

## **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 ▼

Summary Cashbook Report			- 🗆 ×
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CashManager 2016.1	Full Swing Golf Supplies	Page 1	
SUMMARY CASHBOOK: 01/04/16 TO 31/03/17			

- 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.