

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

09/13/2024 4:08 pm EDT

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

Customer Setup 649

Customer # 649 Dealer 995
Customer Name Dealer 995 1235 Rockside Road
Additional Name Garfield Heights, OH 44125

Setup Information Miguel Testing | Bill To | Master Account Setup | Items |

Customer Status ANR Blanket P.O.
Customer Type Residential P.O. Expire Date
Old Customer ID Customer Since 6/6/2022
Terms Due On Receipt Chain Account
Tax Exempt # Customer Group
EIN Customer Group 2
OK to Increase Branch Manitou De'fault
Salesperson Invoice Group None
Commission Pct 0.00 No Collections
Registration Code 944006 Part Pricing Level Level 1

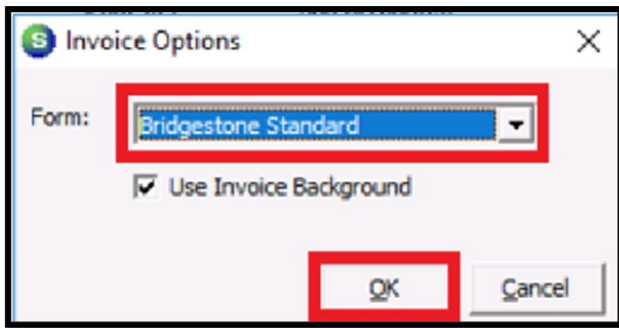
Master Account Information
☒ Is Master Account
Account Index 3 (For Auto Numbering)
☒ Default New Sub-Accounts to Bill to Master Account

Invoice Printing
☒ Print Statements
☒ Print Site Info on Invoices
☐ Separate Cycle Invoice for Each Site
☒ Charge Late Fees

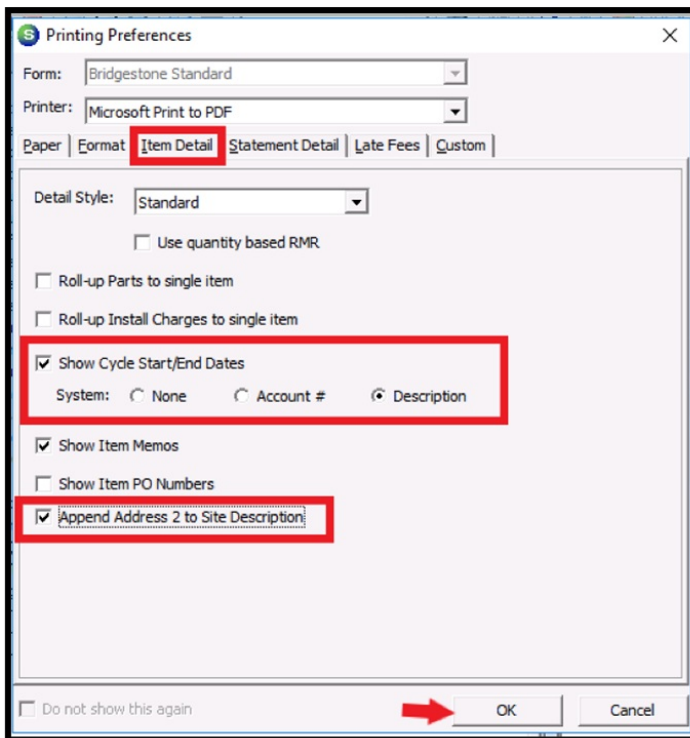
Critical Message
Expires On

Save Close

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

IMPORTANT MESSAGES