



HOW TO SEND KPI REPORTS AUTOMATICALLY USING
KPI EMAILER WITH BILLING REGISTER?



STEP 1

DOWNLOAD KPI EMAILER

Billing Register

shashvat gupta

File Home Create External Data Database Tools Help Sales Customers Purchases Suppliers Inventory Production Accounting Marketing Administrative T Statutory Master General Settings General Master I Organization Tell me

Dashboard Sales

SALES

E+

Form View

Type here to search

BR

43°C Partly sunny 02:39 PM 10-06-2022

Basic Details Miscellaneous Shipping/Service Address Address Label

> <

Accounting Send Message

^ Sale No.: 1 Sec: TAW Date: 09-06-2022 10:35:01 AM Sale Type: A4 with Tax

Customer: Choose Customer C# RD1 ADD H. No. 4531, Secor 23, Chandigarh (160023) Assign Clear

Phone: 564-789-1230 Name: Rabalca Dhillon City State Billing Address Apply Discount

Local (Intra-State) Cash ^ Status Completed

Sale To Registered Dealer

POS For Tax

Item No.	Selling Qty.^	Selling Unit	Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	180.00 /Pc	0.00 /Pc	0	0.00	180.00	180.00	0.00	180.00	21.60	201.60
Bossin												
2	1	Bottle	30.00 /Bottl	0.00 /Bottl	0	0.00	30.00	30.00	0.00	30.00	3.60	33.60
Daumen												
3	1	Bottle	30.00 /Bottl	0.00 /Bottl	0	0.00	30.00	30.00	0.00	30.00	3.60	33.60
Geist												
4	1	Pc	240.00 /Pc	0.00 /Pc	0	0.00	240.00	240.00	0.00	240.00	28.80	268.80
Licht												

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges ^Sale Order No. Load Items From SO

Search Item Here Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Beste Produkte	Daumen	30		
Brauchen	Diait	30		
Kategorie - Heiß	Frisch	30		
Leben	Geist	30		
Männer	Getränk	30		
	Koks	30		

Records: 1 of 48

Live Search All Start End

Gross Price(Excl.) 480.00

Discount %: 0

Discount: 0.00

Sale Price(Excl.) 480.00

Addl. Chrgs(Excl.) 8.93

^ Tax Amount: 58.67

Net Price: 547.60

^ Round Off: 0.40

Receivable Amt: 548.00

^ Change Paid: 0.00

Amt Balance: 0.00

Current Credit Balance Pay/Take Balance 0.00

Received IN ^ Amount

Cash 548.00 D

* 0.00 D

Amt Received 548.00 Clear

Print Set Single Original

Copy All Invoice

Size 2L 58(50) mm Invoice

Sale Slip 80(70) mm

Print All Print/Send PDF

Num Lock

Click on
Utilities

Click On
Utilities

Billing Register

shashvat gupta

File Home Create External Data Database Tools Help Sales Customers Purchases Suppliers Inventory Production Accounting Marketing Administrative T Statutory Master General Settings General Master I Organization Tell me

Dashboard Sales

Accounting Send Message

SALES

DATE	No.	CUSTOMER
09-06-22	1	Rabaicha Dhillon
08-12-21	43	Golden Trends
05-12-21	42	Gary Black
02-12-21	41	Gaetano Nino
30-11-21	40	
29-11-21	39	Joe Tegtmeier
28-11-21	38	Rabaicha Dhillon
28-11-21	37	Golden Trends
26-11-21	36	
24-11-21	35	Paul Brown
21-11-21	34	Bright Salo
19-11-21	33	Golden Trends
10-11-21	32	Gaetano Nino
30-10-21	31	Emily Triplett
29-10-21	30	Olla Bee
28-10-21	29	Eva McMillan
24-10-21	28	Dima Zenluc
19-10-21	27	
09-10-21	26	Golden Trends
19-09-21	25	Eva McMillan
09-09-21	24	Gertjan Vierhuiz
07-09-21	23	Gaetano Nino
05-09-21	22	Robert Benz
15-08-21	21	Bright Salo
09-08-21	20	Golden Trends
30-07-21	19	
24-07-21	18	Tony Pham
19-07-21	17	Eva McMillan
03-07-21	16	Arash Malek

Records: 1 of 48

Live Search All Start End

Basic Details Miscellaneous Shipping/Service Address Address Label

Accounting Send Message

^ Sale No.: 1 Sec: TAW Date: 09-06-2022 10:35:01 AM Sale Type: A4 with Tax
 Customer: Choose Customer C: RD1 ADD: H. No. 4531, Secor 23, Chandigarh (160023)
 Phone: 564-789-1230 Name: Rabaicha Dhillon Assign Clear
 City: State: Billing Address: Apply Discount

Item No.	Selling Qty.	Selling Unit	Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	180.00	0.00	0	0.00	180.00	180.00	0.00	180.00	21.60	201.60
Item Bossin With W/O ^ I-Note Misc ^ Status Completed												
2	1	Bottle	30.00	0.00	0	0.00	30.00	30.00	0.00	30.00	3.60	33.60
Item Daumen With W/O ^ I-Note Misc ^ Status Completed												
3	1	Bottle	30.00	0.00	0	0.00	30.00	30.00	0.00	30.00	3.60	33.60
Item Geist With W/O ^ I-Note Misc ^ Status Completed												
4	1	Pc	240.00	0.00	0	0.00	240.00	240.00	0.00	240.00	28.80	268.80
Item Licht With W/O ^ I-Note Misc ^ Status Completed												

Delete Item Selected All Quantity: 1 Item Order: 1

Items: With-Without Additional Charges ^ Sale Order No.: Load Items From SO

Search Item Here

Main Category	Items	Internal Code	List Price	Tax
Beste Produkte	Daumen	30		
Brauchen	Diait	30		
Kategorie - HeiB	Frisch	30		
Leben	Geist	30		
Männer	Getränk	30		
	Koks	30		

Scan Barcode Here

Internal Code	List Price	Tax
30		
30		
30		
30		
30		
30		

Gross Price(Excl.): 480.00
 Discount %: 0
 Discount: 0.00
 Sale Price(Excl.): 480.00
 Addl. Chrgs(Excl.): 8.93
 ^ Tax Amount: 58.67
 Net Price: 547.60
 ^ Round Off: 0.40
 Receivable Amt: 548.00
 ^ Change Paid: 0.00
 Amt Balance: 0.00

^ Current Credit Balance: 0.00 Pay/Take Balance:
 Received IN: ^ Amount:
 Cash: 548.00 D
 0.00 D
 Amt Received: 548.00 Clear
 Print Set: Single Original
 Copy: All Invoice
 Size: 2L 58(50) mm Invoice
 Sale Slip: 80(70) mm
 Print All Print/Send PDF

Form View

Type here to search

43°C Partly sunny ENG 02:39 PM 10-06-2022

Statutory Reports

Geography	Description	32-Bit-Version	64-Bit-Version
India	GST Return / E-Way Bill	Download	Download

Utilities (Open Source)

Title	Link	Notes
Business KPI Emailer	Download	Save in the folder where Billing Register frontend is located. Runs with MS-Access 2016/365 (Runtime/Full Version). Runs with MS-Access 2016/365 Full Version if you want to make design-level changes or want to modify the code.

