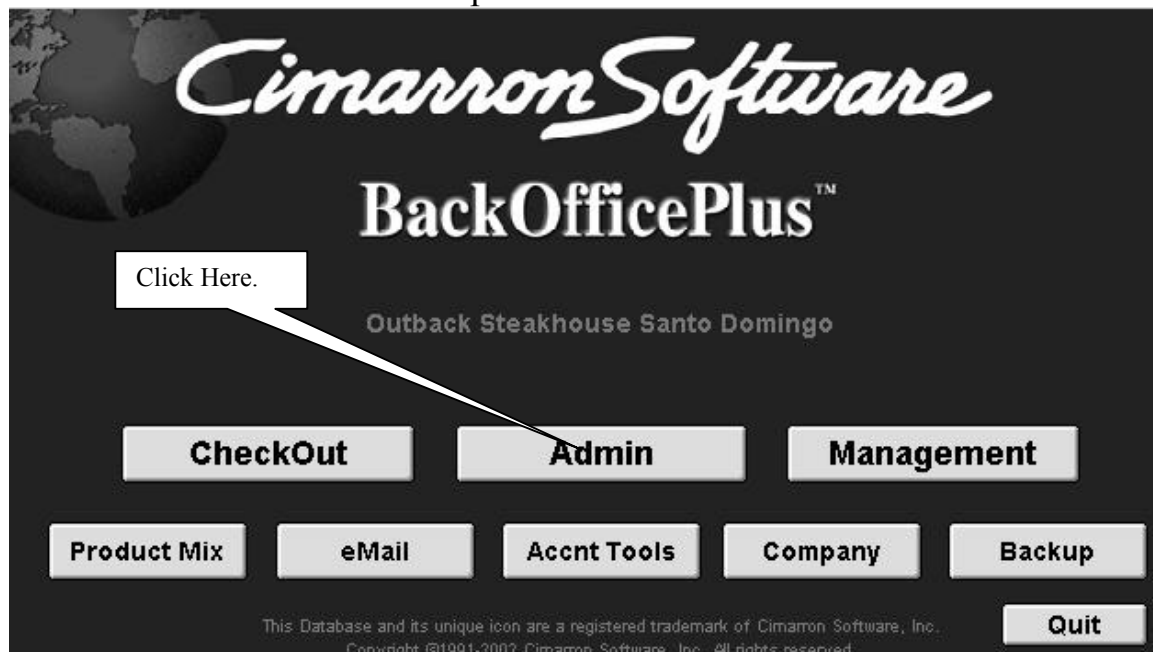
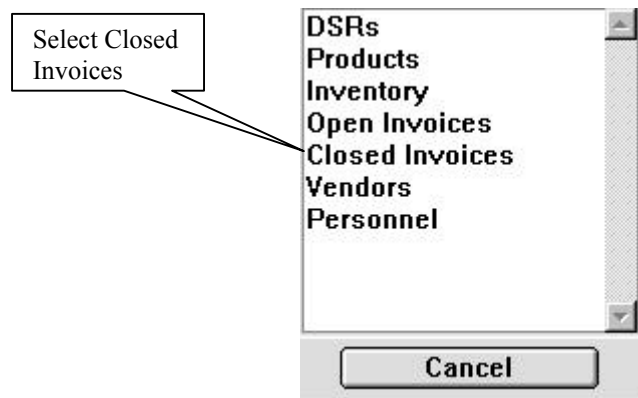


