

Billing (Accounting) - Ability to Append PDF Document to Invoices (21950) [New Feature]

Last Modified on 08/19/2026 8:53 am PDT

A new feature has been added to the **Billing** screen that allows a full page PDF document, up to 1 MB, to be appended to invoices from the **Edit Batch** screen. Businesses can use this feature to include flyers with invoices to communicate upcoming changes, share important notifications, promote services, or provide other information to customers.

System Logic

This feature is only available to billing batches that are still in an editable status. Adding, replacing, or deleting a PDF attachment is not allowed once the batch is marked 'Completed,' or it has been marked 'Voided.' The PDF attachment applies only to the billing batch where it was uploaded. It remains available with that batch for future reference but does not carry forward to future billing cycles.

Viewing the Attachment

After the billing batch has been processed and posted, the PDF attachment will append as a last page to the invoice. Viewing the attachment is available from an emailed link, Customer Portal, or AR History.

Find in document... 1 of 2 Automatic Zoom

Document outline: Invoice, Billing Flyer

QA Waste Services - LEGAL
28200 North South Main Street
Legal - ADDR2
Santa Monica, CA 90401-3126
PHONE: (888) 854-2905
QAtest@navusoft.com

Wild Mountain
37200 Wild Mountain Rd
Taylors Falls, MN 55084

INVOICE # 1003118
AMOUNT \$ 535.60
ACCOUNT # 49121
DATE Jul 1, 2026
QUICK PAY CODE DC78E

DUE UPON RECEIPT
MAKE ALL CHECKS PAYABLE TO:
QA Waste Services - LEGAL
347 N Rodeo Dr
Remit - ADDR2
Beverly Hills, CA 90210

For proper credit return this portion

Site 49121002 - Wild Winery - 37242 Wild Mountain Rd Taylors Falls, MN 55084

QTY	DESCRIPTION	WO #	PO #	TOTAL
1	2 Yard Trash Service ---h			103.00
1	2 Yard Trash Service ---h			108.15
1	2 Yard Trash Service ---h			108.15
1	2 Yard Trash Service ---h			108.15
1	2 Yard Trash Service ---h			108.15
	Tax			\$ 0.00
	Site Total			\$ 535.60

INVOICE TOTAL \$ 535.60

Current **1-30 Days** **31-60 Days** **61-90 Days** **Over 90 Days** **Total Due**

Total balance due includes current charges, however it may not reflect recent payments in transit.

NOTES AND COMMENTS
Join us to save the environment by going paperless.



TO OUR CUSTOMERS & PARTNERS

THANK YOU!