Click on
Download



Free Billing Software - Best POS S

Statutory Reports

billingregister.com/utilities/utilities.php

BR Billing Register

HOME

DOWNLOAD

UTILITIES

PRICING

CUSTOMIZE

HELP DOCS

CONTACT

BR KPI Emler.acddb
6.2 MB • Done

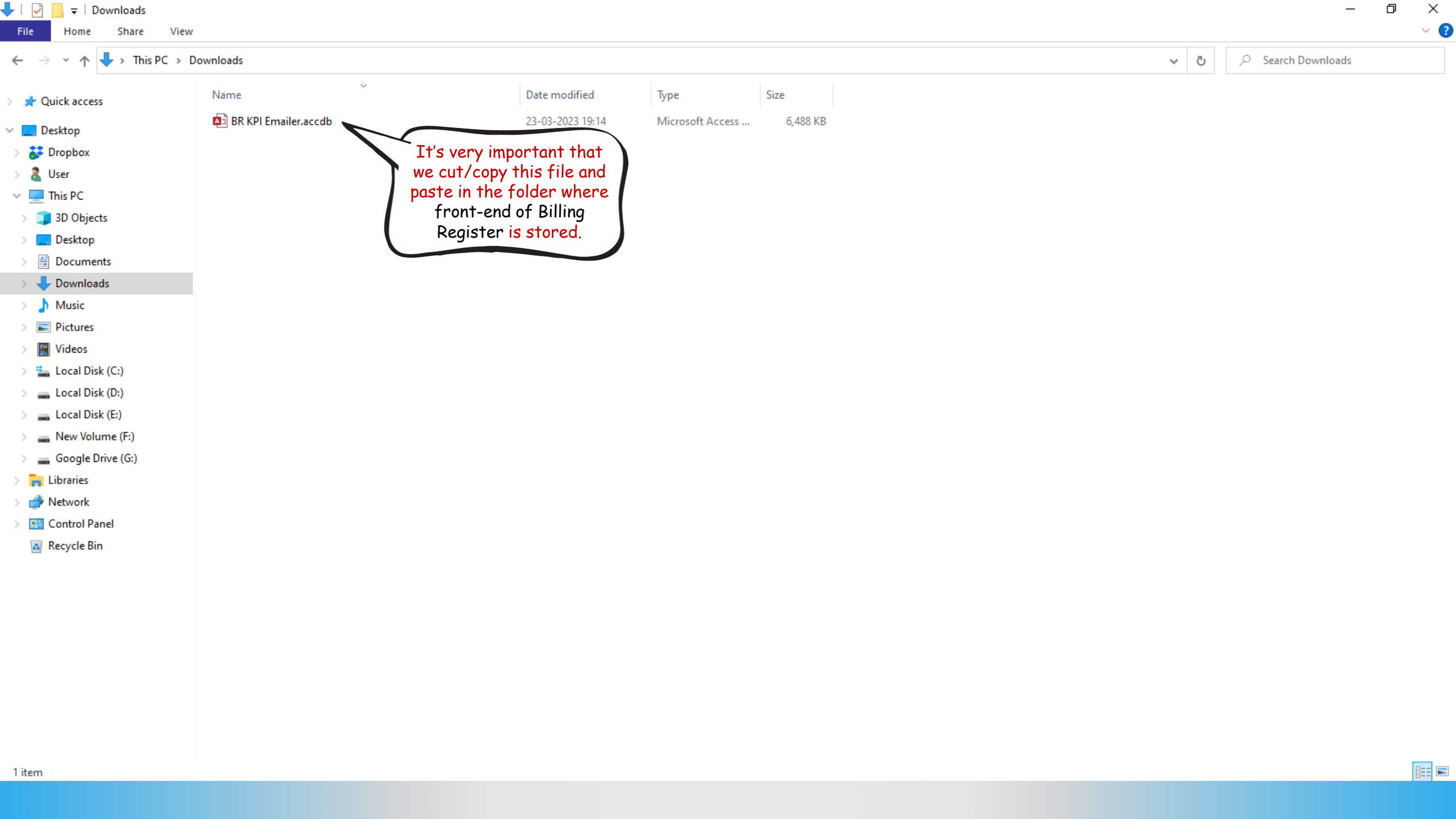
File has downloaded. Now let's open the download location.

Statutory Reports

Geography	Description	32-Bit-Version	64-Bit-Version
India	GST Return / E-Way Bill	Download	Download

Utilities (Open Source)

Title	Link	Notes
Business KPI Emler	Download	Save in the folder where Billing Register frontend is located. Runs with MS-Access 2016/365 (Runtime/Full Version). Needs MS-Access 2016/365 Full Version if you want to make design-level changes or want to modify the code.



File

Home

Share

View

←

→

↓

↑

↓

This PC

Downloads

Search Downloads

Quick access

Desktop

Dropbox

User

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Local Disk (C:)

Local Disk (D:)

Local Disk (E:)

New Volume (F:)

Google Drive (G:)

