

## **Invoice Messages**

You have the ability to print extended invoice messages. You can create up to 999,999 different messages with each having up to 150 lines long. The same message can be assigned to all retailers or each retailer or chain can be assigned a different invoice message.

### **Setup**

#### **W50 - Retailer Invoice Messages**

This program allows you to create up to 999,999 different messages to print on invoices for the customer. The same message can be printed for all retailers or each retailer or chain can have their own message. Each message can be up to 150 lines long.

Use the F4 function key at 'Rtlr Msg' Nbr to display the message numbers on file and their descriptions. Enter the message number that you are creating or the message number you are updating. For a new message number, enter the message number description.

If an existing message number was entered, the screen will display 'Do You Want to Delete Message? (Y/N)'. Key Y to delete the message number and its contents. Key N to continue and the message form will display on the screen. Simply press the return key or use the down arrow key to review or update the message.

A new message form will position you on the first line, first space. To move your cursor, use the space bar or arrow keys on your keyboard. To enter message form contents, simply move the cursor to where you want the data to print and enter the information. When all the message data has been entered, the last line must be entered with <END>. If <END> is not entered as the last line, the invoice message will print 150 lines even if blank.

To print a listing for all or selected message numbers on file, press F1 at Rtlr Msg Nbr. The W50 - Retailer Invoice Messages listing will print the message number, message description and all message lines.

This file is defined to query as file #152 - Retailr Invoice Msgs.

#### **500 - Retailer File Maintenance**

Update the field 'Invoice Message Number' with the invoice message number to use to print with the retailer's invoice. Leave this blank or zero to use the standard 3 line message. If the same invoice message number is to be used for all the retailers in a chain, only the chain master retailer number has to be updated.

### **Invoice Print**

When invoices are selected to print, key Y at 'Use Dlr Inv Msgs (N/Y)' to print the extended invoice messages for any retailers set up with an invoice message number. If N is entered, and a standard 3 line

message is entered, that message will print for all retailers, including the ones set up with an invoice message number.