How to Show Site Information of All Subaccounts on one Master Account Invoice

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There are times when Master accounts need one invoice with all the subaccounts showing the site addresses. This document will show how to achieve that result. The version of SedonaOffice used is 6.2.0.16.

Overview

The steps below will be done prior to running any Master Account billing. These steps should be taken on each Subaccount that is to show the site information of that account.

Steps:

1. Open the Subaccount – Right click on the site – Click on Edit – Click on Setup Tab – Click/Verify the "Print Site Info on Invoices" option is marked – Verify Separate Cycle Invoice for Each Site is **NOT** checked – Save any changes

2. After the Master Cycle Billing is ran – Double click on the invoice – Select Form Standard form, or Bridgestone Standard (Master Invoice will not let you change how displayed) – Click Ok button
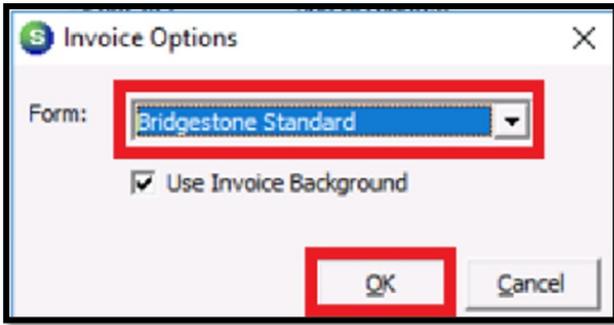
3. Click on Item Detail Tab – Make sure Show Cycle Description and Append Address 2 to Site Description is marked
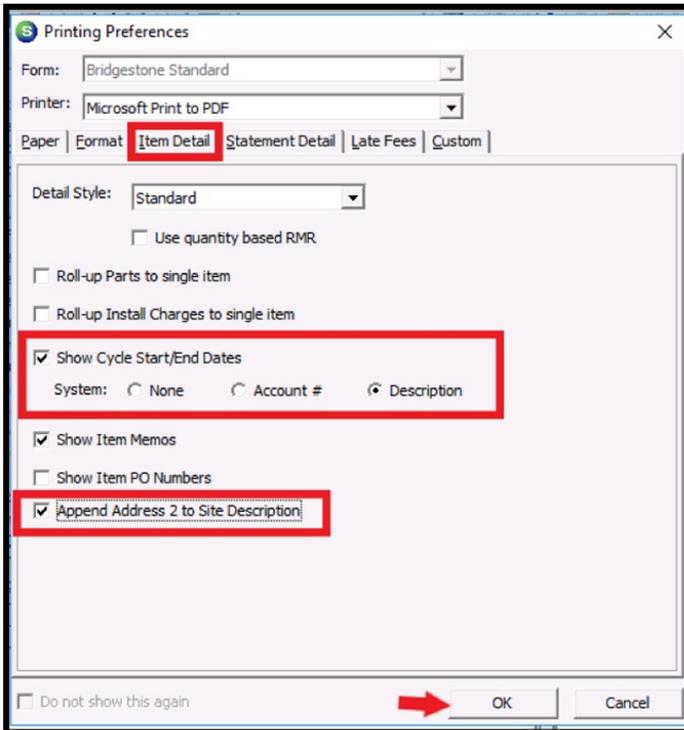
4. Add any other details from the other tabs that is needed and click on OK

5. When the Invoice opens it will show each subaccount that is billing to the master account broke out into each subaccount, site, RMR and cycle period

Invoice/Statement

Customer	Dealer 995
Customer Number	649
Invoice Number	662906
Invoice Date	2/1/2024
PO Number	
PAYMENTS APPLIED THRU	1/31/2024
Job / Service Ticket #	

CURRENT CHARGES

Quantity	Description	Rate	Amount
D995 - Sub1, 1235 Rockside Road, Garfield Heights, OH - Bldg A - 100			
1.33	Open/Close Reports Event Monitoring, 12/1/2023 - 1/10/2024	4.00	5.33
3.00	Open/Close Reports Event Monitoring, 12/1/2023 - 2/29/2024	2.00	6.00
1.00	Recurring Mon Services II Event Monitoring, 2/1/2024 - 2/29/2024	48.00	48.00
1.00	Open/Close Reports Event Monitoring, 2/1/2024 - 2/29/2024	2.00	2.00
D995 - Sub2, 1235 Rockside Road, Garfield Heights, OH - Bldg A - 200			
1.00	Recurring Mon Services II Event Monitoring, 2/1/2024 - 2/29/2024	48.00	48.00
D995 - Sub3, 1235 Rockside Road, Garfield Heights, OH - BLDG 506			
1.00	Monitoring Services Fire System, 2/1/2024 - 2/29/2024	50.00	50.00
		Subtotal:	$159.33
	Tax		3.88
	Payments/Credits Applied		0.00
		Invoice Balance Due:	$163.21

IMPORTANT MESSAGES