How to Email Invoices from CashManager

Emailing Customer Invoices/ Emailing Supplier Invoices (Recipient Created Tax Invoice)

Sending one invoice

- Select the invoice you would like to email.
- Click on the **'Print'** button on the Invoicing Screen bottom right hand side corner.
- This will open **'Print Selected Invoices'** screen
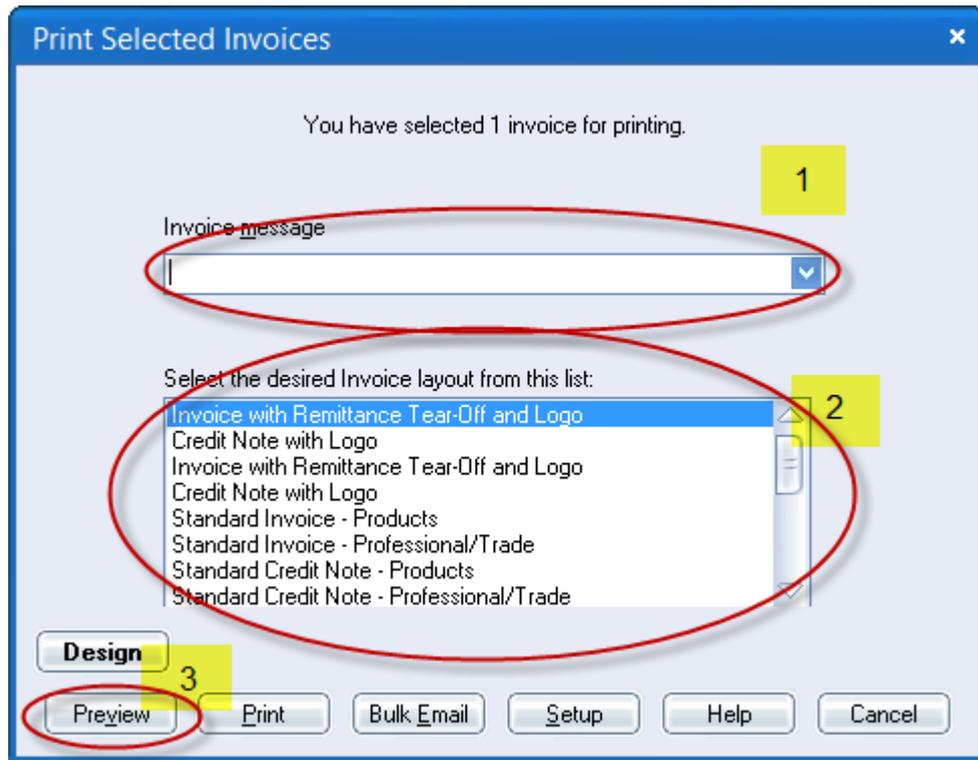
- If you would like to add a message on to the invoice, you can type it in the **'Invoice message'** (1 on the above image)
- Select your preferred **'Layout'** from the list of layouts (2 on the above image)
- Finally click on **'Preview'** button to view the invoice you are emailing
- Select **'Email'** then make your selection as **PDF** or as a **spreadsheet**(PDF is most common format)
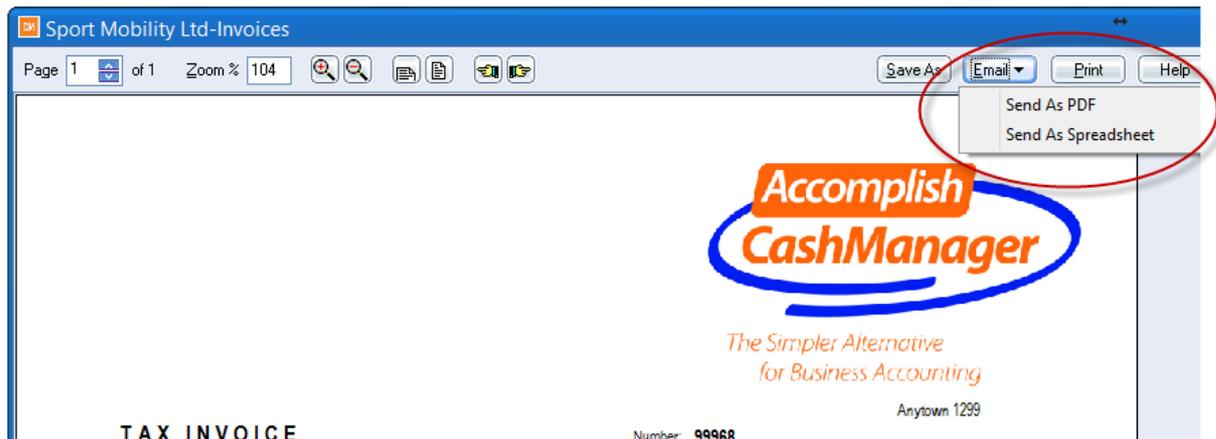
- This will take to the **'Send Email'** screen

- Selected Customer or Suppliers details will appear on the Email Address area. You attach any additional files by clicking on the **'Attach'** button, add a Subject and a Message to your email and select **'Send'** (will be highlighted when email address is added)

