How to Process Cycle Invoicing for Master Accounts

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If there are Subaccounts that are being billed to the Master Account for Cycle Billing, you will need to run the Cycle Biling from the Master Account Management Screen.

If the Subaccount(s) is billed to the Subaccount Bill To, you will run the Cycle Billing process as normal through Cycle Invoicing under Accounts Receivable.

Client Management

Under the Client Management Module select “Master Account Management”

In the bottom left corner select “Cycle Invoicing”

When the Master Account Cycle Invoicing screen opens, select the Month, Invoice Date, Invoice Group # as applicable and Description.

Select specific Master Accounts or select “All Masters” on the right side.

Select specific Branches or select “All Branches” on the right side. Click Save.

Once the process has run the Cycle Invoicing screen will open.

The remainder of the process will be the same as running the Cycle Invoicing for a standard account.

Double-click on the Cycle batch to open it.

Select the Category and Invoice Description from the drop-down menu.

Make any changes needed to the Aging Date or ACH Hold Date.

Enter a memo if needed.

Select Post.