Bill Contacts Overview

Last Modified on 01/09/2023 12:38 pm EST

A Bill Contact is a person your company would contact to discuss billing issues. Each Customer record may have an unlimited number of Bill Contacts.

Note: If there are no existing Bill Contacts listed in the Active Pane, the first Bill Contact must be created from the Customer Tree by highlighting the word Contacts in the Bill To area of the Customer Tree; right-click and select the option New Bill Contact.

When highlighting a Bill Contact name in the Active Pane and right-clicking, there are four options available;New Bill Contact, Email Bill Contact, Edit, and Delete. For more information on each right-click option, click on the links below.

- New Bill Contact
- Email Bill Contact
- Edit Bill Contact
- Delete Bill Contact