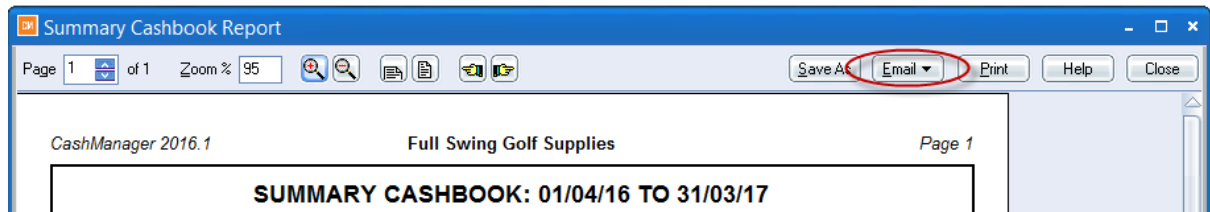


## Emailing Reports

Under the reporting menu select Reports for the financial reports. You will also see the customer and supplier reports option under the individual menus.

- Select the desired report and select **'View'**. The Report will open.
- Select **Email ▼**



- Select the preferred format you would need to email the report in, either PDF or Spreadsheet(excel)
- The Send Email screen will open, Select the Recipient you require the report to be sent
- Enter Subject and/or Message (optional) and select Send.