

How to Print a Message on Every Bill

By Nerino J. Petro, Jr.

If you're using Billing Matters and if you want this message to appear on every bill, you need to do several things:

- 1)Go To File>Setup>Billing Options>Bill Messages
- 2)Select Add Record
- 3)Type in a Code ex. Stan and Description, then type in your message. Check Default in the lower left corner of screen.
- 4)Click OK
- 5)Click Close
- 6)Go To File>Setup>Billing Option>Bill Profiles and select the profile you're using.
- 7) Select Change Record.
- 8) Click the Print Order Tab and scroll down the list until you find the Default Message entry.
- 9) If you want this to be the very last thing to print on your bill, click on Default Message and then use the Move Down button to move this to the bottom of the list. Otherwise, place it wherever you want it to print on the order of things on the bill.

If you're using the Default Bill Layout, the message will print without doing anything else.

If you've created you own layout, you need to click on the Miscellaneous button and then click on the Message Title Bar at the bottom of the layout screen. You need to insert the Message Data Field which will show up on the right of your screen and size it accordingly, then save and close.

Your message will now print on every bill. If you work from the Billing Preferences Template, be careful of using the Message tab, to select a Standard Message and have it Print on Every Bill. If you select your default message as the standard message, it will print twice on the bill.