Libraries

Network

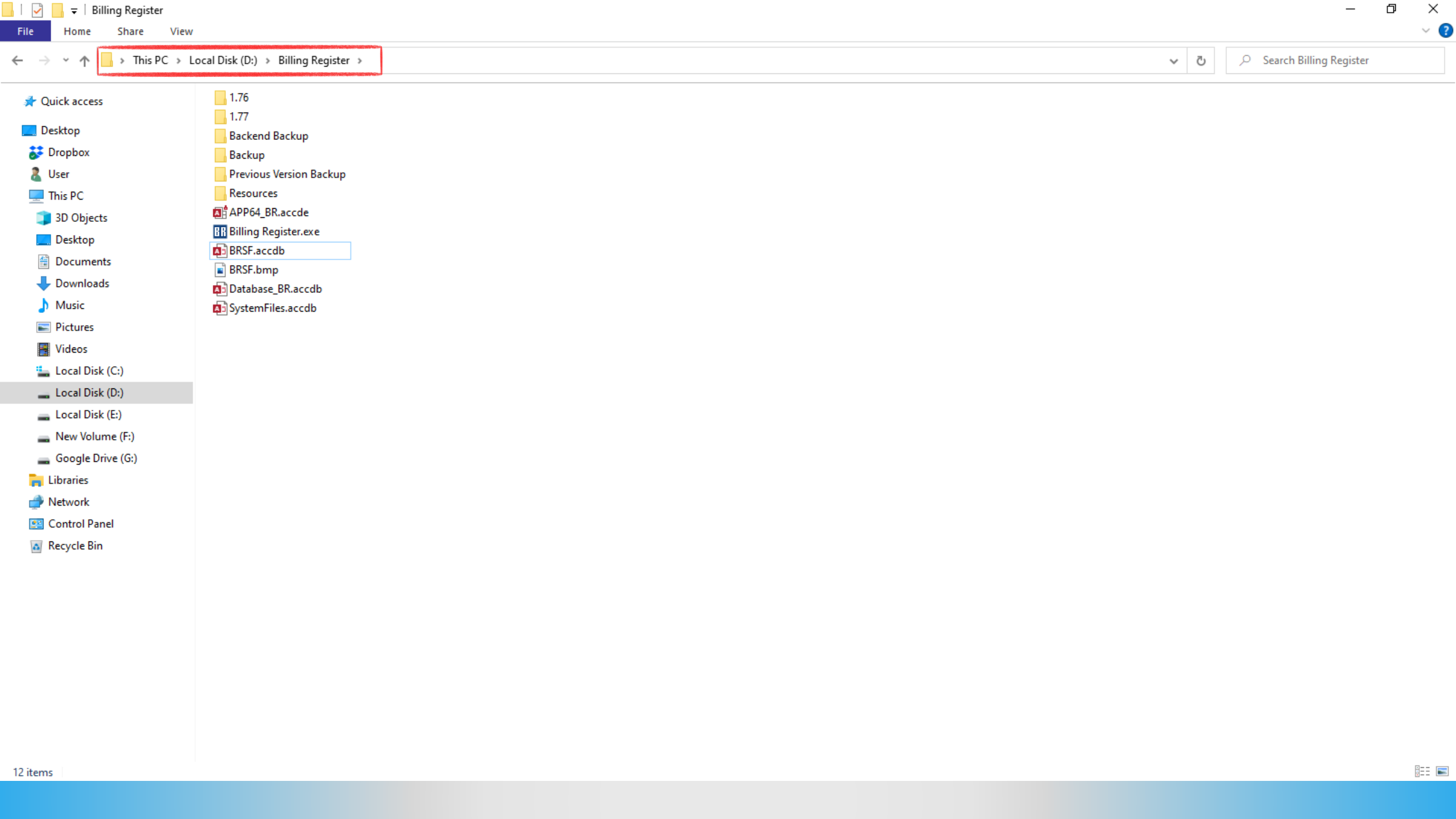
Control Panel

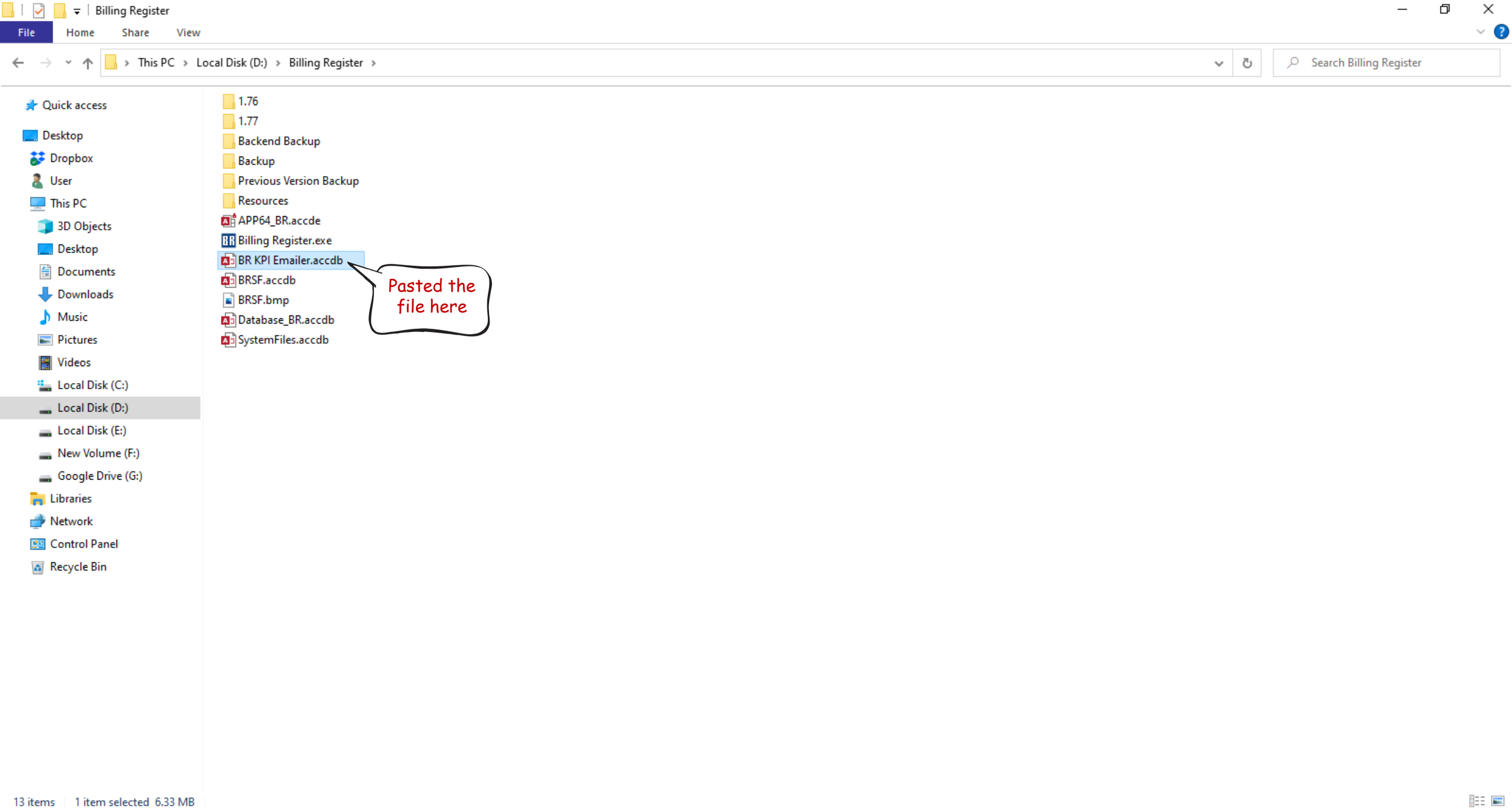
Recycle Bin

Name	Date modified	Type	Size
BR KPI Emailer.accdb	23-03-2023 19:14	Microsoft Access ...	6,488 KB

It's very important that we cut/copy this file and paste in the folder where front-end of Billing Register is stored.

