

How to Set Up Invoice Message for Auto-Pay Customers

Last Modified on 09/12/2024 6:08 pm EDT

For Customers that are set up on Autopay using a Bank Account or Credit Card, you can add a Message to their Cycle Invoice letting them know not to pay their Invoice because it will be charged automatically to the Bank or Credit Card on file.

SedonaSetup – EFT Setup

Go to SedonaSetup – EFT Setup (AR) – Posting

ACH Payment select “EFT” from the dropdown menu.

ACH Invoice Message Example: ** Please do not pay this invoice. Your bank account will be automatically charged. **

Credit Card Payment select “Credit Card” from the dropdown menu.

Credit Card Message Example: ** Please do not pay this invoice. Your Credit Card will be automatically charged. **

Click “Apply.”

Cycle Invoice

When the Customer’s Cycle Invoice prints the Auto-Pay message will be displayed on the Invoice.

