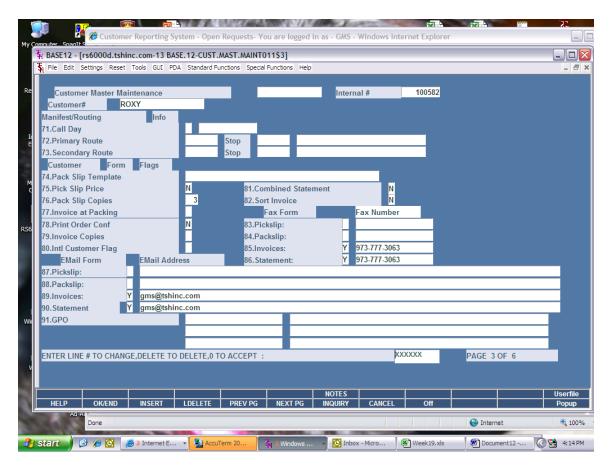
## Monthly Billing Customers – Emailing and Faxing

If you want to email and/or fax customers their monthly invoices and statements set Combined Statement to 'N' in Customer Master Maintenance. Also enter the email address and/or fax number.



When you run Monthly Billing Invoice Print it will email and/or fax all invoices for the fiscal period selected.

When you run Statements it will email and/or fax all statements for the fiscal period selected.

If you have the Combined Statement set to 'Y' when you run Statements it will print a statement and all invoices for the selected period to capture. But it will only email and/or fax the statement to the customer (not the invoices).

Tshpe2\SUPPORT\Monthly Billing Customers.doc