Sending Bulk Emails

- Select the invoices you would like to email.
- Click on the **'Print'** button on the Customer Invoicing Screen bottom right hand side corner.
- This will open **'Print Selected Invoices'** screen
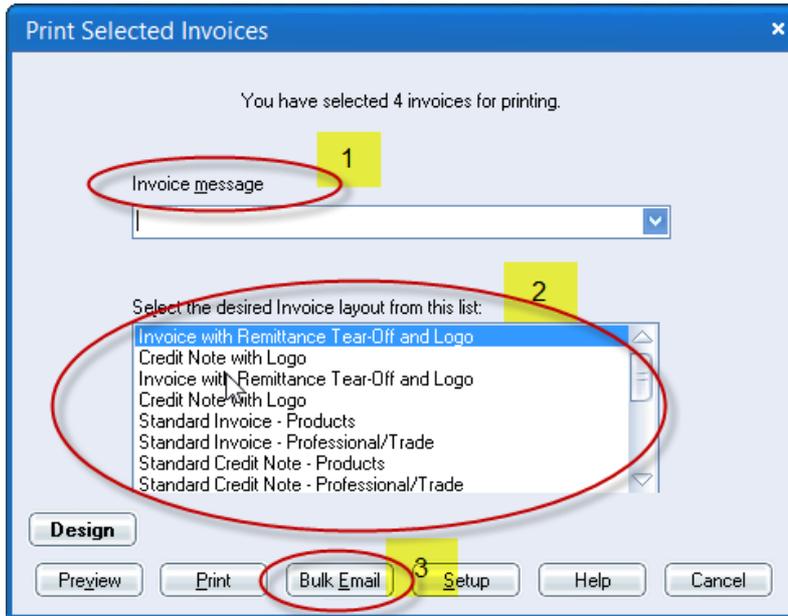
- If you would like to add a message on to the invoice, you can type it in the **'Invoice message'** (1 on the above image)
- Select your preferred **'Layout'** from the list of layouts (2 on the above image)
- Then select the **'Bulk Email'** and Email invoices screen will open
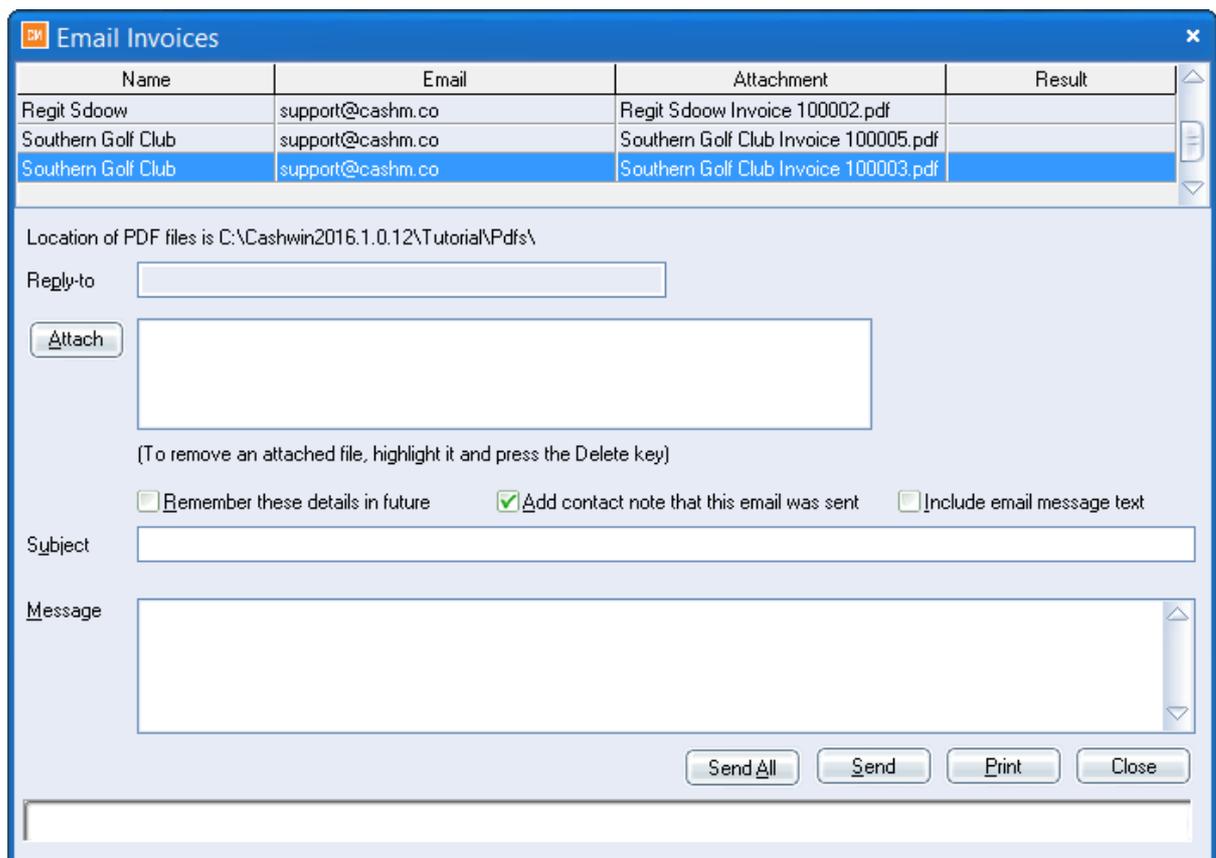
- In this screen you can revise if all lines have a valid email address or not.
- You can attach any other documents you may need to send to all listed.

- Once you have entered any messages and selected all the options you need then select **'Send All'**
- You will see in the **'Result '**Column in red if the email sent or failed