

How to Print Invoices showing System and Site Information

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There are a few options that can be used to show the system information for cycle billing. Below are screenshots of how those invoices look depending on the options selected.

Overview

Below are samples of what the invoices will display depending on which option is used. The samples below are using the Bridgestone Standard form. All options are located in the Preview for the invoice. Click on the Preview button in Invoice List window.

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Item Detail Tab:

1. Show Cycle Start/End Dates: None – this option will only show the cycle start/end dates without any information about the system

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2. Show Cycle Start/End Dates: Account# – this option will show the cycle start/end dates and the system account number

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3. Show Cycle Start/End Dates: Description – this option will show the cycle start/end dates and the system type

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With any of the options selected the customer site will show above each of the charges invoiced.

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And depending on which Invoice Form Template is used will also determine if the Site will show on the invoice or not.

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