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Bill Message Maintenance

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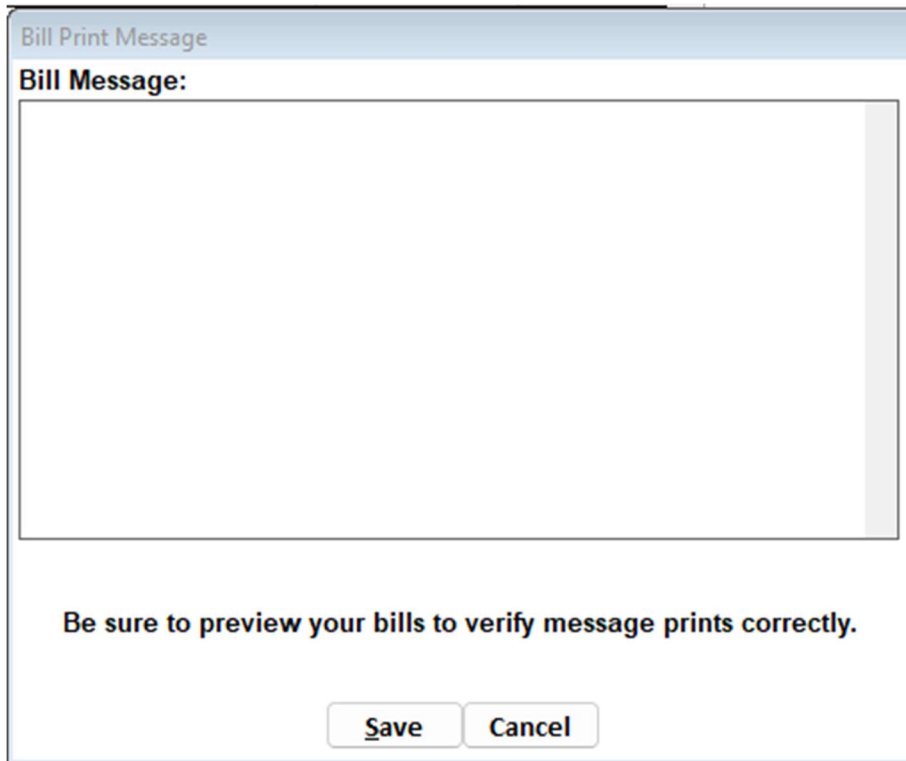
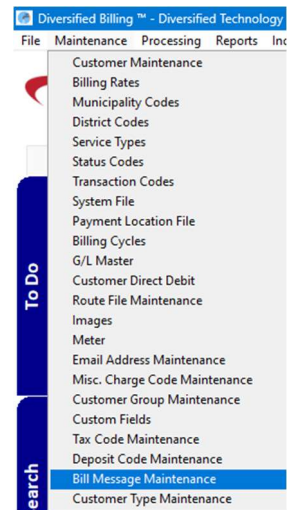
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Bill Message Maintenance

The **Bill Message Maintenance** option allows you to update your permanent bill message on your invoices. This information will be printed on your bills every time you process them until you change the message in this location again.

To access this option:

1. Click the **Maintenance** tab
2. Select **Bill Message Maintenance** from the drop down menu

A screenshot of the 'Bill Message Maintenance' dialog box. The title bar says 'Bill Print Message'. Inside, there is a large text area labeled 'Bill Message:'. Below the text area, there is a message: 'Be sure to preview your bills to verify message prints correctly.' At the bottom, there are two buttons: 'Save' and 'Cancel'.

The **Bill Message Maintenance** screen allows you to type a bill message that will reoccur every time you process bills. Keep in mind when writing within this field that you will have a limited amount of space on your bills for this information to show.



Deposit Code Maintenance

The available fields on this screen are:

- **Bill Message** – This is the area that you can enter the text that you would like to appear on your invoices.

The available buttons on this screen are:



- **Save** – will save the new or modified bill message entered



- **Cancel** – will cancel any new or modified bill message typed