

## Tips & Tricks

### One Email – Multiple Invoices

When you are batch emailing invoices to your Customers, you now have the option of Consolidating Emails. This means that if more than one invoice is going to the same email address, Accredo will send one email containing all the invoices.

To set this as a default, go to Setup > Invoicing System > Settings > Email Tab

Press F11 and tick 'Consolidate Emails' This means that all the invoices for the same email address will appear as separate attachments on the one email.

If you want the Invoices consolidated into one attachment per email tick 'Consolidate Attachments'

Then press Save.

