

Invoice Notification Monitoring

Last Modified on 03/01/2024 12:59 pm EST

Pathway: *Accounting > Invoice Notification Monitoring*

The Invoice Notification Monitoring screen offers a summary of invoices that have been either printed or emailed, along with an indication of whether the recipients have viewed the emailed invoices. Hyperlinks also display to review a detailed list of the accounts each of the counts include.

INVOICE NOTIFICATION MONITORING							ACCOUNTING > INVOICE NOTIFICATION MONITORING
DIVISION	DAYTON	BILL GROUP	All	PERIOD	Nov 2022	LOAD	
BATCH ID	BILL GROUP	PRINTED	EMAILED	VIEWED	VIEWED NOT PAID	NOT VIEWED NOT PAID	
24587	DAY-Q2-FEB-MAY-AUG-NOV	81	172	103	23	99	
24590	DAY-Q2-FEB-MAY-AUG-NOV	1	0	0	0	1	
24591	DAY-Q2-FEB-MAY-AUG-NOV	1	0	0	0	1	
24592	DAY-Q2-FEB-MAY-AUG-NOV	1	0	0	0	1	
24593	DAY-Q2-FEB-MAY-AUG-NOV	1	0	0	0	0	
24594	DAY-Q2-FEB-MAY-AUG-NOV	1	0	0	0	1	
24595	DAY-Q2-FEB-MAY-AUG-NOV	1	0	0	0	0	
24596	DAY-Q2-FEB-MAY-AUG-NOV	1	0	1	0	0	
24597	DAY-Q2-FEB-MAY-AUG-NOV	1	0	1	1	0	
24598	DAY-Q2-FEB-MAY-AUG-NOV	1	0	0	0	1	
24599	DAY-Q2-FEB-MAY-AUG-NOV	1	0	0	0	0	

Permissions

Permission ID	Permission Name
427	Notification History and Invoice Notification Monitoring

Field Descriptions

Field	Description
Filters	
Division	Filters the screen to only display batches of the selected Division.
Bill Group	Filters the screen to only display batches of the select Bill Group.
Period	Limits the batches that are displayed to a specific AR Period.
Screen Columns	
Batch ID	Displays the payment batch ID of the invoice notification.
Bill Group	Displays the bill group the payment batch is assigned to.
Printed	Displays a count of invoices that were printed for mailing.
Emailed	Displays a count of invoices that were emailed. Click the hyperlink to open the Notification Details and review each invoice.
Viewed	Displays the count of emailed invoices that have been viewed by the customer. Click the hyperlink to open Notification Details to review each invoice it includes.

Viewed Not Paid	Displays the count of emailed invoices that have been viewed and remain unpaid. Click the hyperlink to open Notification Details to review each invoice it includes.
Not Viewed Not Paid	Displays the count of emailed invoices that have been emailed but have not been reviewed or paid by the customer. Click the hyperlink to open Notification Details to review each invoice it includes.

Notification Details

The Notification Details is accessible by clicking the hyperlink value from the Emailed, Viewed, Viewed Not Paid and Not Viewed Not Paid columns.

NOTIFICATION DETAILS									
INVOICE # ↑	ACCOUNT ID	ACCOUNT NAME	SITE ID	SITE NAME	AMOUNT	PAID	DUE DATE	EMAIL / PRINT	EMAIL VIEWED
785509	18945	NATALIE & RANDY ST...			\$ 10.00	No	11/21/2022	No	No
785510	18963	TORRES RAFAEL			\$ 10.00	No	11/21/2022	No	Viewed on 11/01/2022 12:46 pm
785511	19465	COSTELLO LESLIE			\$ 10.00	No	11/21/2022	No	Viewed on 11/04/2022 6:32 pm
785512	19482	GONZALEZ MARIA & ...			\$ 10.00	No	11/21/2022	No	No
785513	19495	BRIAN HOOKS			\$ 10.00	No	11/21/2022	No	Viewed on 11/02/2022 3:05 pm
785519	20218	PERKINS ADRIANNE			\$ 10.00	No	11/21/2022	No	Viewed on 11/04/2022 8:55 am
785521	20362	MARTINEZ MARIA			\$ 10.00	No	11/21/2022	No	Viewed on 11/02/2022 2:21 pm
785522	20607	JAIMEZ MAIRA			\$ 10.00	No	11/21/2022	No	Viewed on 11/07/2022 5:43 pm
785523	20619	ROSARIO CHRISTOPH...			\$ 10.00	No	11/21/2022	No	No
785524	20681	PAMELA RODRIGUEZ			\$ 10.00	No	11/21/2022	No	No
785525	20824	LISBETH ROSENBAUM			\$ 10.00	No	11/21/2022	No	No
785526	21061	KING SABRINA			\$ 10.00	No	11/21/2022	No	No
785527	21150	DEBBIE & JOHN KNO...			\$ 10.00	No	11/21/2022	No	Viewed on 11/02/2022 11:22 am

Field	Description
Invoice #	Displays the invoice ID.
Account ID	Displays the ID of the account the invoice is under.
Account Name	Displays the Account Name the invoice is under.
Site ID	Displays the ID of the site under an account the invoice is for.
Site Name	Displays the name of the site under an account the invoice is for.
Amount	Displays the balance due on the invoice.
Paid	Displays whether or not the amount has been paid.
Due Date	Displays the date payment is due.
Email/Print	Displays whether or not the invoice has been printed.

Email Viewed

Displays the view status of the emailed invoice and a timestamp of when it was opened.