1 item



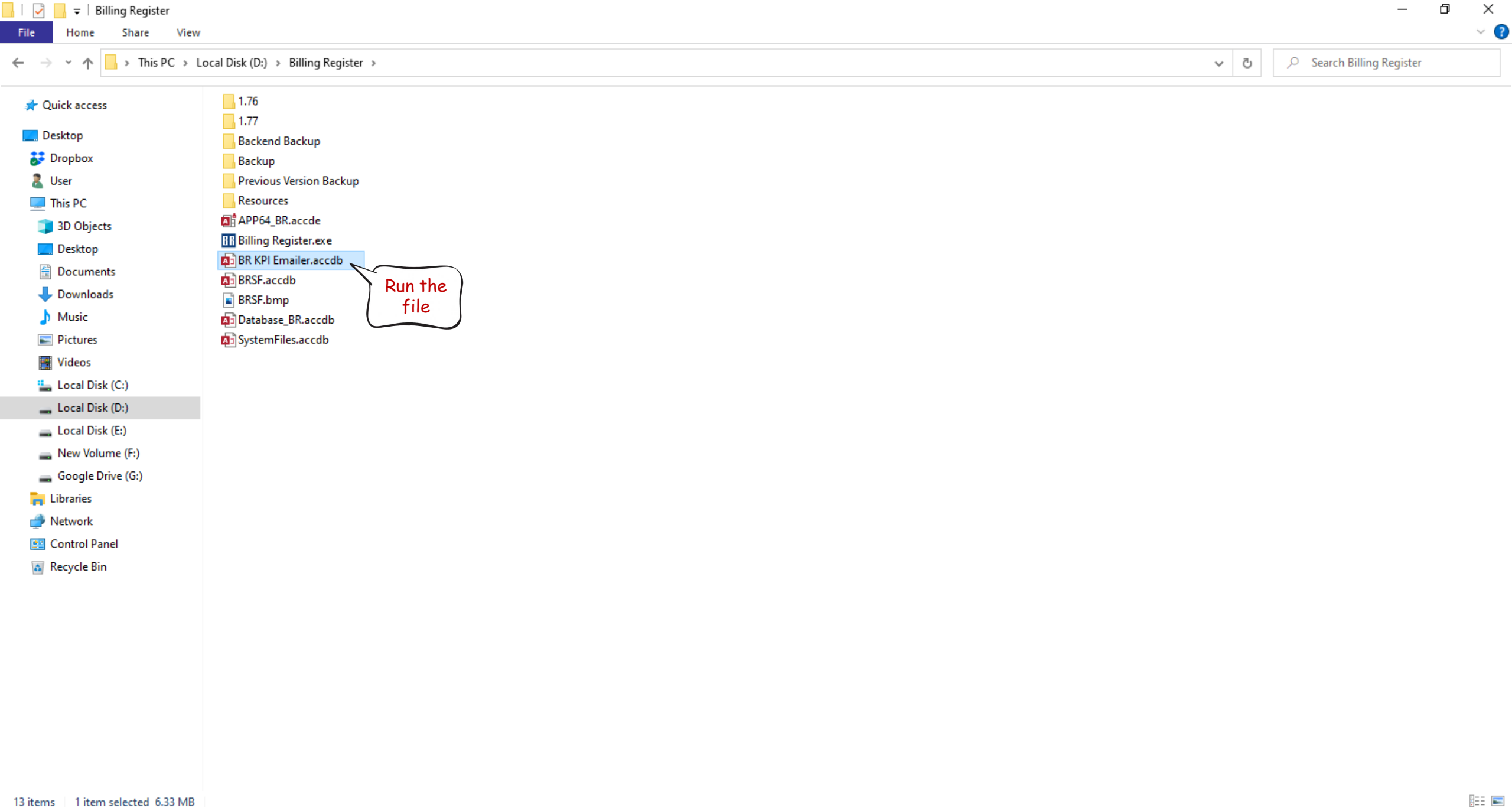


Pasted the
file here




STEP 2

RUN KPI EMAILER



Run the
file


BR KPI Emler

 Your BR KPI Emler database or project contains a missing or broken reference to the file 'MS Access Form Resizer.ctr'.
* To ensure that your database or project works properly, you must fix this reference.

OK

Click on
OK


BR KPI Emitter

 Your BR KPI Emitter database or project contains a missing or broken reference to the file 'BR Data Reader.ctr'.
* To ensure that your database or project works properly, you must fix this reference.

OK

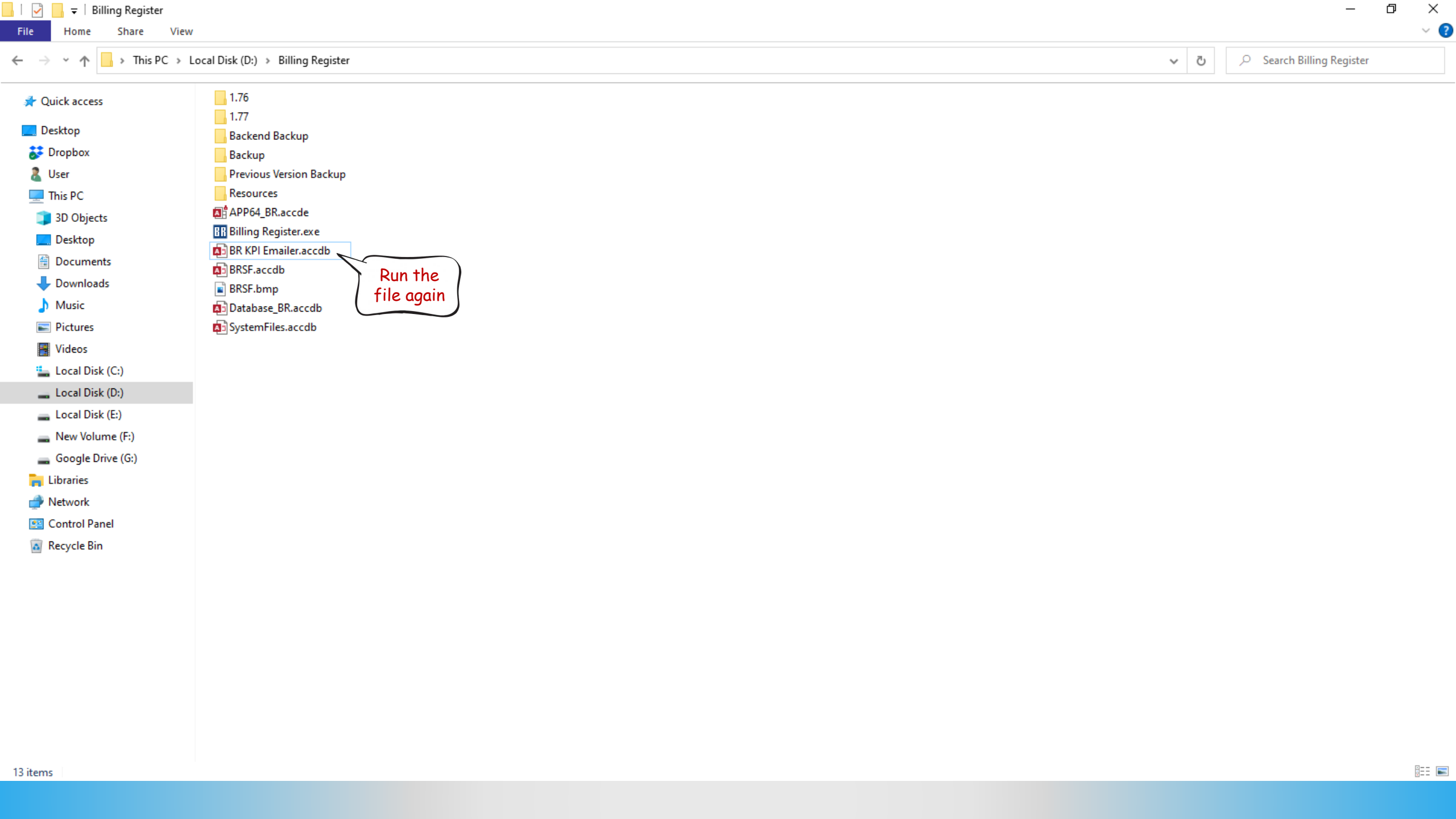
Again click
on OK

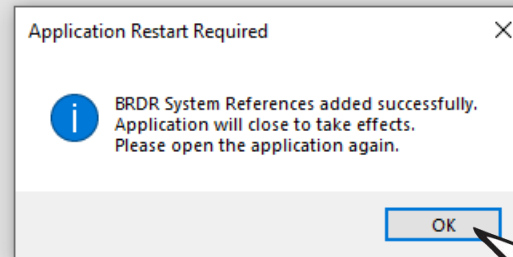
Application Restart Required

 System References added successfully.
Application will close to take effects.
Please open the application again.

