

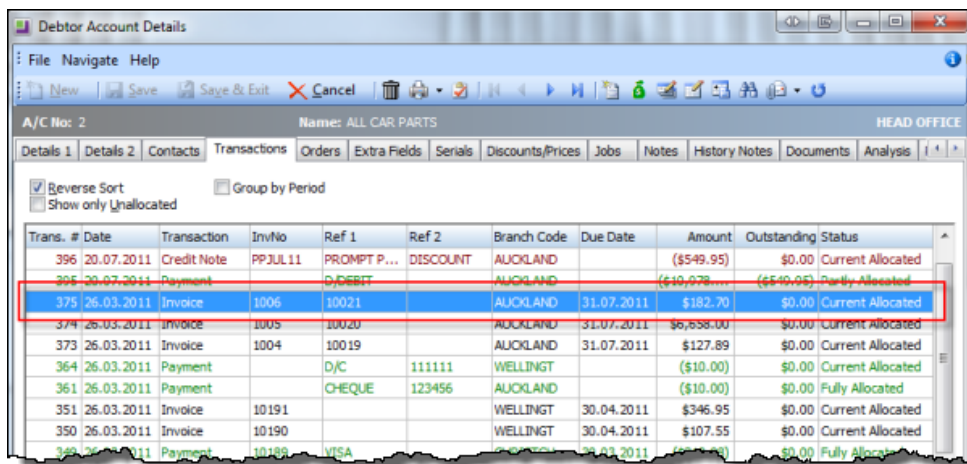
## MYOB EXO tip of the week

**Want a quick and cost effective way of sending copies of invoices and statements to your Customers?**

**EXO has the facility to email these directly to your clients!**

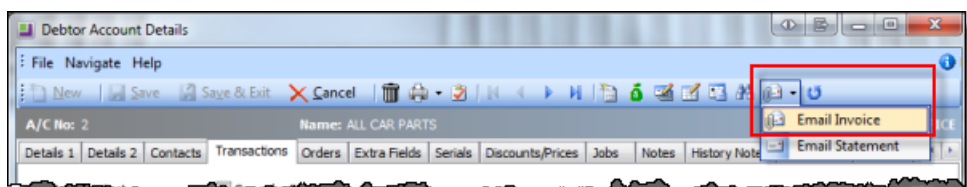
***(N.B. This function may not have been enabled on your EXO System, however if you do wish to utilise this function we can activate the settings for you)***

In the 'Transactions' tab of the Debtor Account, highlight the invoice you wish to email

