

Cycle Invoicing – How to Add a Memo

11/06/2025 1:49 pm EST

During the Cycle Invoicing Process, you have the option to add a memo that will appear on all Invoices. Depending on the Invoice Template being used determines where the memo appears.

Cycle Invoicing

Open the Cycle Invoicing Process Screen

At the bottom of the page is the Memo Section. When adding a memo here, this will appear on All Cycle Invoices.

Note: The memo can hold an unlimited number of characters. The memo can span multiple pages of the invoice depending on the number of characters entered into the memo field.

The screenshot displays the 'Cycle Invoicing Process' window. It is divided into several sections:

- Cycle Information:** Fields include Cycle (1612), Amount (40.00), Month (July 2024), Count (1), Invoice Group # (None), Thru Day (1), Created (6/28/2024), and Description (01-Jul-24 - Elizabeth Arrington).
- Invoice Information:** Fields include Category (Admin G & A), AR Account (110110), Use Customer Terms (unchecked), Terms (Due On Receipt), Invoice Date (7/1/2024), and Invoice Description (Recurring).
- Aging Date:** Fields include Aging Date to Match Bill On Day (unchecked) and Aging Date (7/1/2024).
- ACH Hold Date:** Fields include ACH Hold Date to Match Bill On Day (unchecked) and ACH Hold to Process Date (6/28/2024).
- Memo:** A text area at the bottom, highlighted with a red box, containing the text: 'This is the Memo that can be added when creating a Cycle Billing.'

At the bottom of the window are buttons for Print, Save, Post, and Close.

Sedona Security

123 Safety Street
Nowhere, NY 55555

Invoice

Customer Amy Elizabeth
Customer Number 48977
Invoice Number 497840
Invoice Date 7/1/2024
P O Number Blanket PO
PAYMENTS APPLIED THRU 6/28/2024
Job / Service Ticket#

CURRENT CHARGES

Description		Amount
Elizabeth Arrington Beach House, 4455 Beachside Blvd, Daphne, AL -		
1.00	Update Description CCTV, 7/1/2024 - 7/31/2024 PO# 1234567	15.00
1.00	502 CCTV, 7/1/2024 - 7/31/2024	25.00
Subtotal:		\$40.00
QST		1.50
GST (596)		0.00
Payments/Credits Applied		0.00
Invoice Balance Due:		\$41.50

IMPORTANT MESSAGES

This is the Overview Message

This is the Memo that can be added when creating a Cycle Billing.

Registration Code: F86D6D

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Please detach and return this portion with your payment to ensure proper credit.



Sedona Security

123 Safety Street
Nowhere, NY 55555

REMITTANCE INFORMATION

Customer Number 48977
Invoice Number 497840
Invoice Date 7/1/2024
Due Date 7/1/2024
Invoice Balance Due \$41.50

TOTAL DUE \$41.50
Amount Enclosed:

Amy Elizabeth
7899 River Road
Daphne, AL 36526

Sedona Security2
PO Box 4723
Suite 100-M2
Chicago, IL 60609