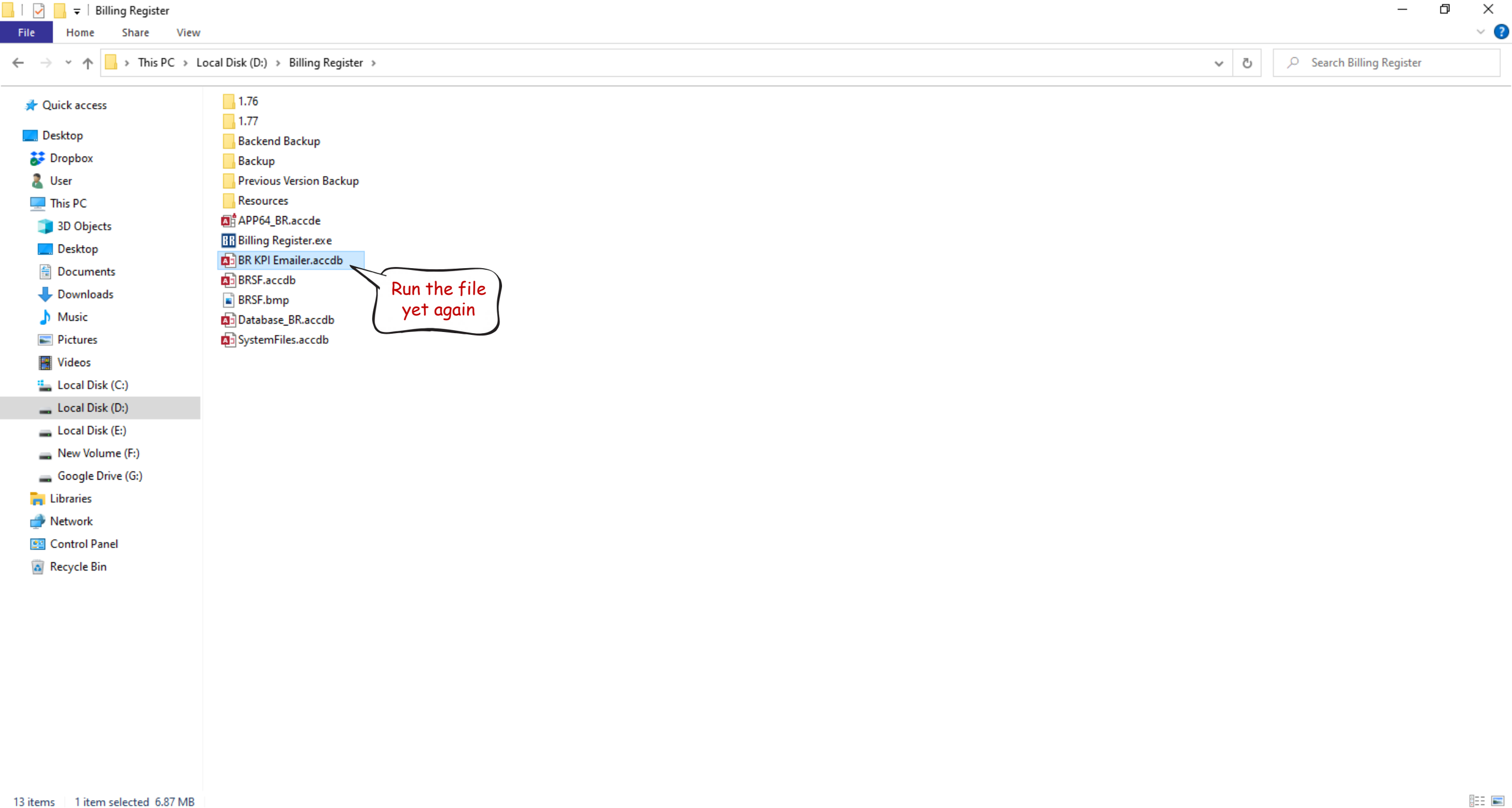
OK

Yet again click
on OK. The
application will
then close
automatically.





Click on OK.
The application
will then close
automatically.



Run the file
yet again

Resize Form

Print/Email Business Key Performance Indicator

BR Database Path With File Name :

D:\Billing Register\Database_BR.acddb

CHANGE

Save Produced PDF File In Folder:

D:\Billing Register\KPI PDFs

Drag Folder Here

Date Filter:

From

23-03-2023

To

23-03-2023 19:34:17

Include Reports:

Sales



Purchases



Sale Tax Statement



Receipts



Payments



Cash Flow Statement



TRY PRINT PDF

TRY SEND EMAIL

Schedule for Auto Emailing of PDF Rports :

Send Daily At Time:

12:01 AM

Last Email Sent On:

06-05-2022 02:36:27

**Yesterday's data will be sent automatically.*

Email Subject:

Business KPI Report

Email Message Body:

Please find attached Business KPI report.
Thanks

Email Type



Text



HTML

Email Sending Method:



SMTP



Use Outlook for Sending Emails

SMTP Settings:

Sender Email:

reportsender@mybussiness.com

Sender Password:



SMTP Server:

mail.mybussiness.com

SMTP Server Port:

587

Connection TimeOut:

60

In Seconds

Use SSL



Recipients Email Addresses

me@gmail.com



Resize Form

Print/Email Business Key Performance Indicator

BR Database Path With File Name :
D:\Billing Register\Database_BR.acddb

CHANGE

Save Produced PDF File In Folder:
D:\Billing Register\KPI PDFs

Drag Folder Here

Date Filter:

From

To

17

Include Receipts

Sales

Receipts

TRY PRINT PDF

TRY SEND EMAIL

Schedule for Auto Emailing of PDF Rports :

Send Daily At Time:

12:01 AM

Last Email Sent On:

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*Yesterday's data will be sent automatically.

Email Subject:

Business KPI Report

Email Message Body:

Please find attached Business KPI report.
Thanks

Email Type

☒ Text

☐ HTML

Email Sending Method:

☒ SMTP

☐ Use Outlook for Sending Emails

sender@mybusiness.com

mybusiness.com

Connection TimeOut:

