

How To Set Up Invoice Message for Auto-Pay Customers

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

Posting

ACH Payment

ACH Invoice Message

EFT

** Please do not pay this invoice. Your bank account will be automatically charged. **

Credit Card Payment

Credit Card Invoice Message

Credit Card

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

New Apply

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.

Sedona Security
123 Safety Street
Nowhere, NY 55555

Invoice

Customer: Elisebeth Arington - Primary Billing
Customer Number: 48977
Invoice Number: 487284
Invoice Date: 11/12/2024
PO Number: 0018081983
PAYMENTS APPLIED THRU: 6/24/2024
Job / Service Ticket #

CURRENT CHARGES	
Description	Amount
PineApple Farms, 555 PineApple Drive, Daphne, AL -	
3.00 Dealer Basic Monitoring	33.00
Intrusion System, 11/1/2024 - 3/31/2024	99.00
Subtotal:	\$99.00
GST	9.88
GST (5%)	0.00
Payments/Credits Applied	0.00
Invoice Balance Due:	\$108.88

IMPORTANT MESSAGES

This is the Overview Message

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