



## **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.

**Note:** If an invoice template from one group is moved to the right side of the page, and then a new group is selected and another invoice template is moved to the right side of the page, the first invoice template is not replaced. Both invoice templates are used to create periodic invoices.

### Other functions and features:

	<b>Delete a row.</b> 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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