60 In Seconds

Use SSL

☐

Recipients Email Addresses

me@gmail.com

*

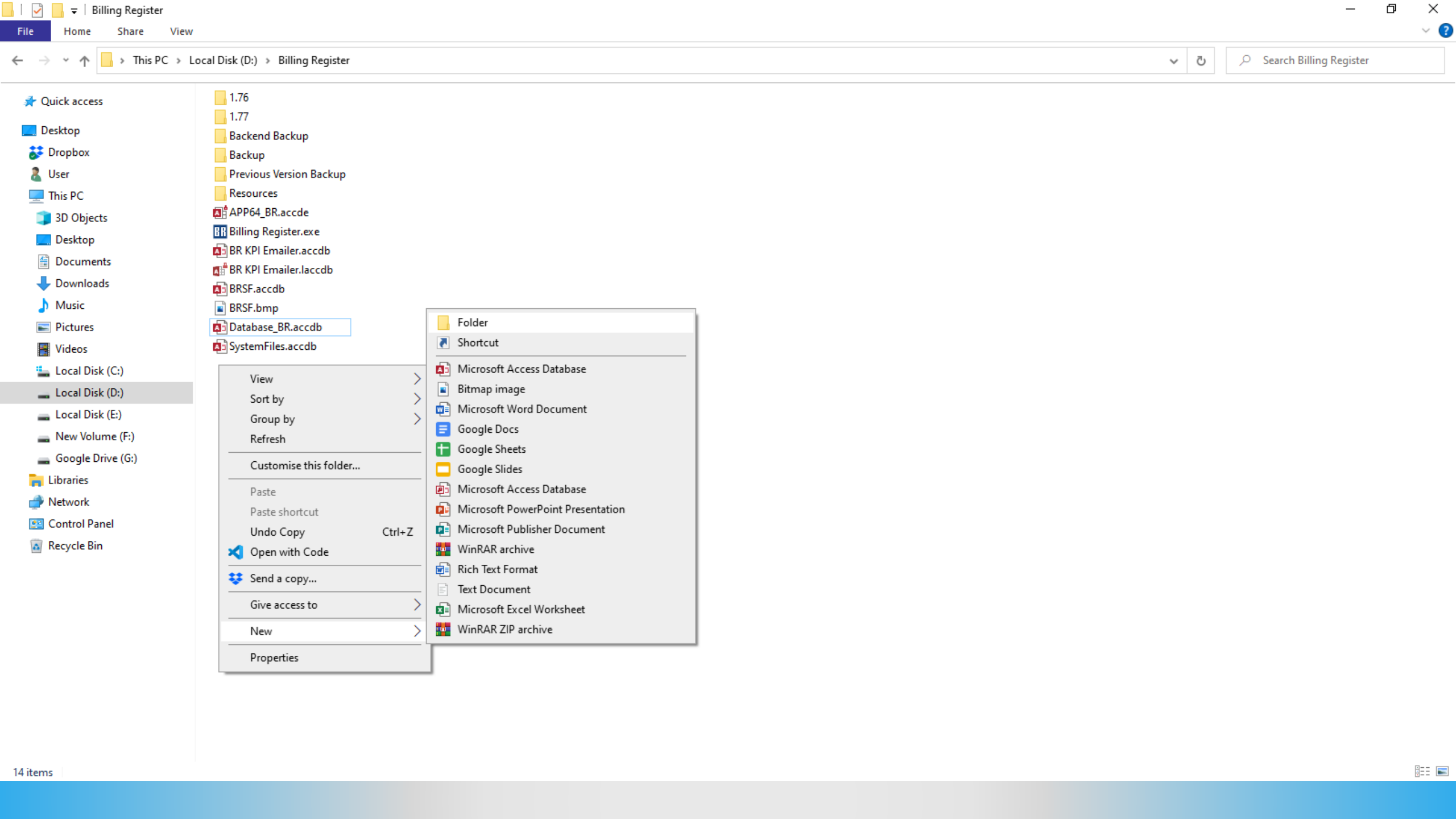
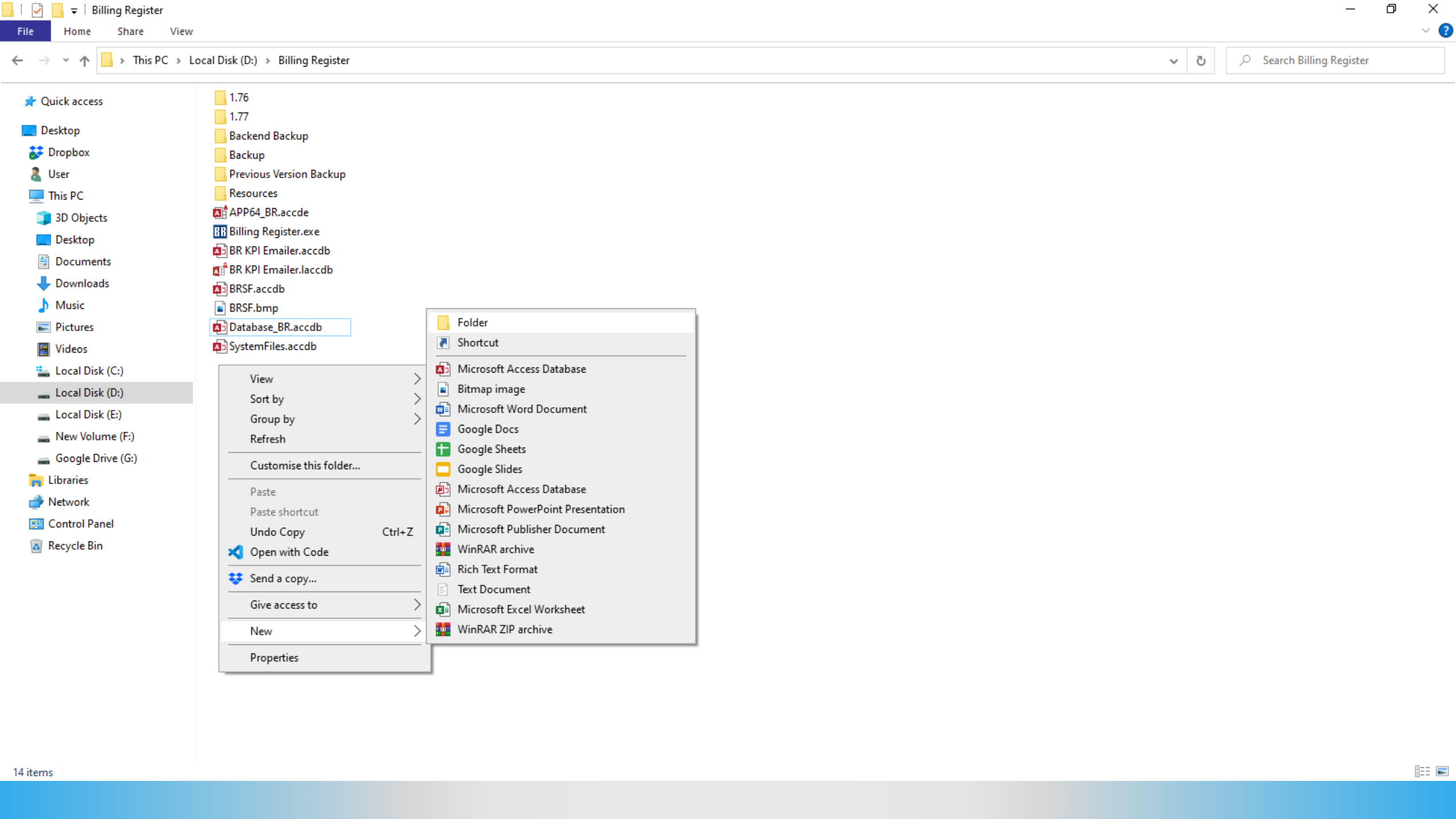
If you get such an error then create the folder in which you want to store the KPI reports. It should be at the same location and with the same name as specified in the box above.