## How to E-mail Invoice Log to Corporate

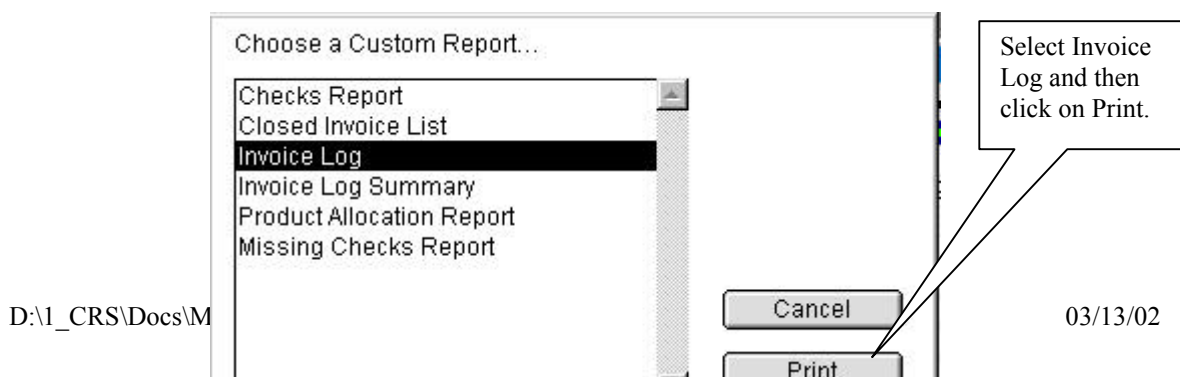
1. Select Admin from the splash screen.



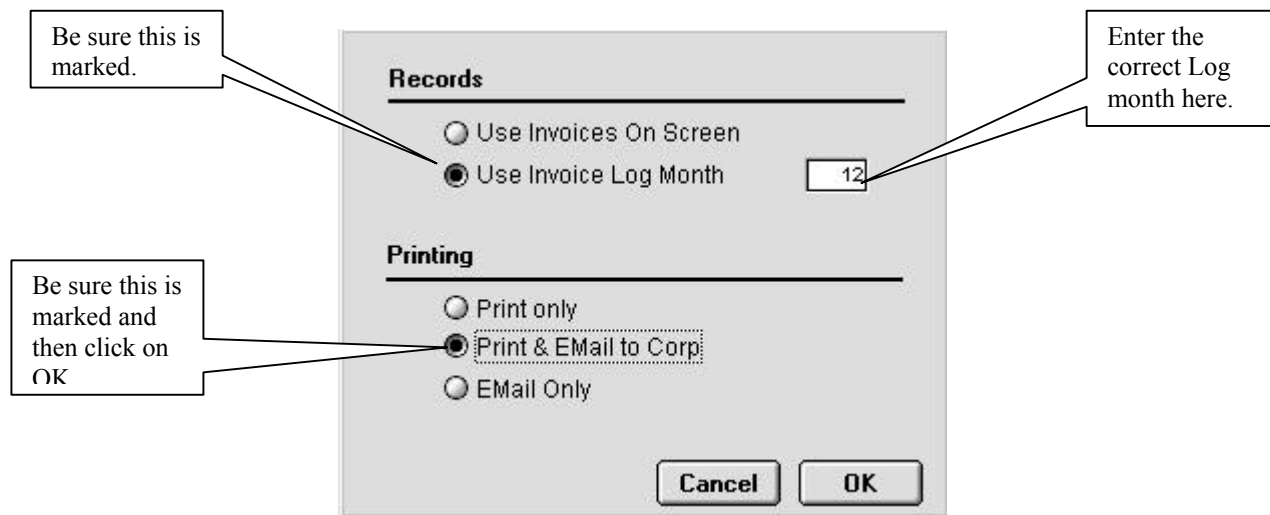
2. Select the Closed Invoices from this screen.



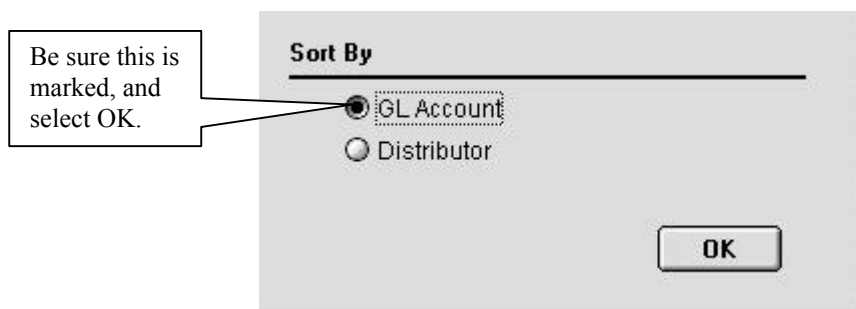
3. Select Reports from the task bar, and then choose Special Reports.
- 4.
5. A list of various reports will pop up. Select Invoice Log, then Print.



