Invoices

Last Modified on 01/09/2023 12:24 pm EST

When the Invoices tree option is selected, a list of all paid, unpaid, and partially paid invoices created for the customer will display in the Active Pane.

An Invoice may be opened for viewing by double-clicking on the Invoice row in the Active Pane. User permissions are required for this option; if the User does not have the appropriate permissions, an Invoice record may not be accessed.

Right-clicking on the Invoices tree option will display a list of three options; New Invoice, Create Cycle Invoice Now, and Refresh.

- New Invoice - A new Miscellaneous Invoice may be created by selecting this option. User permissions are required for this option; if the User does not have permission to use this function, this option will be grayed-out.
- Create Cycle Invoice Now – This option allows the User to generate a Cycle Invoice batch for this one customer. User permissions are required for this option; if the User does not have permission to use this function, this option will be grayed-out. Follow the link for detailed instructions on how to Cycle a Single Customer located in the Accounts Receivable section of SedonaOffice Help.
- Refresh - Selecting this option will refresh the Invoice list displayed in the Active Pane.