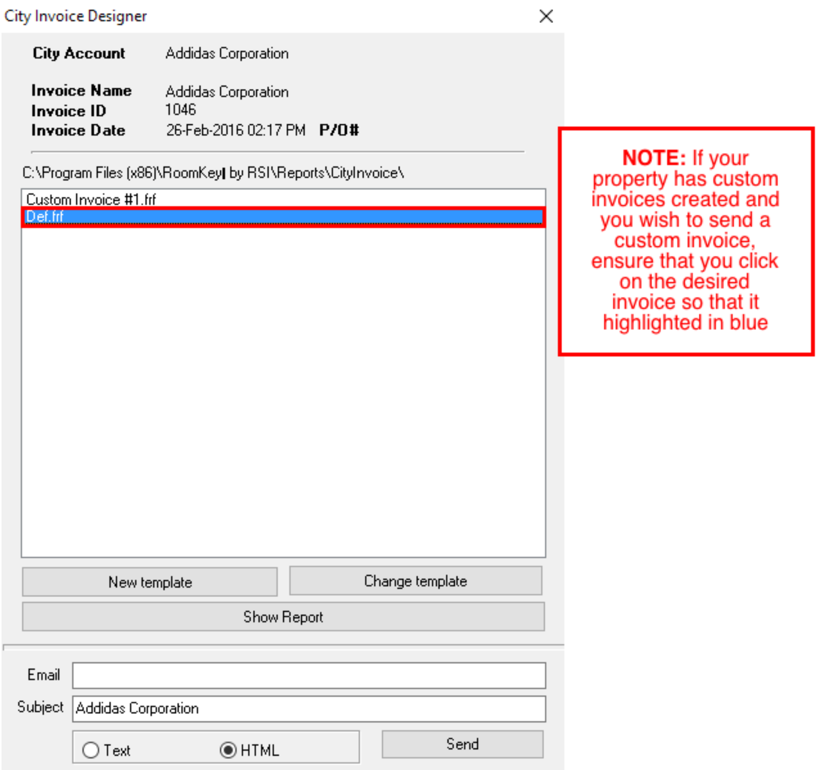
How to Email an Invoice

NOTE: The PMS needs to be setup to send emails prior to attempting to email an invoice. To learn how to configure the PMS to send emails, please see the article **How to Setup your PMS to Send Email Confirmations** in the **System Configuration** manual.

There are two ways to email an Invoice:

- Locate the Invoice you wish to email in the **Open Invoices** tab and then go to **Reports > Invoice > Select Custom Invoice**
- Locate the Invoice you wish to email, double click on the Invoice to open the **Details for Invoice** screen, then click the **Print Invoice** button. When asked if you would like to print the default invoice, click **No**

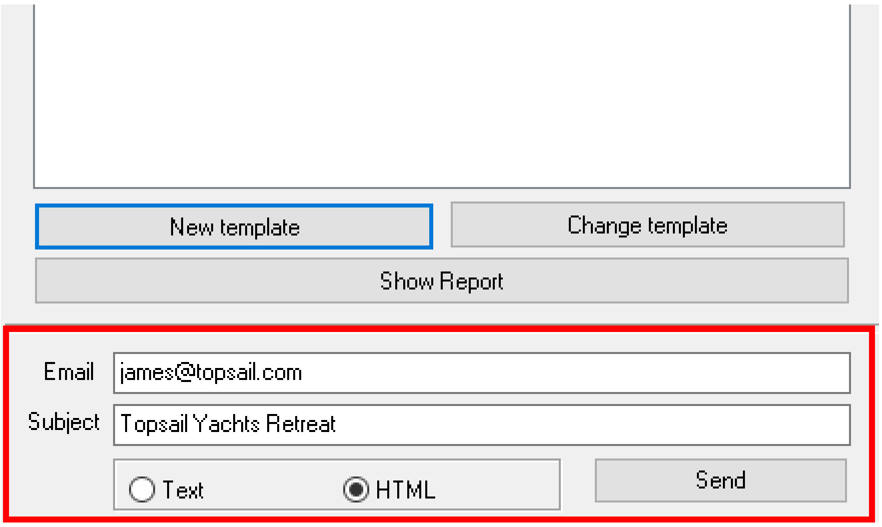
The City Invoice Designer will appear. The default invoice for the City Ledger is **Def.frf**. If this is the invoice you wish to send, click on it so it highlights in blue.



At the bottom of the City Invoice Designer is the email information:

- **Email** – this field will auto populate with the email address located on the City Ledge Account. It can be edited to send to a different email address if needed.
- **Subject** – this field will auto populate with the Invoice Name. This field may be edited if needed

- **Text vs. HTML** – allows you to select if you wish to send the email in a Text Format or an HTML format (HMTL is recommended)
- **Send** – select this button to email the client a copy of their Invoice



A message will appear to confirm the email was successfully sent.