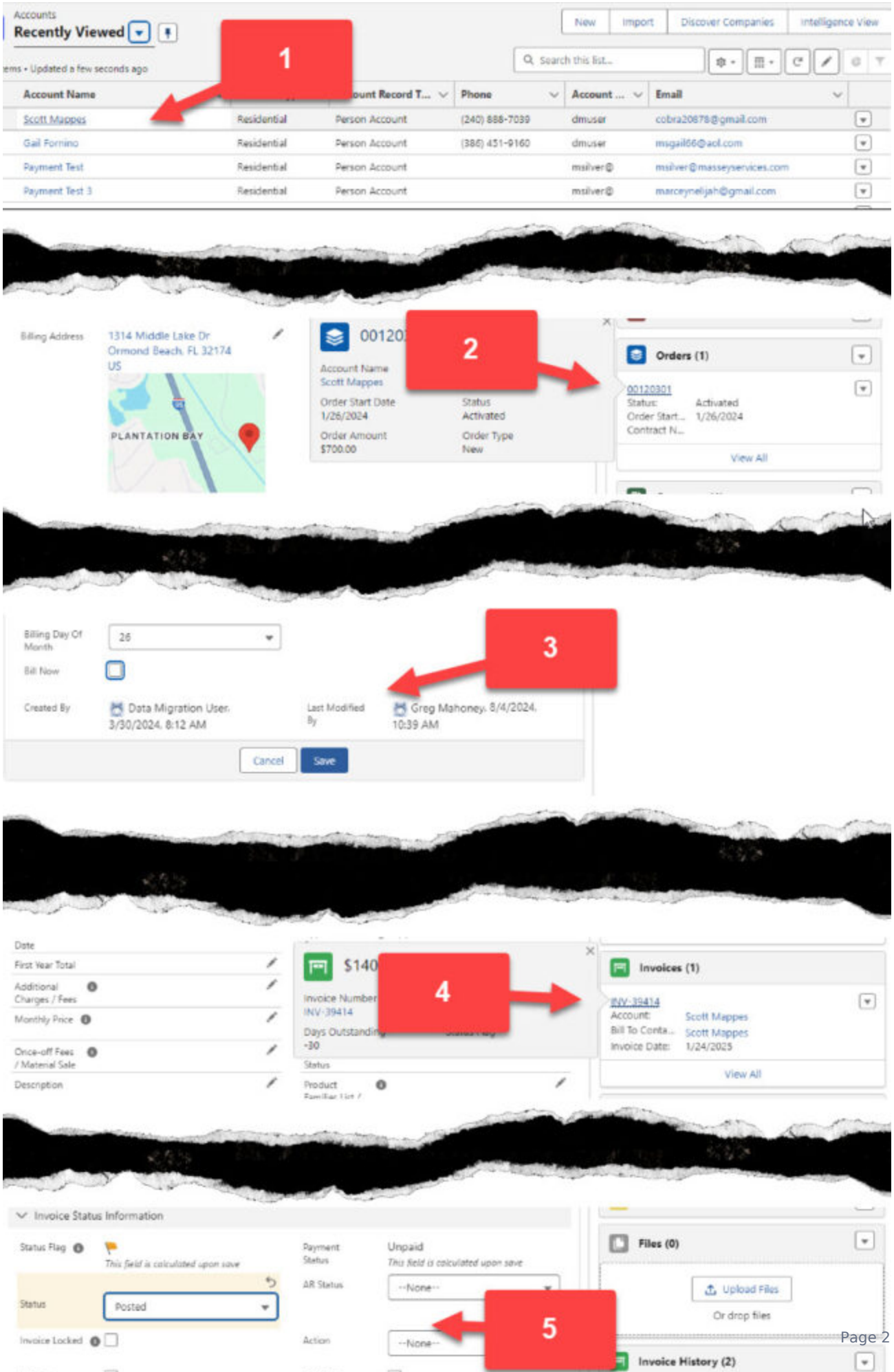
QRG PAY.6 – Creating a Termite or Bait Warranty Invoice

Quick Reference Guides · https://milo.masseyservices.com/docs/qrg-pay-6-creating-a-termite-or-bait-warranty-invoice/

Creating a Termite or Bait Warranty Invoice

1. Click on the customers account from the account screen
2. From the customer account, select the Sales Tab. Navigate to the order for the Termite or Bait program.
3. Check the box next to Bill Now and Save.
4. Scroll up on the order to view the Warranty Invoice (Renewal Invoice) in the related list and click on the invoice. Verify the value of the invoice is accurate.
5. Update the status from Draft to Posted and click Save.


Accounts
Recently Viewed
New
Import
Discover Companies
Intelligence View
Search this list...
1
Account Name
Phone
Account ...
Email
Scott Mappes
Residential
Person Account
(240) 888-7039
dmuser
cobra20878@gmail.com
Gail Formino
Residential
Person Account
(386) 451-9160
dmuser
msgail66@aol.com
Payment Test
Residential
Person Account
msilver@
msilver@masseyservices.com
Payment Test 3
Residential
Person Account
msilver@
marceyneljah@gmail.com
Billing Address
1314 Middle Lake Dr
Ormond Beach, FL 32174
US
PLANTATION BAY
2
Account Name
Scott Mappes
Order Start Date
1/26/2024
Status
Activated
Order Amount
$700.00
Order Type
New
Orders (1)
00120301
Status: Activated
Order Start... 1/26/2024
Contract N...
View All
Billing Day Of Month
26
Bill Now
3
Created By
Data Migration User, 3/30/2024, 8:12 AM
Last Modified By
Greg Mahoney, 8/4/2024, 10:39 AM
Cancel
Save
Date
First Year Total
Additional Charges / Fees
Monthly Price
Once-off Fees / Material Sale
Description
$140
4
Invoice Number
INV-39414
Days Outstanding
-30
Status
Product
Invoices (1)
INV-39414
Account: Scott Mappes
Bill To Conta... Scott Mappes
Invoice Date: 1/24/2025
View All
Invoice Status Information
Status Flag
This field is calculated upon save
Payment Status
Unpaid
This field is calculated upon save
AR Status
--None--
Status
Posted
Invoice Locked
Action
--None--
5
Files (0)
Upload Files
Or drop files
Invoice History (2)

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