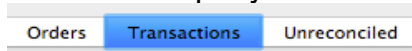


How to Email or Print an Invoice

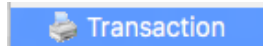
Procedure

Printing an Invoice

1. To print an Invoice, go to the “Transactions” tab on the “Sales Ledger” for the selected company.



2. Right click on the Invoice that you would like to print and select “Print Transaction”.



3. To send the “Invoice” to the printer, click on “Printer” and then in the next pop up box select the printer and then click on “Print”

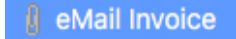


4. You can also print the “Invoice” to the screen by clicking on “Preview” instead of “Printer” so that you can have a look at the Invoice before you print it.

Procedures

Emailing an Invoice

1. To email an Invoice, right click on the Invoice that you would like to email and click on “eMail Invoice”.



2. Click on the “Contact E-Mail Addresses” on the box on the left if you want to send the email to them or you can just type in the email addresses manually in the “To List” box.
3. The “Subject” box will be filled in automatically with the Invoice number but you can change it manually.
4. Type the content of the email in the box below the subject.
5. Click “Send & Close” to send the email.