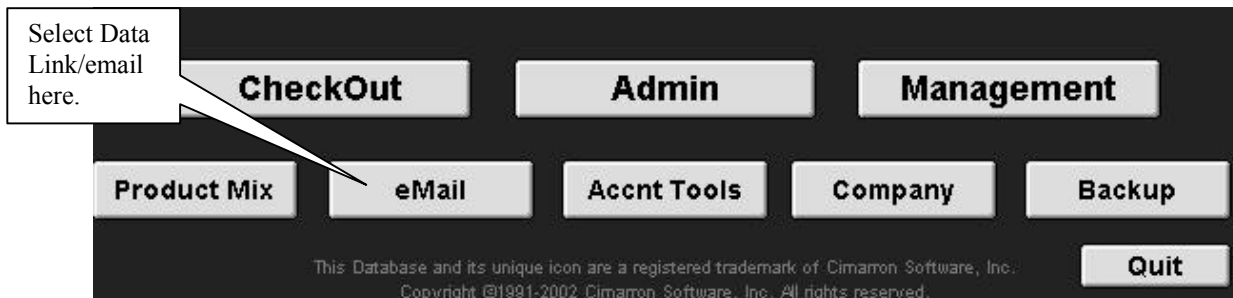
6. The next screen will appear. Under Records, be sure you select Use Invoice Log Month, and enter the current log month. Under Printing, select Print & Email to Corp. Once the correct lines have been marked, click on the OK button.



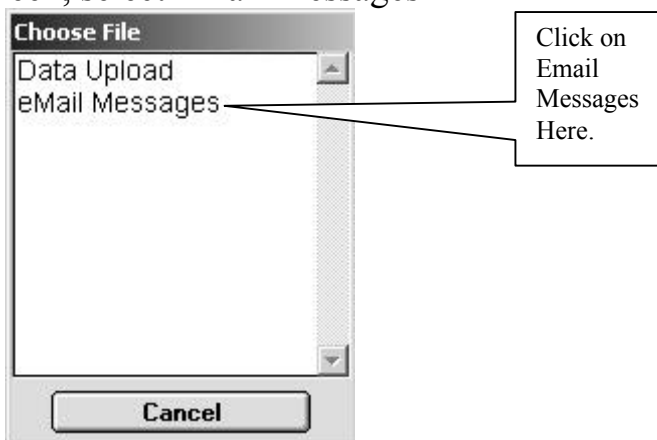
7. A screen will appear that says Building a Work file. When this file is completed, the following screen will appear. Here, be sure GL Account is marked and Select OK.



8. Proceed to print the Invoice Log and file in your own records. Select the Check Return arrow, and you will now be back at your blue Splash Screen.
9. During this process, an Email transaction should have made been made and will now need to be sent to Corporate. To send your Email to Corporate, select Data Link/E-Mail from your Splash Screen.

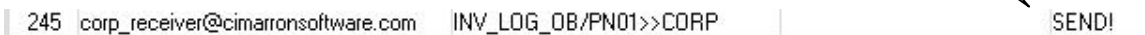


10. On the following screen, select Email Messages

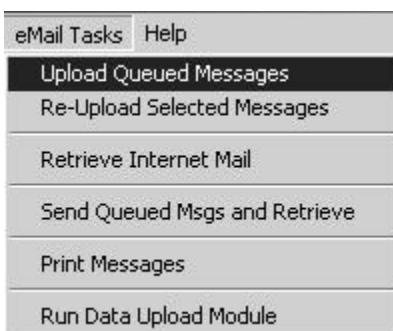


11. The message should be at the bottom of your Email messages. Be sure it contains INV\_LOG\_. Select the correct message by clicking on it.

This is the status before your Email has been sent



Now select Email Tasks/ Upload Queued Messages from the task bar.



12. A Screen will appear saying Preparing 1 message. After this screen disappears, your message will have been sent. The status should have changed from SEND! To Uploaded, and there should now be a time and date which documents when each Email was sent.

This is the status after your Email has been sent.

245	corp_receiver@cimarronsoftware.com	INV_LOG_08/PN01>>CORP	1/28/00:8:57 PM	Uploaded
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13. You have now completed sending your Invoice Log to the Corporate office. Use your Check Return button to return to the Blue splash screen.

