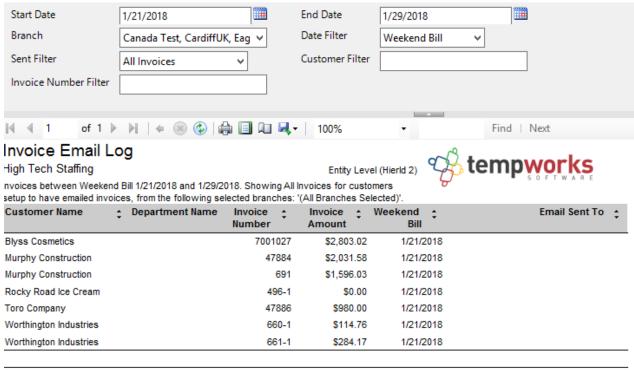# Invoice Email Log Report

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.

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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