

## CardFile Contact Types - Enhanced

There are enhanced (system) CardFile contact types that are used to email or fax reports to the right person.

The main purpose of these Contact Types is to cater for large companies where they have separate Accounts Payable and Receivable departments, or handle cases where the Invoices and Statements go to different people.

Typical report usage	Contact Type Order of use, firstly	Then	Then	Then
Statements/Invoices etc	Email Accounts	Email (primary contact)	Email (first found)	
Remittances etc	Email Creditors	Email Accounts	Email (primary contact)	Email (first found)
Statements etc	Email Debtors	Email Accounts	Email (primary contact)	Email (first found)
Invoices	Email Invoices	Email Accounts	Email (primary contact)	Email (first found)
Purchase Orders	Email Purchases	Email Accounts	Email (primary contact)	Email (first found)
Page Counts	Email Photocopier (Machine "Attention" Contact)	Email (Machine "Attention" Contact)	Email Photocopier (first found)	Email Accounts (first found)
Unspecified Reports	Email (primary contact)	Email (first found)		
Typical report usage	Contact Type Order of use, firstly	Then	Then	Then
Statements/Invoices etc	Fax Accounts	Fax (primary contact)	Fax (first found)	
Remittances etc	Fax Creditors	Fax Accounts	Fax (primary contact)	Fax (first found)
Statements etc	Fax Debtors	Fax Accounts	Fax (primary contact)	Fax (first found)
Invoices	Fax Invoices	Fax Accounts	Fax (primary contact)	Fax (first found)
Purchase Orders	Fax Purchases	Fax Accounts	Fax (primary contact)	Fax (first found)
Page Counts	Fax Photocopier (Machine "Attention" Contact)	Fax (Machine "Attention" Contact)	Fax Photocopier (first found)	Fax Accounts (first found)
Unspecified Reports	Fax (primary contact)	Fax (first found)		

For further assistance or information please call Happen Business 02 9570 4696 or email [support@happen.biz](mailto:support@happen.biz)