

# Cycle Invoice 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*.

