



## Knowledge Base Article

Free Download Real Estate Software - ProGold i2 web site: [www.progoldi2.com](http://www.progoldi2.com)  
Real Estate Search Engine - ViewMyListing.com web site: [www.viewmylisting.com](http://www.viewmylisting.com)  
Search Local Classifieds – [www.viewmylisting.com/buy-sale-trade](http://www.viewmylisting.com/buy-sale-trade)  
Agent Tools web site: [www.viewmylisting9ae.com](http://www.viewmylisting9ae.com)

**Article ID:** 4252  
**Subject:** How to Send Agent Invoices Via Email  
**Last Modified:** November 12, 2009

**Applies to:** Pro Gold i2 3.xx

**Purpose:** Agents invoices are maintained through the Main Menu=> Accounting=> Customers option in Pro Gold i2. Each invoice shows the agent what they are currently being billed for. Clients with the Top Google Ranking option, have the ability to send invoices to agents via email from Pro Gold i2.

**Procedure:** Actions to email invoices to agents are explained below:

**Step 1:** Login to Pro Gold

**Step 2: Main Menu => Accounting => Customers => Click the Invoices icon**

**Step 3:** Click the **Print** button at the bottom of the screen to view the **Print Invoice** screen

**Step 4:** Select the **Email** option

**Step 5:** In the **Print Choices** area at the bottom of the screen, select the option to best select which invoices are to be emailed

- a. **Print Current Record:** Selects only the invoice that was being viewed when the **Print** button was selected to be sent
- b. **Print Date Range:** Allows a specific date range to be selected and all invoices in that date range will be sent. (This is the most common option for emailing monthly invoices)
- c. **Print One Customer:** Allows invoices for a specific customer and date range to be sent

**Step 6:** Click the **Print** button

- a. Each invoice will sync to ViewMyListing.com and an email is then generated to the agent with their invoice information and a link to view the invoice on ViewMyListing.com

**Additional Information:** Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

- The Enhancement HelpNet links are located on the right side of the web page.

**Related articles:** N/A

**Keywords:** Agent Receivable, Customer A/R, Email Invoice, Receivables, Send Emails, 4252

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