

## Changing or Creating Custom Messages on Invoices

Type CM (for Customer Master) on a Command line, Enter  
Choose a customer to work with, choose "Invoice Creation and Handling" from list of options. Go to Page 3 of 3 of this section.

Screen is shown below:

```
Credit Limit-----(.0): *
Special Credit Handling Code-----: * (A B C H N O P or X)
C.O.D Code----- ( X): *
Override Labor Hourly Rate----(.2): *
Labor Costing Method Override-----: * (Location Master Default - )
Letter for Invoice Message-----: *
Message Number for Invoice Message: 1, ← Message Number goes here.
Order Acknowledgement E-Mail Addr:
Order Acknowledgement Fax Number--:
Order Acknowledgement Type-----: *
Customer has 3 Part Numbers established in the Customer Stocking Master
ENTER TO CONTINUE (+) F5 - FIRST SCREEN
F1 - UPDATE CHANGES F7 - EXIT PROGRAM
F2 - PAGE BACKWARDS (-) F8 - DISPLAY LETTERS
F4 - FIELD DEFINITIONS F9 - WORK WITH MESSAGE MASTER
F12 - WORK WITH CUSTOMER STOCKING MASTER
```

Type the Message number on this page, F1 to Update changes made.

F9 Allows you to Work with Message Master from this screen.

If a specific message number is not entered here, the invoicing program will use the Default Message found in the Location Master.

To change or view your Default Invoice Message following the directions below:

From the Main Menu:

#7 Files

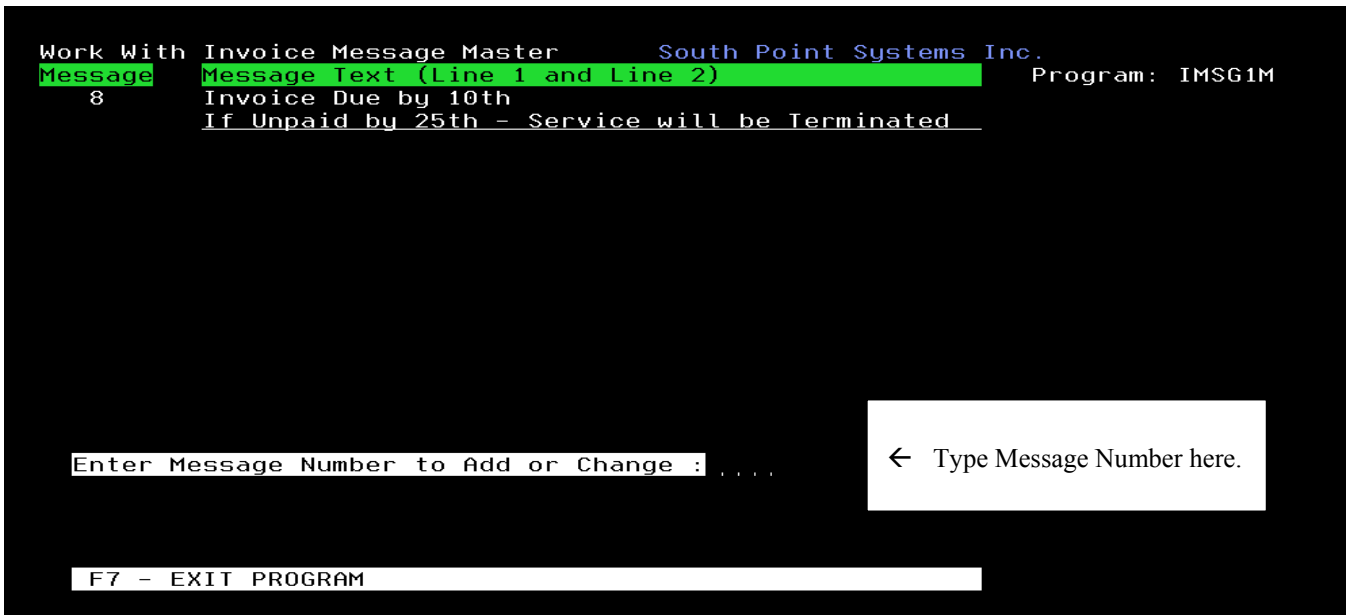
#17 Location Master

Choose to work with "Information Pertaining to SPSWR", enter

Choose to work with "Invoice Environment", enter

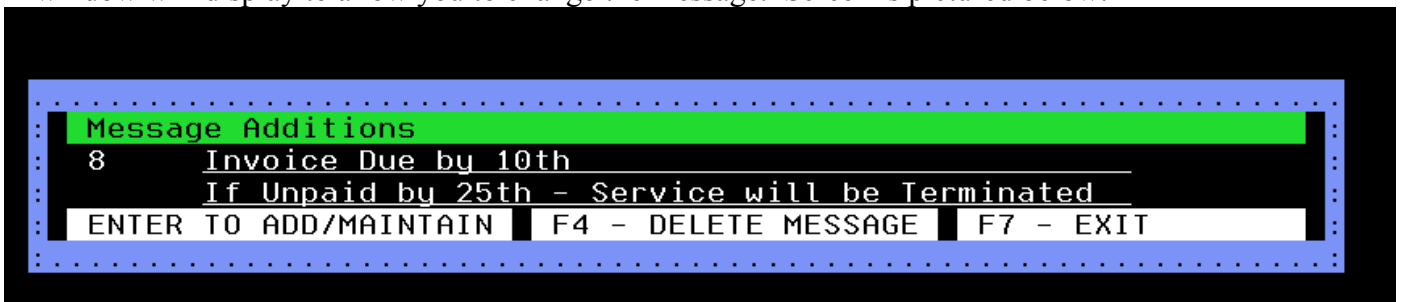
Choose to work with "Establish Invoice Messages", enter

Following screen appears that shows Established Invoice Messages and Allows you to Create New Invoice Messages:



To change an Established Invoice Message, type the Message Number in the lower portion of this screen and field exit.

A window will display to allow you to change the message. Screen is pictured below:



To add a new Invoice Message type an unused number in the “Enter Message Number to Add or Change” field.

Same window will display as above. Type your message, then enter to update.

If you need additional information, please email [support@southpoint.net](mailto:support@southpoint.net) or call our office.