

Tips & Tricks

Emailing Multiple Invoices

If you ever need to email copies of invoices to a customer, there is quick way to get them on one email.

I will demonstrate how to send an email containing copy invoices for August and September for customer: DALTON.

Navigator > Reports > Invoicing System > Reprint Invoices

Destination: Set this Mail Message

Report file name Only change this if you use a different Invoice design file for Emailed Invoices. If this applies Press F2 and select the file you use for emailed invoices.

Customer From and To: Specify the Customer in both these fields.

Date From and To: Enter the dates the invoices fall within.

(OR use **Number From and To:** To enter the invoice number range the invoices fall within).

Selection: Select the field the invoices fall within

Print as Copy: Tick this field so that the word Copy will show on the invoices.

Branch: Saturn users should clear this field

IN Reprint Invoices

Destination: Mail message

Format: Adobe Acrobat PDF

File Name: [Empty]

Report File Name: INInvoice.pfd

Customer - From: DALTON

Customer - To: DALTON

Date - From: 01/08/2011

Date - To: 30/09/2011

Number - From: [Empty]

Number - To: [Empty]

Type: Invoice, Credit

Selection: Current Year

Print as Copy:

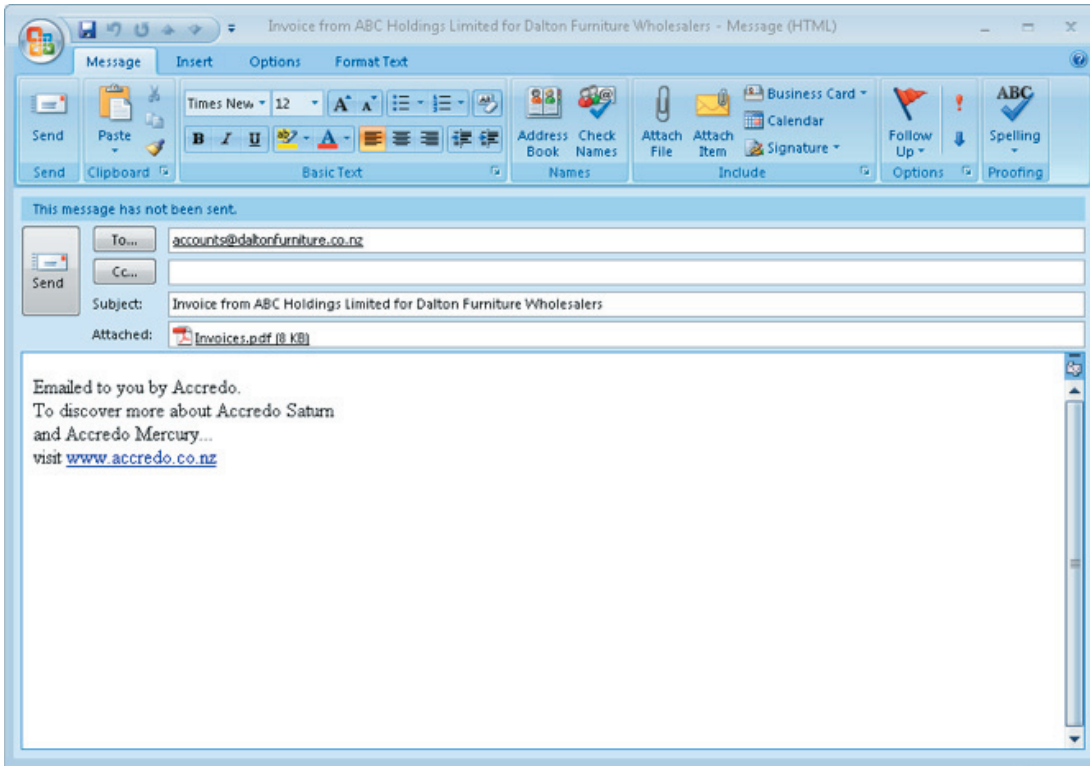
Branch: [Empty]

Exclude Email Customers:

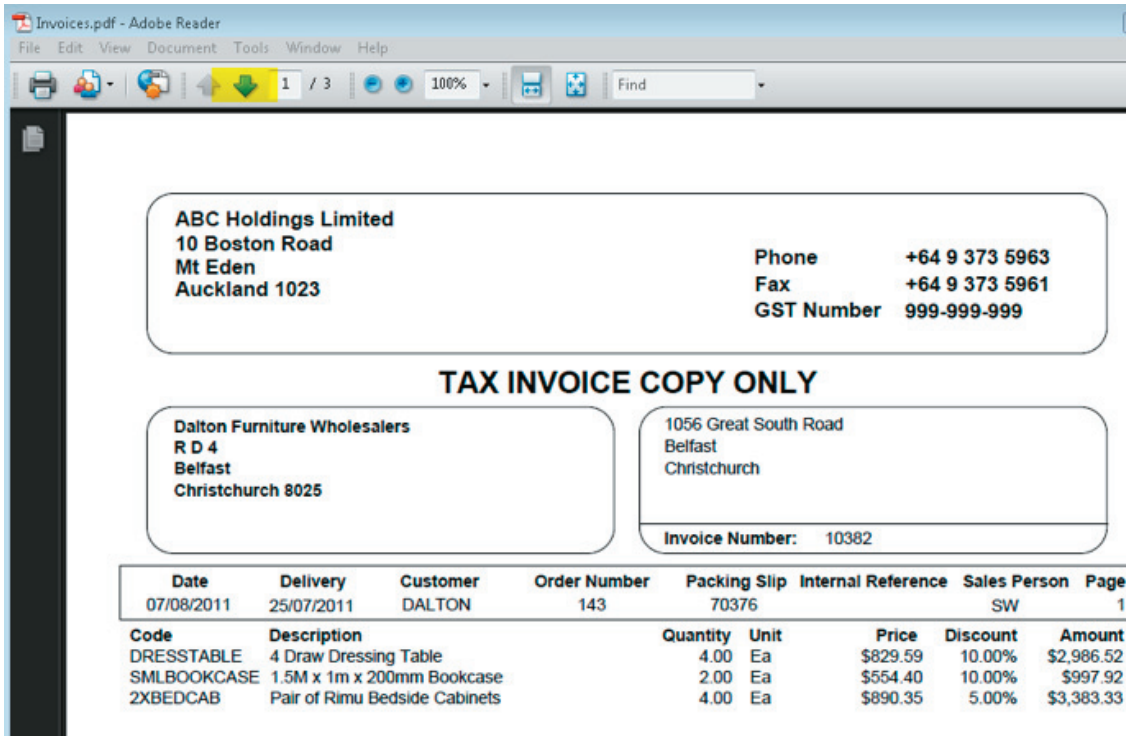
Buttons: Options, Printer Settings..., Run

Press: **RUN**

An email will be created containing one attachment made up of all the invoices in the range. →



You can open your attachment before you send it and arrow through the invoices to check the result. →



Then press: Send

