

Tax Liability Report

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Description

This email template is sent to all **active** staff members that have subscribed to receive the Tax Liability Report (under **[My Info]** -> **[Notices]**). The Tax Liability Report is sent on the first of each month. It contains a CSV attachment listing all taxable invoices that were closed during the previous month. The report is identical to the Tax Liability report that can be generated under **[Billing]** -> **[Reports]** at any time.

Supported Tags

The tags described in Blesta are only a list of commonly-used tags, for brevity.

Edit Email Template Tax Liability Report

English, US

From Name
Billing

From Email
billing@domain.com

Subject
Monthly Tax Liability Report

Available Tags
{staff.first_name} {staff.last_name} {company.name}

HTML | Text

Source Preview Bulleted List Numbered List Link Unlink Bold Italic Underline Strikethrough Subscript Superscript Text Color Background Color Styles Format Font Size A+ A-

Hi {staff.first_name},

A Tax Liability Report has been generated for {company.name} and is attached to this email as a CSV file.

The tags below are all of those available for this email template. For other email and tag customizations, see [Customizing Emails](#).

Tag	Description
{staff.first_name}	The staff's first name
{staff.last_name}	The staff's last name
{staff.email}	The staff's email address
{company.name}	The name of the company from which the report was generated

Due to the nature of tag objects containing several fields, many of which are likely irrelevant for use in email templates, but may be useful to you in certain circumstances, an example dump of the tag objects are shown below.

The {staff} object

```
stdClass Object
{
    [id] => 1
    [user_id] => 1
    [first_name] => First
    [last_name] => Last
    [email] => first.last@domain.com
    [email_mobile] =>
    [status] => active
}
```

The {company} object

```
stdClass Object
(
    [id] => 1
    [hostname] => domain.com
    [name] => My Company
    [address] =>
    [phone] =>
    [fax] =>
)
```