

Date From and Date To	Select the correct dates from and to for statements
Show Zero	For best results select show zero The reason for this is that if a branch has invoices but the head office has none, then the search will not bring back any results for the branches

HO Linked Accs	Head Office Linked Accounts - active tick to filter by Head Office accounts only
Filter HO	Filter by Head Office with Branches

Sending out emails selections for Head Office

Select open Item to send outstanding invoices with statement

Include Branch Invoices to send the invoices of invoices outstanding at each branch

Statement Email

Message

Users

Message:

Please find attached statement of your account.
All open invoices are also attached.

The bank account number for B [redacted] Kindly take a moment to check this on your system before payment is made.

Please let me know if you have any questions.

Send Invoices:

☐ None

☐ Current Month

☐ Last 5

☐ Last 10

☒ Open Item

Include Branch Invoices:

☒

Send

Send To Self

Close