Customer Invoice & Statement E-Mail and Print tracking feature.
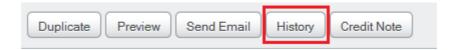
SortMyBooks Online has made it easy to keep track of which invoices have been emailed and printed, as well as which customers statements have been emailed and printed.

Invoices:

To see which Customer invoices have been emailed or printed, just go to "Sales – Invoices" and observe the "E-Mailed" and "Printed" columns on the left hand side of the screen. When an invoice is emailed to a customer or printed up to be posted out, these columns will automatically change to a tick - ✔ - mark to show you that that action has been performed.

E-mailed	Printed	VAT Period	Invoice No	Date	Customer	VAT%	Net	VAT	Gross	Nominal
✔	✖	May-Jun 2011	55	07/06/2011	Test Customer 2	Zero	100.00	0.00	100.00	
✖	✔	May-Jun 2011	54	07/06/2011	Test Customer 1	Zero	100.00	0.00	100.00	

To find out when a particular invoice was emailed or printed just click on the invoice and then click on the "History" button at the bottom.

Statements:

To see which Customer statements have been emailed or printed, just go to "Sales – Customers" and observe the   columns on the right hand side. When a statement is emailed or printed the system will save the time and date of whichever action is taken in one of these columns, allowing you to see when you last sent a statement out to a customer.

Telephone	Last Sale	Total Sales	Last Receipt	Total Receipt	Last Nominal	Mailed Dts	Printed Dts
	10.00	10.00	0.00	0.00	Total Sales	28/07/2011 16:33:47	-
	-100.00	21.00	100.00	121.00	Total Sales	-	28/07/2011 16:34:47
	10.00	10.00	0.00	0.00	Total Sales	-	-