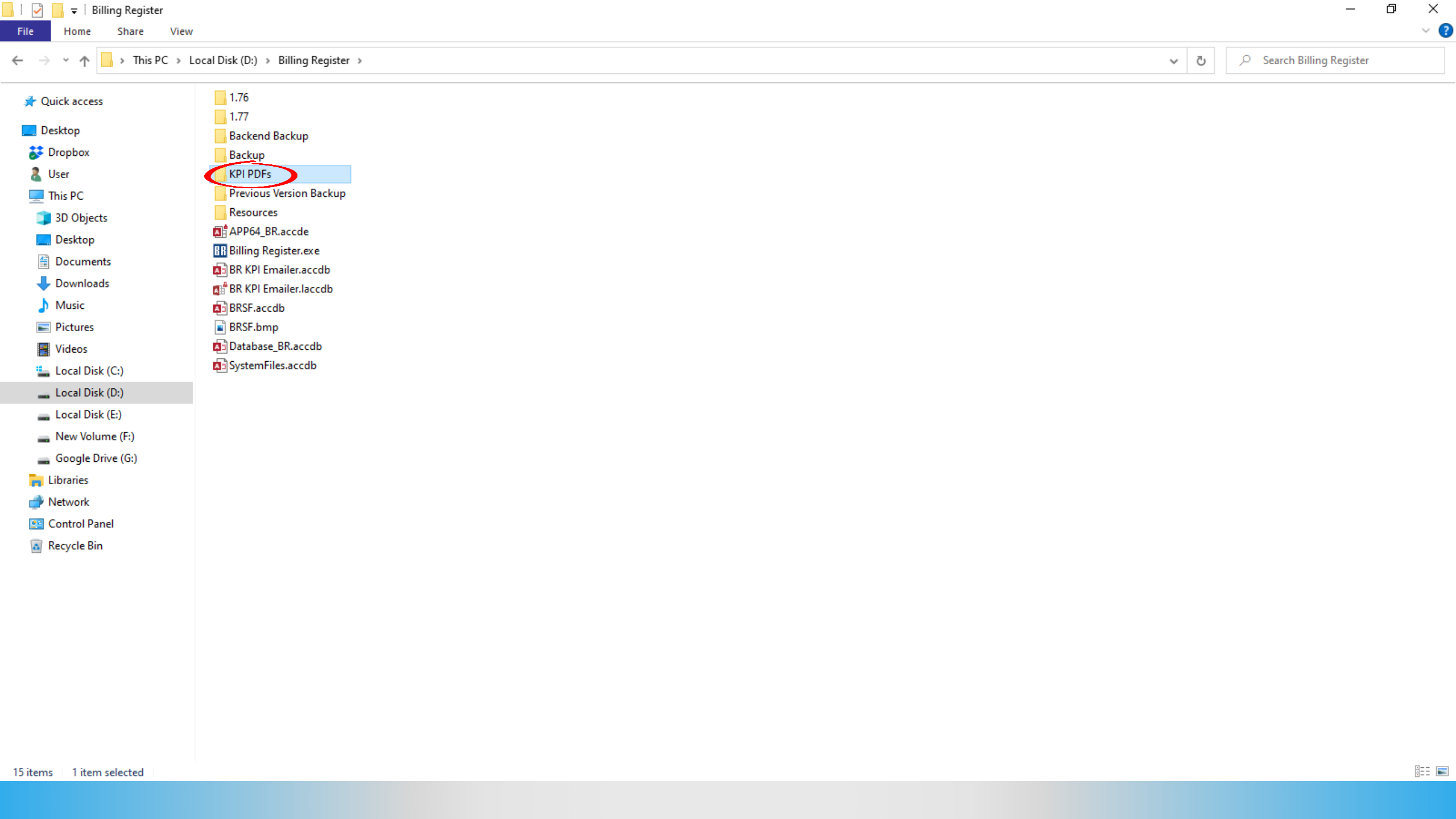
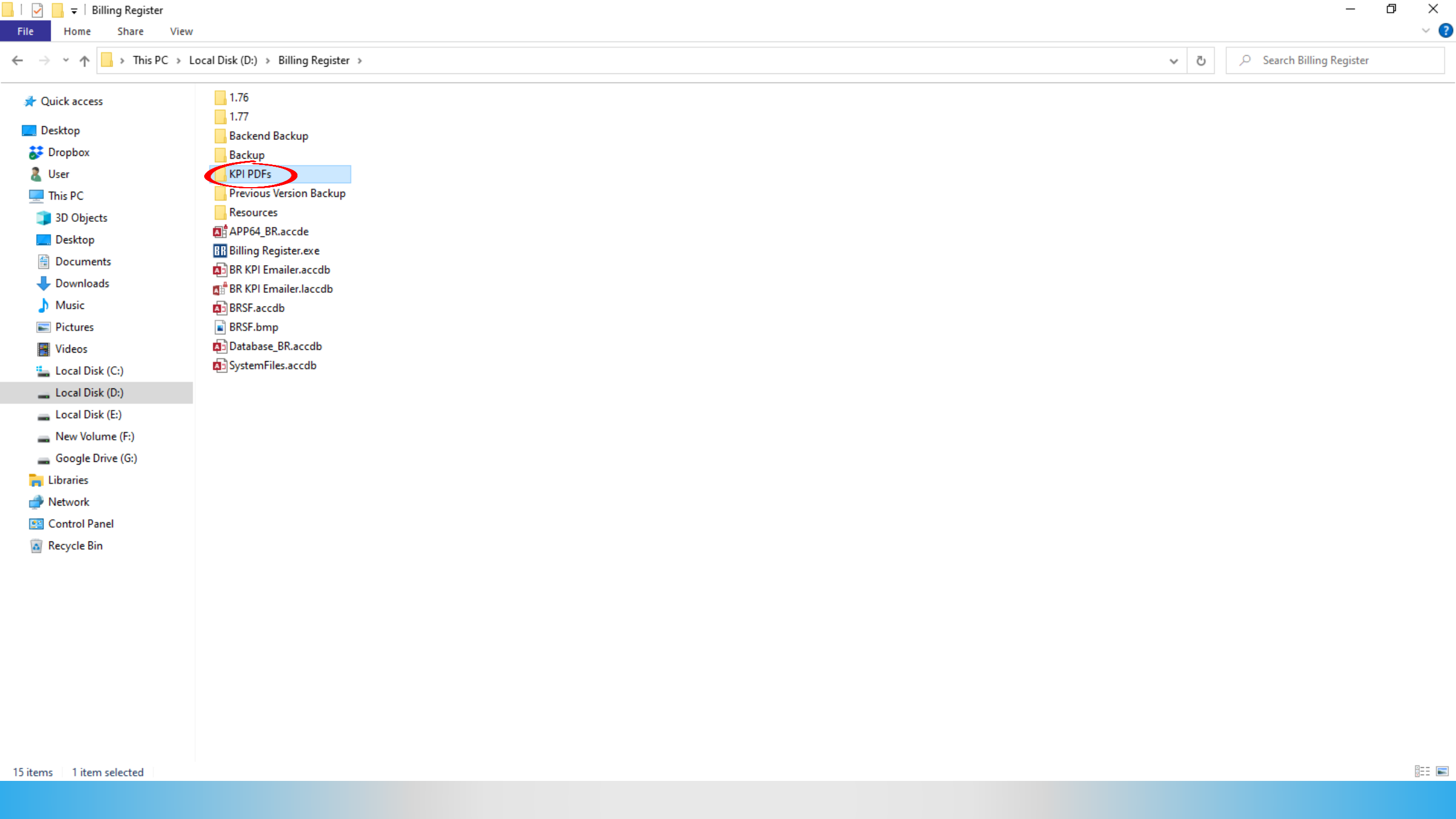
Validation Error

i

Path 'D:\Billing Register\KPI PDFs' does not exist

OK





Resize Form

Print/Email Business Key Performance Indicator

BR Database Path With File Name : D:\Billing Register\Database_BR.acddb	CHANGE						
Save Produced PDF File In Folder: D:\Billing Register\KPI PDFs	Drag Folder Here						
Date Filter: <table><tr><td>From 23-03-2023</td><td>To 23-03-2023 19:34:17</td></tr></table>	From 23-03-2023	To 23-03-2023 19:34:17	Email Subject: Business KPI Report				
From 23-03-2023	To 23-03-2023 19:34:17						
Include Reports: <table><tr><td>Sales <input checked="" type="checkbox"/></td><td>Purchases <input type="checkbox"/></td><td>Sale Tax Statement <input checked="" type="checkbox"/></td></tr><tr><td>Receipts <input checked="" type="checkbox"/></td><td>Payments <input checked="" type="checkbox"/></td><td>Cash Flow Statement <input checked="" type="checkbox"/></td></tr></table>	Sales <input checked="" type="checkbox"/>	Purchases <input type="checkbox"/>	Sale Tax Statement <input checked="" type="checkbox"/>	Receipts <input checked="" type="checkbox"/>	Payments <input checked="" type="checkbox"/>	Cash Flow Statement <input checked="" type="checkbox"/>	Email Body: Please find attached Business KPI report. Thanks
Sales <input checked="" type="checkbox"/>	Purchases <input type="checkbox"/>	Sale Tax Statement <input checked="" type="checkbox"/>					
Receipts <input checked="" type="checkbox"/>	Payments <input checked="" type="checkbox"/>	Cash Flow Statement <input checked="" type="checkbox"/>					
TRY PRINT PDF TRY SEND EMAIL	Email Sending Method: <input checked="" type="radio"/> SMTP <input type="radio"/> Use Outlook for Sending Emails						
Schedule for Auto Emailing of PDF Rports : Send Daily At Time: 12:01 AM Last Email Sent On: 06-05-2022 02:36:27 <i>*Yesterday's data will be sent automatically.</i>	SMTP Settings: Sender Email: reportsender@mybussiness.com Sender Password: *** SMTP Server: mail.mybussiness.com SMTP Server Port: 587 Connection TimeOut: 60 In Seconds Use SSL <input type="checkbox"/>						
	Recipients Email Addresses me@gmail.com *						

If you want to change the backend database file, click here.

