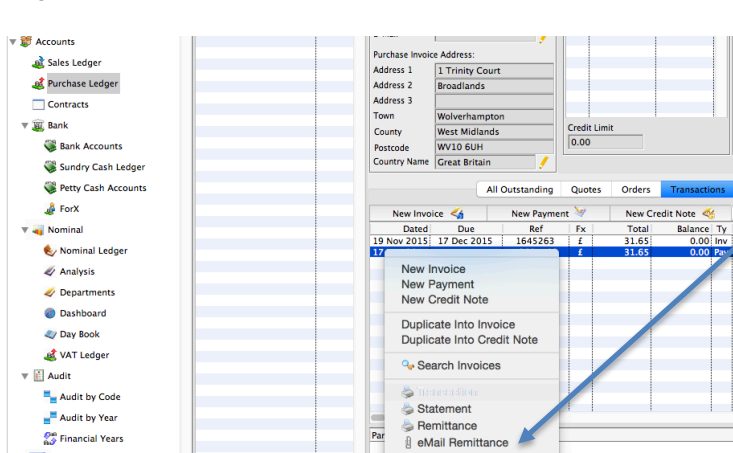


How to Email or Print a Remittance Advice

Procedure

1. To email a Remittance Advice SQLWorks, go to the “Purchase Ledger” in the “Accounts” tab on the side navigation bar.
2. Select the company from the list.
3. Click on the transactions tab on the middle tool bar.
4. Right click on the payment that you would like to email and click on “eMail Remittance”.

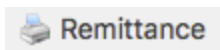


5. In the “To” box, type in the email address of the person or people who you would like to send the email to or select them from the Contacts list.
6. You can amend the Subject which will be automatically filled in by SQLWorks.
7. Type in the text for the email in the box below.
8. Click “Send & Close” to send the email.

Printing a remittance advice

1. To print a payment, right click on the payment on the “Purchase Ledger”.

2. Click on “Print Remittance”.



3. Click on how you would like to print the payment, or save as a PDF to display it on the screen and click on OK.

