

Invoicing Strategies

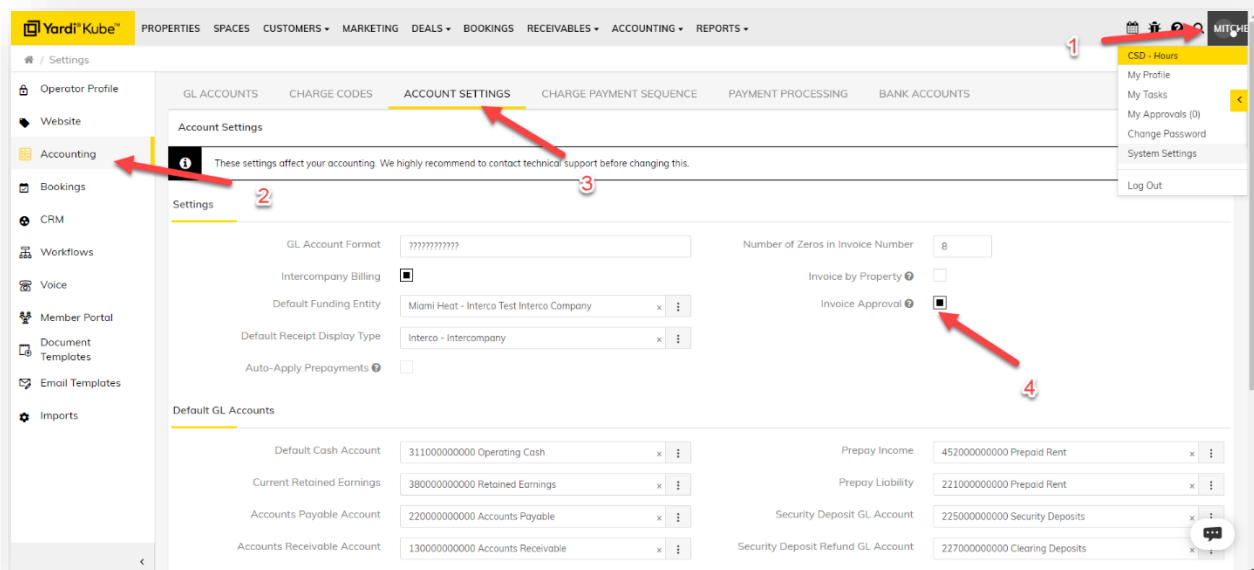
As we continue to monitor COVID-19, we understand and share the abundance of concern you have regarding the impact on the industry. We want to share some options to continue service for your company and your members.

Options available with our service:

- Suspend invoices from being automatically sent to members. Invoices must be manually approved to be sent out. You can email members their invoices by approving in bulk, or the invoices can be approved individually.
- Remove late fees.

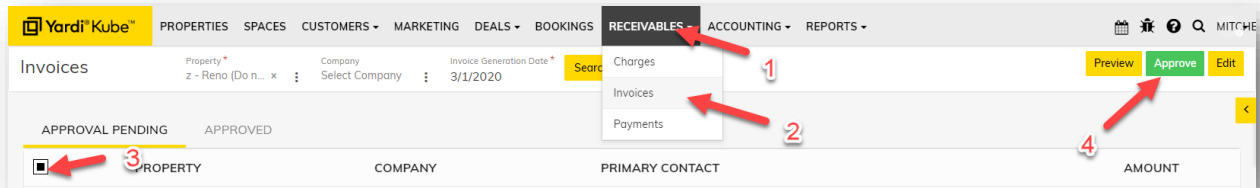
Suspending Automatic Invoices:

1. Click in the top right-hand corner (on your abbreviated name), then select System Settings
2. On the left-side, click Accounting
3. Click Accounting Settings
4. Click on the edit icon and then click the Invoice Approval checkbox



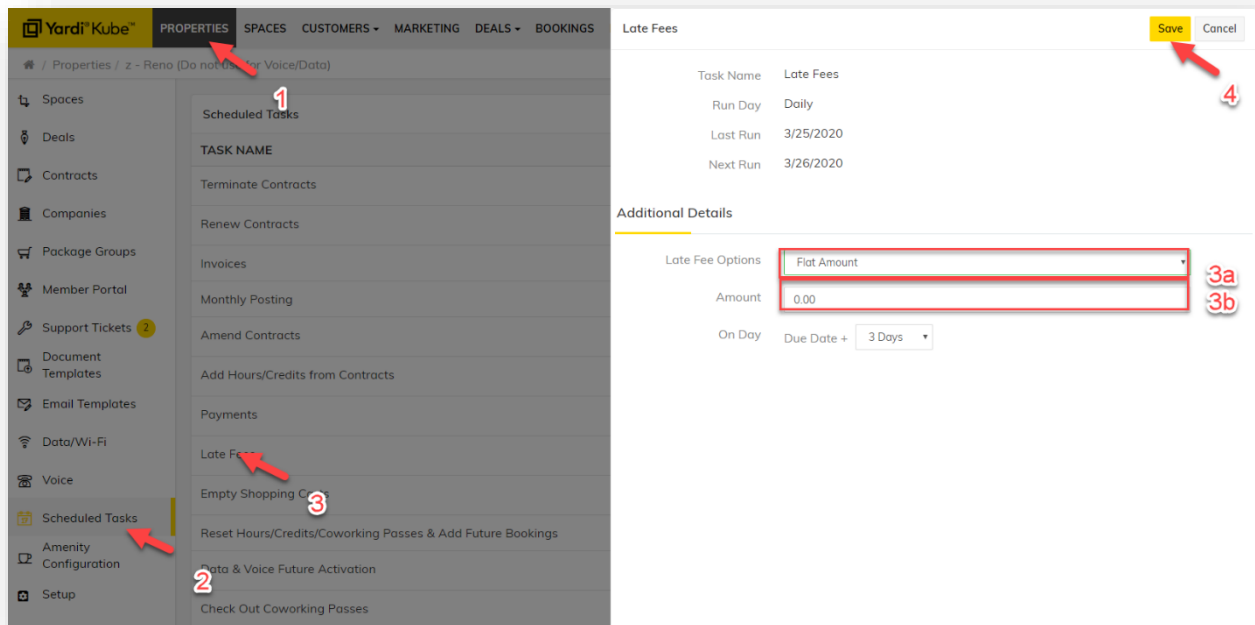
Bulk Approval and Send all Invoices:

1. Click on Receivables
2. Click on Invoices
3. Under the Approval Pending column, click the checkbox on the top row
4. Then click Approve



Removing Late Fees:

1. Go to Properties, then select your Property
2. Click Scheduled Tasks
3. Click Late Fees, then Edit and change the following settings:
 - a. Late Fee Options = 'Flat Amount'
 - b. Amount = '0.00'
4. Click Save





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