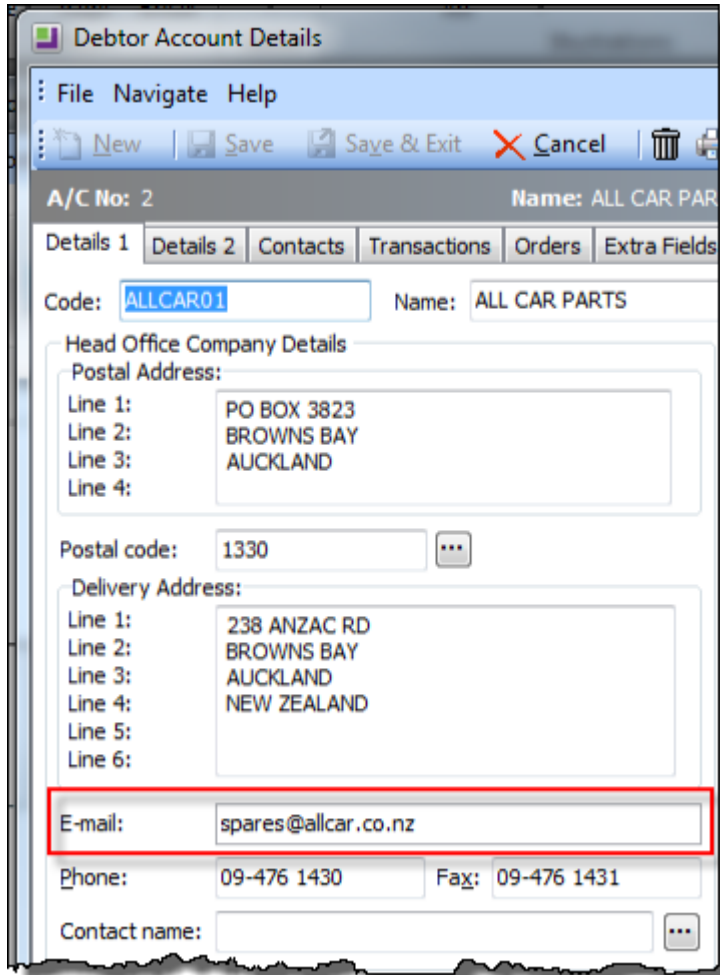


Trans. #	Date	Transaction	InvNo	Ref 1	Ref 2	Branch Code	Due Date	Amount	Outstanding	Status
396	20.07.2011	Credit Note	PPJUL11	PROMPT P...	DISCOUNT	AUCKLAND		(\$549.95)	\$0.00	Current Allocated
395	20.07.2011	Payment		D/DEBIT		AUCKLAND		(\$10,078.00)	(\$549.95)	Partly Allocated
375	26.03.2011	Invoice	1006	10021		AUCKLAND	31.07.2011	\$182.70	\$0.00	Current Allocated
374	26.03.2011	Invoice	1005	10020		AUCKLAND	31.07.2011	\$0,000.00	\$0.00	Current Allocated
373	26.03.2011	Invoice	1004	10019		AUCKLAND	31.07.2011	\$127.89	\$0.00	Current Allocated
364	26.03.2011	Payment		D/C	111111	WELLINGT		(\$10.00)	\$0.00	Current Allocated
361	26.03.2011	Payment		CHEQUE	123456	AUCKLAND		(\$10.00)	\$0.00	Fully Allocated
351	26.03.2011	Invoice	10191			WELLINGT	30.04.2011	\$346.95	\$0.00	Current Allocated
350	26.03.2011	Invoice	10190			WELLINGT	30.04.2011	\$107.55	\$0.00	Current Allocated
349	26.03.2011	Payment	10189	VISA		WELLINGT	30.03.2011	(\$100.00)	\$0.00	Fully Allocated

Select the 'Email Invoice' option from the drop down menu



The Screen will populate with the default email address from your Debtor account, adding the selected invoice as an attachment and enabling to you to include a message with the email if desired.



The screenshot shows a software window titled "Debtor Account Details". At the top, there is a menu bar with "File", "Navigate", and "Help". Below the menu bar is a toolbar with icons for "New", "Save", "Save & Exit", "Cancel", and a trash icon. The window displays the following information:

- A/C No: 2
- Name: ALL CAR PARTS
- Code: ALLCAR01
- Name: ALL CAR PARTS
- Head Office Company Details
- Postal Address:
  - Line 1: PO BOX 3823
  - Line 2: BROWNS BAY
  - Line 3: AUCKLAND
  - Line 4:
- Postal code: 1330
- Delivery Address:
  - Line 1: 238 ANZAC RD
  - Line 2: BROWNS BAY
  - Line 3: AUCKLAND
  - Line 4: NEW ZEALAND
  - Line 5:
  - Line 6:
- E-mail: spares@allcar.co.nz (highlighted with a red box)
- Phone: 09-476 1430
- Fax: 09-476 1431
- Contact name:

The above steps may also be used for the 'Email Statement'



The screenshot shows the same "Debtor Account Details" window, but with a different set of tabs at the bottom. The tabs include "Details 1", "Details 2", "Contacts", "Transactions", "Orders", "Extra Fields", "Serials", "Discounts/Prices", "Jobs", "Notes", and "History No". The "Email Statement" button is highlighted with a red box. Other buttons visible include "Email Invoice".

This feature is for emailing individual invoices and statements, if you are interested in sending bulk emails then please contact us for further information.