

Invoice Email Log Report

Last Modified on 05/22/2018 2:19 pm CDT

Invoice Email Log

Purpose:

This report allows you to see all of the invoices that have been or should be sent via e-mail. It will show one line item per invoice and per e-mail address the invoice is sent to. Therefore, you will see invoices listed multiple times if it is sent to multiple contacts.

Start Date	<input type="text" value="1/21/2018"/>	End Date	<input type="text" value="1/29/2018"/>
Branch	<input type="text" value="Canada Test, CardiffUK, Eag"/>	Date Filter	<input type="text" value="Weekend Bill"/>
Sent Filter	<input type="text" value="All Invoices"/>	Customer Filter	<input type="text"/>
Invoice Number Filter	<input type="text"/>		

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Invoice Email Log

High Tech Staffing

Entity Level (Hierld 2)



nvoices between Weekend Bill 1/21/2018 and 1/29/2018. Showing All Invoices for customers setup to have emailed invoices, from the following selected branches: '(All Branches Selected)'

Customer Name	Department Name	Invoice Number	Invoice Amount	Weekend Bill	Email Sent To
Blyss Cosmetics		7001027	\$2,803.02	1/21/2018	
Murphy Construction		47884	\$2,031.58	1/21/2018	
Murphy Construction		691	\$1,596.03	1/21/2018	
Rocky Road Ice Cream		496-1	\$0.00	1/21/2018	
Toro Company		47886	\$980.00	1/21/2018	
Worthington Industries		660-1	\$114.76	1/21/2018	
Worthington Industries		661-1	\$284.17	1/21/2018	

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Branch: A drop- down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch, or any combination of different branches in the list.
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

c. Date Sent on the invoice

5. Sent Filter: A drop- down list that allows you to filter for different invoices groups based on their sent status. Has the following options:

a. All Invoices

b. Invoices Sent Only

c. Invoices Not Sent Only

6. Customer Filter: Filters for a specified customer name on the invoice

7. Invoice Number Filter: Filters for a specified invoice number on the invoice

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