

How to find all customers who have invoices being emailed

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This document will go over how to find all customer in your database that have email options selected under the customer billing section.

Overview

You will be required to access the SQL query located in the top ribbon of SedonaOffice.

Steps:

1. Click on Query and choose Customer Query
2. Highlight, drag, and drop the Customer Name into the Fields to Display
3. Highlight, drag, and drop- Email_Cycle_Invoice, Email_Job_Invoice, Email_Service_Invoice, and Email_Other_Invoice.
4. Select equals for the relation on all 4.
5. Select Y for Criteria on all four.
6. Click on the green arrow at the bottom of the screen.

