documents live in Epicor. Posting, credit control and collection remain standard Epicor Kinetic functions — the Portal delivers the invoice and proves it was delivered.

See it against your own invoices.

No second spreadsheet. No re-keying. One system of record.

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[Book a demo](#)