

Create Periodic Invoices - BAR3150

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Accounts Receivable > Utilities > Create Periodic Invoices

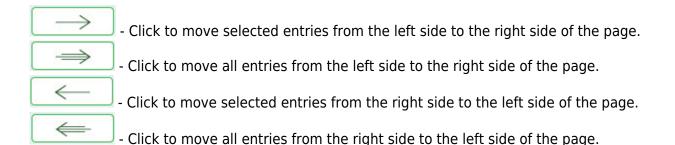
This utility uses the templates from the Create/Modify Template page to create invoices that are generated every month or every quarter.

Create periodic invoices:

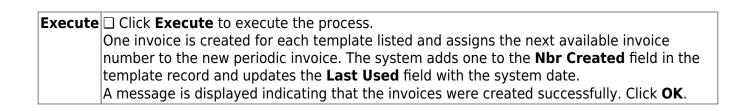
All available invoice templates listed on the left side of the page.

Field	Description
	Click \checkmark to select a specific group of invoice templates. Otherwise, leave blank to display all invoice templates. Click Retrieve .

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.



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.





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