

Create Cycle Invoice Now

Last Modified on 01/20/2023 11:00 am EST

This option allows the User to generate a Cycle Invoice batch for one customer. When selecting this option, the Cycle Invoice One Customer form will be displayed; the User selects the month/year from the drop-down list then clicks on the green arrow to display a list of recurring lines available for billing. Once the process is complete, previewing and posting the batch are performed from the Accounts Receivable/Cycle Invoicing option the same as a normal cycle batch.

User permissions are required for this option; if the User does not have permission to use this function, this option will be grayed-out

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