

# Edit the Invoice Email Template

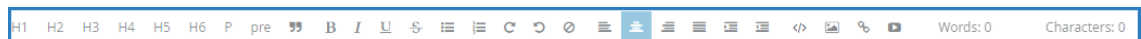
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You can customize the invoice email that is sent to parents when invoices are created.

1. From the menu to the left, click **Accounting**.
2. Click **Invoices**.
3. Click **Edit Email**. The Invoice Email Template page opens.
4. Click **Edit**.

The screenshot shows the 'Invoice Email Template' editor. At the top, there's a breadcrumb trail: Accounting > Invoices > Invoice Email Template. The editor has several fields: 'Recipient' with the value 'john@doe.com', 'Subject' with the placeholder 'Invoice #id# for #Billec', and 'From' with the placeholder '#BilledFrom#'. Below these is a 'Message' section with a rich text editor toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and source code. The message body contains the following text: 'Dear #BilledTo#,', 'Thank you for your business.', 'Your invoice can be viewed and/or printed from the link below. You can also choose to pay it online.', a blue link 'Click to view invoice', 'We look forward to doing more business with you.', 'Regards,', and '#BilledFrom#'. At the bottom of the message area, a list of variables is provided: #PayerId#, #Email#, #id#, #BilledFrom#, #InvoiceDate#, #ChildNames#, #BilledTo#, #Status#, #BillingPeriod#, #Amount#, #Balance#, and #LinkUri#. Below the message area is an 'Attachments' section with a red 'Add Attachment' button. At the bottom right of the editor are 'Cancel' and 'Save' buttons.

5. Update the **Subject**, **From**, and **Message** boxes, as needed.
  - Variables you can use to fill-in certain information are listed at the bottom of the editor (#Payerid, #Email, #id, and so on).
  - When editing the message, use the toolbar to format your text. You can also insert URLs, insert images, and switch to an HTML editor.



6. To add an attachment:
  - a. Click **Add Attachment**.
  - b. Click **Choose**.
  - c. Browse to the attachment on your computer, and click **Open**.
7. When finished, click **Save**.