

**From:** [Insert Name & Email]

**Sent:** [Insert Date & Time]

**To:** [Insert Name & Email]

**Subject:** PPM Contract Invoices Emailed for [Insert Date] for [Insert Name]

**Attachments:** PPM Contract Invoices Emailed for [Insert Name].pdf

The attached summary is a list of invoices emailed to your customer from Oracle on 02/21/2023. Please keep in mind the list only includes invoices generated from the PPM Contracts module.

Invoices are listed if BOTH of these conditions are met:

- Event/Invoice was generated in the PPM Contracts module
- Customer account profile is set to E-Mail

Invoices NOT included on this list:

- Invoices generated in the Receivables module
- PPM Invoices for customer accounts set to Paper for invoice delivery

Customer Delivery settings can be checked on [bah.ucsd.edu](http://bah.ucsd.edu) in the Accounts Receivable Panorama. On the Customer Account Delivery Attributes report, review the Account Profile Preferred Delivery Method for the Bill to contact.

Contact us via the UC San Diego Services & Support portal for assistance.

Accounts Receivable

UC San Diego | BFS Financial Operations

**AR PPM Invoices Emailed to Customer Report**

*Time Run:02/21/2023 08:33 PM*

Contract Number	Customer Name	Customer Account #	Bill to Site #	PPM Invoice #	AR Invoice #	AR Invoice Date	AR Invoice Amount
123456	[Insert Customer Name]	438035	645190	1	138134	01/09/2023	\$10,000.00
789654	[Insert Customer Name]	441025	647149	1	138135	01/09/2023	\$1,000.00

Example