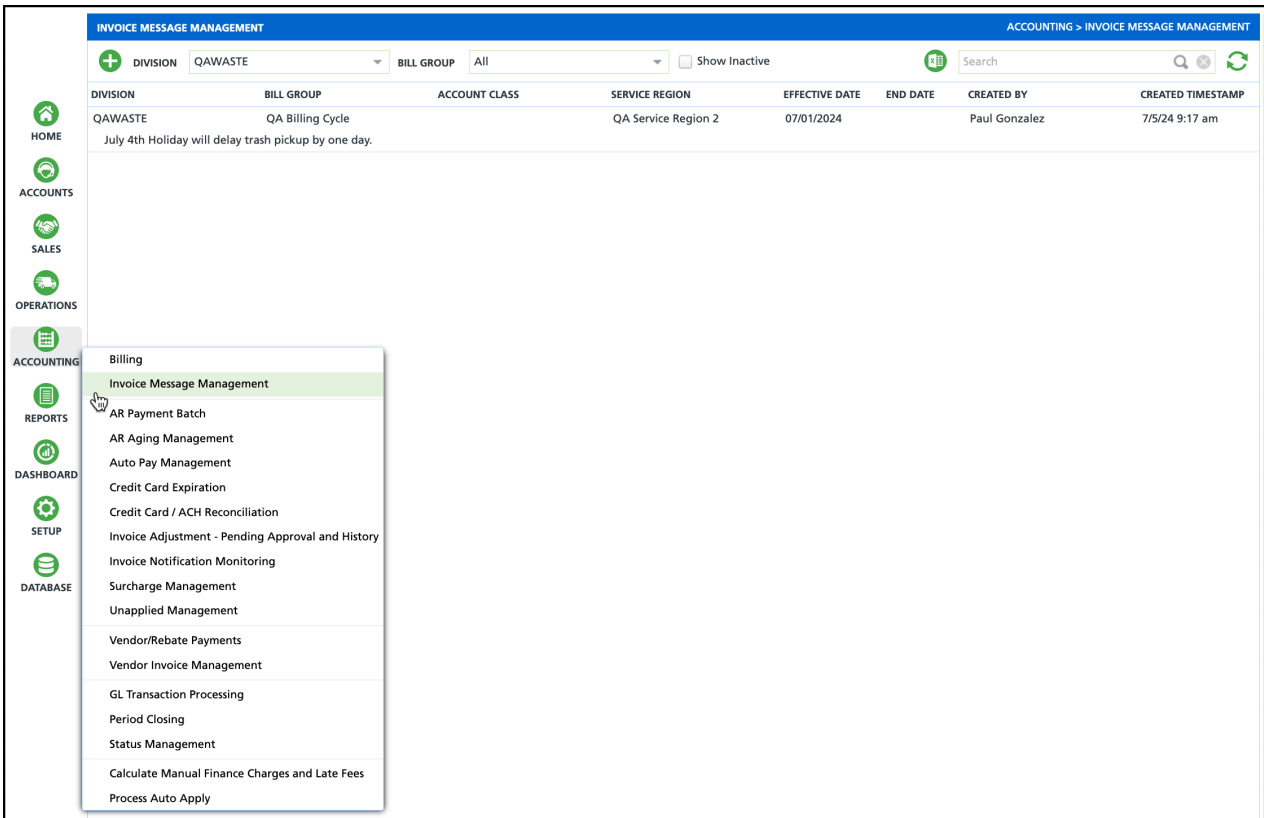


Invoice Message Management

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.



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.

INVOICE MESSAGE MANAGEMENT



DIVISION

QAWASTE

BILL GROUP

All

Show Inactive

DIVISION

BILL GROUP

ACCOUNT CLASS

QAWASTE

QA Billing Cycle

July 4th Holiday will delay trash pickup by one day.

ADD INVOICE MESSAGE



DIVISION

BILL GROUP

ACCOUNT CLASS

SERVICE REGION

EFFECTIVE DATE

END DATE

MESSAGE

SAVE