Resize Form

Print/Email Business Key Performance Indicator

BR Database Path With File Name :

D:\Billing Register\Database_BR.accdb

CHANGE

Email Subject:

Business KPI Report

Email Message Body:

Please find attached Business KPI report.

Save Produced PDF File In Folder:

D:\Billing Register\KPI PDFs

Drag Folder Here

Date Filter:

From

23-03-2023

To

23-03-2023 19:34:17

Include Reports:

Sales

☒

Purchases

☐

Sale Tax Statement

☒

Receipts

☒

Payments

☒

Cash Flow Statement

☒

TRY PRINT PDF

TRY SEND EMAIL

Schedule for Auto Emailing of PDF Rports :

Send Daily At Time:

12:01 AM

Last Email Sent On:

06-05-2022 02:36:27

*Yesterday's data will be sent automatically.

Billing Register Database File Path

ENTER BR DATABASE FILE PATH

File Location :

E:\Billing Register\Database_BR.accdb

Drag File Here

OK

Cancel

Enter the location of the file and click on OK

SMTP

☐ Use Outlook for Sending Emails

reportsender@mybussiness.com

Sender Password:

SMTP Server:

mail.mybussiness.com

SMTP Server Port:

587

Connection TimeOut:

60

In Seconds

Use SSL

☐

Recipients Email Addresses

me@gmail.com

*

Resize Form

Print/Email Business Key Performance Indicator

BR Database Path With File Name :

E:\Billing Register\Database_BR.accdb

CHANGE

Save Produced PDF File In Folder:

D:\Billing Register\KPI PDFs

Drag Folder Here

Date Filter:

From

23-03-2023

To

23-03-2023 19:37:32

Specify the Date Range for the report here

Include Reports:

Sales



Purchases



Receipts



Payments



Cash Flow Statement



TRY PRINT PDF

TRY SEND EMAIL

Schedule for Auto Emailing of PDF Rports :

Send Daily At Time:

12:01 AM

Last Email Sent On:

06-05-2022 02:36:27

*Yesterday's data will be sent automatically.

Email Subject:

Business KPI Report

Email Message Body:

Please find attached Business KPI report.
Thanks

Email Type



Text



HTML

Email Sending Method:



SMTP



Use Outlook for Sending Emails

SMTP Settings:

Sender Email:

reportsender@mybussiness.com

Sender Password:



SMTP Server:

mail.mybussiness.com

SMTP Server Port:

587

Connection TimeOut:

60

In Seconds

Use SSL



Recipients Email Addresses



me@gmail.com



Resize Form

Print/Email Business Key Performance Indicator

<div>BR Database Path With File Name : E:\Billing Register\Database_BR.accdb</div> <div>CHANGE</div>	<div>Email Subject: Business KPI Report</div> <div>Email Message Body: Please find attached Business KPI report. Thanks</div> <div>Email Type <input checked="" type="radio"/> Text <input type="radio"/> HTML</div>
<div>Save Produced PDF File In Folder: <div>Drag Folder Here</div></div> <div>D:\Billing Register\KPI PDFs</div>	
<div>Date Filter:</div> <div><div>From 23-03-2023</div><div>To 23-03-2023 19:37:32</div></div>	<div>Email Sending Method: <input checked="" type="radio"/> SMTP <input type="radio"/> Use Outlook for Sending Emails</div>
<div>Include Reports:</div> <div><div>Sales <input checked="" type="checkbox"/></div><div>Purchases <input type="checkbox"/></div><div>Sale Tax Statement <input checked="" type="checkbox"/></div><div>Receipts <input checked="" type="checkbox"/></div><div>Payments <input checked="" type="checkbox"/></div><div>Cash Flow Statement <input checked="" type="checkbox"/></div></div> <div>TRY PRINT PDF TRY SEND EMAIL</div>	<div>SMTP Settings:</div> <div>Sender Email: reportsender@mybusiness.com</div> <div>Sender Password: ***</div> <div>SMTP Server: mail.mybusiness.com</div> <div>SMTP Server Port: 587</div> <div>Timeout: 60 In Seconds</div>
<div>Schedule for Auto Emailing of PDF Rports :</div> <div>Send Daily At Time: 12:01 AM</div> <div>Last Email Sent On: 06-05-2022 02:36:27</div> <div>*Yesterday's data will be sent automatically.</div>	<div>Recipients Email Addresses</div> <div></div>

Specify the types of reports you want to include, here.

Resize Form

Print/Email Business Key Performance Indicator

<div>BR Database Path With File Name : E:\Billing Register\Database_BR.accdb</div> <div>CHANGE</div>	<div>Email Subject: Business KPI Report</div> <div>Email Message Body: Please find attached Business KPI report. Thanks</div> <div>Email Type <input checked="" type="radio"/> Text <input type="radio"/> HTML</div>
<div>Save Produced PDF File In Folder: <div>Drag Folder Here</div></div> <div>D:\Billing Register\KPI PDFs</div>	<div>Email Sending Method: <input checked="" type="radio"/> SMTP <input type="radio"/> Use Outlook for Sending Emails</div>
<div>Date Filter:</div> <div><div>From 23-03-2023</div><div>To 23-03-2023 19:37:32</div></div>	<div>SMTP Settings:</div> <div>Sender Email: reportsender@mybussiness.com</div> <div>Sender Password: ***</div> <div>SMTP Server: mail.mybussiness.com</div> <div>SMTP Server Port: 587</div> <div>Connection TimeOut: 60 In Seconds</div> <div>Use SSL <input type="checkbox"/></div>
<div>Include Reports:</div> <div><div>Sales <input checked="" type="checkbox"/></div><div>Purchases <input type="checkbox"/></div><div>Sale Tax Statement <input checked="" type="checkbox"/></div><div>Receipts <input checked="" type="checkbox"/></div><div>Payments <input checked="" type="checkbox"/></div><div>Cash Flow Statement <input checked="" type="checkbox"/></div></div> <div>TRY PRINT PDF TRY SEND EMAIL</div>	<div>Recipients Email Addresses</div> <div>me@gmail.com</div> <div>*</div>
<div>Schedule for Auto Emailing of PDF Rports :</div> <div>Send Daily At Time: 12:01 AM</div> <div>Last Email Sent On: 06-05-2022 02:36:27</div> <div>*Yesterday's data will be sent automatically.</div>	

Specify the email format details here

Specify the SMTP settings here

Specify the time for automatic emailing of the reports

Specify the email recipients here

Resize Form

Print/Email Business Key Performance Indicator

BR Database Path With File Name :
E:\Billing Register\Database_BR.accdb

CHANGE

Save Produced PDF File In Folder:

Drag Folder Here

D:\Billing Register\KPI PDFs

Date Filter:

From

23-03-2023

To

23-03-2023 19:37:32

Include Reports:

Sales

Purchases

Sale Tax Statement

Receipts

Payments

Cash Flow Statement

TRY PRINT PDF

TRY SEND EMAIL

Schedule for Auto Emailing of PDF Rports :

Send Daily At Time:

12:01 AM

Last Email Sent On:

06-05-2022 02:36:27

*Yesterday's data will be sent automatically.

Email Subject:

Business KPI Report

Email Message Body:

Please find attached Business KPI report.
Thanks

Email Type

Text

HTML

Email Sending Method:

SMTP

Use Outlook for Sending Emails

SMTP Settings:

Sender Email:

reportsender@mybussiness.com

Sender Password:

SMTP Server:

mail.mybussiness.com

SMTP Server Port:

587

Connection TimeOut:

60

In Seconds

Use SSL

Recipients Email Addresses

me@gmail.com

To test the configuration, click on Try Print PDF or Try Send Email