

Cycle Invoicing-For a Single Customer

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Functionality is available to cycle invoice a single customer. This is most typically used when the cycle has already been generated for the month in which the customer begins services and you do not want to wait until the next cycle to invoice the customer. Follow the instructions below to cycle a single customer.

1. Open the Customer Explorer for the customer to be cycled.
2. From the Customer Tree highlight the Recurring option; right-click and select the option Create Cycle Invoice Now.
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3. The Cycle Invoice One Customer form will be displayed. In the top area of the form select the Month/Year to cycle the customer then press the green arrow to the right of the description field. The lower area of the form will display any recurring lines which have not yet been invoiced for the selected Month/Year. Click the Create Cycle button located at the lower right of the form to begin the Cycle Invoicing process. A confirmation message will be displayed asking if you are certain you want to cycle the customer; click the Yes button to continue. The form will close when the process is completed.
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4. Navigate to Accounts Receivable/Cycle Invoicing. A new Cycle Batch will display in the list; the description field will contain the name of the Customer that was just cycled. The remainder of processing steps is the same as [reviewing/posting/printing a regular cycle batch](#) - refer to steps 4 through 8.