## **Invoice Message Management**

Last Modified on 07/08/2024 3:13 pm EDT

## Pathway: Accounting > Invoice Message Management

The Invoice Message Management screen is used to create messages that will display on invoices. This screen allows users to create and edit messages specific to a Division, Bill Group, Account Class, and Service Region. These messages will be displayed on customer invoices until the specified end date, if one is entered.

	INVOICE MESSAGE MANAG	GEMENT						ACCOUNTING > INVOICE MESSAGE MANAGEMEN		
	DIVISION QAW	ASTE	T BILL GROUI	All	- Show Inac	tive	×	Search	Q (8)	
	DIVISION	BILL GROUP	AC	COUNT CLASS	SERVICE REGION	EFFECTIVE DATE	END DATE	CREATED BY	CREATED TIMESTAI	
	QAWASTE July 4th Holiday will de	QA Billing Cycle lay trash pickup by one			QA Service Region 2	07/01/2024		Paul Gonzalez	7/5/24 9:17 am	
тs										
5										
IONS										
TING	Billing									
	Invoice Message Mana	agement								
TS	AR Payment Batch									
	AR Aging Manageme	nt								
	Auto Pay Managemer	ıt								
ARD	Credit Card Expiration									
	Credit Card / ACH Rec									
Р		ending Approval and H	listory							
	Invoice Notification M									
	Surcharge Manageme	-								
ABASE	Unapplied Manageme									
	Vendor/Rebate Payme									
	Vendor Invoice Manag									
	GL Transaction Process									
		ang								
	Period Closing									
	Status Management									
	Calculate Manual Fina	nce Charges and Late F	ees							

## Permissions

The following permission is required to access and use the Invoice Message Management screen:

Permission ID	Permission Name		
461	Invoice Message Management		

## Create an Invoice Message

Quickly create invoice messages for any purpose, by clicking the 'Add' icon at the top of the screen. Limit which invoices display the message by selecting options from the Division, Bill Group, Account Class, and Service Region dropdown menus. Use the Effective Date and End Date fields to set the time frame during which the message will be displayed on invoices.



Invoice messages that include **only an effective date** will be displayed on all invoices. After a message is created, it can be edited by double-clicking within the row of the message on the Invoice Message Management screen.

	▼ BILL GROUP All	- Show Inact	ive						
DIVISION	BILL G	ROUP	ACCOUNT CLASS						
QAWASTE July 4th Holiday will delay trash pickup by		illing Cycle							
	ADD INVOICE MESSAGE   DIVISION   BILL GROUP   ACCOUNT CLASS   SERVICE REGION   EFFECTIVE DATE   END DATE   MESSAGE								
		SAVE							
	(								