

Invoice Delivery Method Report

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Invoice Delivery Method

Purpose: This report allows you to see how each specific invoice is setup to be delivered (printed or e-mailed). If it should be e-mailed, it shows one of the e-mail addresses that are setup to receive the invoice. To see a full list of e-mails setup to receive the invoices, go to the customers billing setup. If there is no e-mail address and the e-mail column has an e-mail in it, that means there is no e-mail setup for invoicing.

Start Date: 1/21/2018 End Date: 1/29/2018
 Group By: Branch Date Filter: Weekend Bill
 Email/Print: All Invoices

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Invoice Deliver Method

High Tech Staffing

Entity Level (Hierld 2)



invoices processed between Weekend Bill 1/21/2018 and 1/29/2018

Invoice Number	Customer	Weekend Bill	Print	Email	Email Address
Branch: Memphis SE					
47887	ABC Broom co	1/21/2018	1	0	
47883	AIG	1/21/2018	1	0	
7001027	Blyss Cosmetics	1/21/2018	0	1	ellynblyss@zmail.com
692	Murphy Construction	1/21/2018	1	0	
496-1	Rocky Road Ice Cream	1/21/2018	1	1	saras@tempworks.com
47888	School District 196	1/21/2018	1	0	
47889	Seattle Fishery	1/21/2018	1	0	
47886	Toro Company	1/21/2018	1	1	jack@toronowhere.com
660-1	Worthington Industries	1/21/2018	0	1	tim@tempworks.com
661-1	Worthington Industries	1/21/2018	0	1	tim@tempworks.com
Branch: Memphis SE Totals:			7	5	
Branch: Memphis SW					
47884	Murphy Construction	1/21/2018	0	1	ejames@tempworks.com
691	Murphy Construction	1/21/2018	0	1	ejames@tempworks.com
47885	Small Wonders Childcare	1/21/2018	1	0	
7001028	Worthington Industries	1/21/2018	1	0	lisa@nowhere.worth.com
Branch: Memphis SW Totals:			2	2	
Report Totals			9	7	

Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range
3. Group By: A list of different fields to group the data into on the report. It has the following options:
 - a. Branch
 - b. Customer
 - c. Invoice Date
 - d. Printed
 - e. Emailed
 - f. No Grouping
4. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the invoice
 - b. Invoice Date on the invoice
4. Email/Print: A list of the different invoice methods setups on the customer record.
 - a. All Invoices
 - b. Print Only
 - c. Email Only
 - d. Print and Email

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