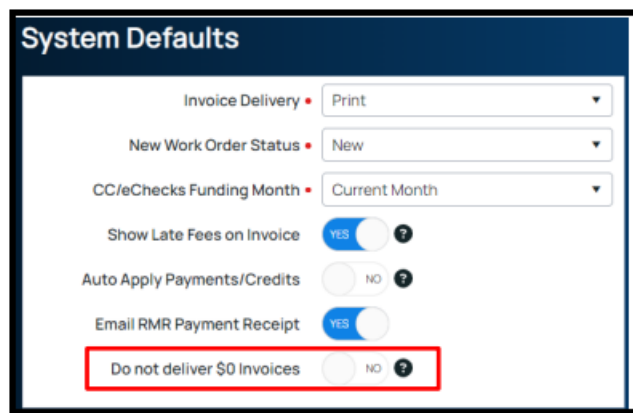


Managely – How to globally enable/disable ‘Do Not Deliver \$0 Invoices’

02/12/2024 6:07 pm EST

Managely offers customers the ability to choose between delivering or not delivering \$0 (zero dollars) invoices.

The setting to enable or disable the delivery of \$0 invoices can be found under Setup -> Company -> System Defaults.



The screenshot shows the 'System Defaults' configuration page in Managely. It features several settings: 'Invoice Delivery' set to 'Print', 'New Work Order Status' set to 'New', and 'CC/eChecks Funding Month' set to 'Current Month'. Below these are three toggle switches: 'Show Late Fees on Invoice' (set to YES), 'Auto Apply Payments/Credits' (set to NO), and 'Email RMR Payment Receipt' (set to YES). At the bottom, the 'Do not deliver \$0 Invoices' toggle is set to NO and is highlighted with a red rectangular box.

Setting	Value
Invoice Delivery	Print
New Work Order Status	New
CC/eChecks Funding Month	Current Month
Show Late Fees on Invoice	YES
Auto Apply Payments/Credits	NO
Email RMR Payment Receipt	YES
Do not deliver \$0 Invoices	NO

When the option is enabled (set to Yes) Managely will not allow any invoices with a total balance of \$0 to enter the Invoice/Credits Not Delivered queue.