Cycle Invoicing – How to Add a Memo

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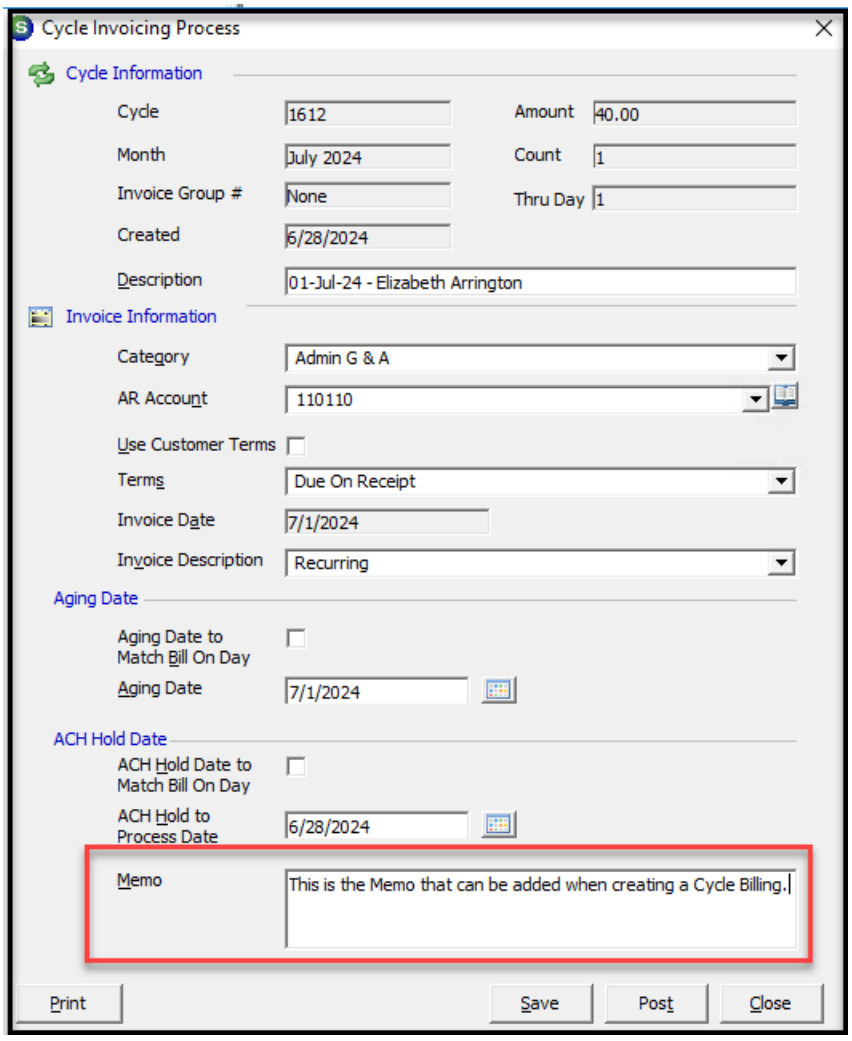
During the Cycle Invoicing Process, you have the option to add a memo that will appear on all Invoices. Depending on the Invoice Template being used determines where the memo appears.

Cycle Invoicing

Open the Cycle Invoicing Process Screen

At the bottom of the page is the Memo Section. When adding a memo here, this will appear on All Cycle Invoices.

Note: The memo can hold an unlimted number of characters. The memo can span multiple pages of the invoice depending on the number of characters entered into the memo field.



Sedona Security
123 Safety Street
Nowhere, NY 55555

Invoice

Customer	Amy Elizabeth
Customer Number	48977
Invoice Number	497840
Invoice Date	7/1/2024
PO Number	Blanket PO
PAYMENTS APPLIED THRU	6/28/2024
Job / Service Ticket #	

CURRENT CHARGES

	Description		Amount
Elizabeth Arrington Beach House, 4455 Beachside Blvd, Daphne, AL -			
1.00	Update Description CCTV, 7/1/2024 - 7/31/2024 PO# 1234567	15.00	15.00
1.00	502 CCTV, 7/1/2024 - 7/31/2024	25.00	25.00
		Subtotal:	**$40.00**
	QST		1.50
	GST (596)		0.00
	Payments/Credits Applied		0.00
		Invoice Balance Due:	**$41.50**

IMPORTANT MESSAGES

This is the Overview Message

This is the Memo that can be added when creating a Cycle Billing.

Registration Code: **F86D6D** Page 1

Please detach and return this portion with your payment to ensure proper credit.

Sedona Security
123 Safety Street
Nowhere, NY 55555

REMITTANCE INFORMATION

Customer Number	48977
Invoice Number	497840
Invoice Date	7/1/2024
Due Date	**7/1/2024**
Invoice Balance Due	$41.50
TOTAL DUE	**$41.50**
Amount Enclosed:	

Amy Elizabeth
7899 River Road
Daphne, AL 36526

Sedona Security2
PO Box 4723
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Chicago, IL 60609