

Invoice Numbers on Payment Receipt Email

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When customers receive a payment receipt email, they will see the invoice numbers that their payment was applied to.

When you send a payment receipt email to a customer (via Accounts Payable > Deposits > payment on a deposit > More buttonDeliver), the email lists any invoices that the payment was applied to. This applies to both CC/eCheck and manual payments. For example:

Dear Jane Doe,

This email is a confirmation that we have processed Payment 73 on your account for the amount of \$62.15, using your credit card ending in 4242 on 12/12/2025.

Applied to Invoice(s):

- Invoice #10132
- Invoice #10133

Thank you for being a valued Base Dealer customer!

If no invoices were applied, the email message tells the customer the payment has not been applied to an invoice:

Dear Jane Doe,

This email is a confirmation that we have processed Payment 73 on your account for the amount of \$62.15, using your credit card ending in 4242 on 12/12/2025.

This payment has not yet been applied to an invoice.

Thank you for being a valued Base Dealer customer!