



## **Create Periodic Invoices - BAR3150**



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# Create Periodic Invoices - BAR3150

## Accounts Receivable > Utilities > Create Periodic Invoices

This utility uses the templates from the Create/Modify Template page to create invoices that are generated every month or every quarter.

### Create periodic invoices:

All available invoice templates listed on the left side of the page.

Field	Description
Group Code	Click  to select a specific group of invoice templates. Otherwise, leave blank to display all invoice templates. Click <b>Retrieve</b> .

Select an invoice template to create the periodic invoice. Use the following buttons to include or exclude an invoice template from the Create Periodic Invoices process.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.




- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

### Other functions and features:

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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