

# **Create Periodic Invoices - BAR3150**

## **Table of Contents**

| Cuarta Daviadia Imariana - DADO1FA |   |
|------------------------------------|---|
| Create Periodic Involces - BAR3150 | 1 |

### **Create Periodic Invoices - BAR3150**

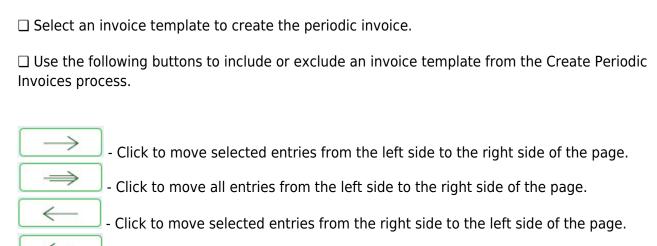
#### Accounts Receivable > Utilities > Create Periodic Invoices

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:**

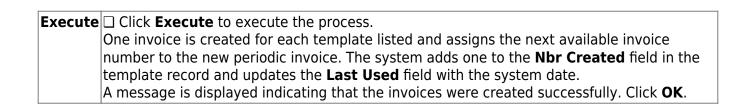
All available invoice templates listed on the left side of the page.

| Field         | Description   |
|---------------|---|
| Group<br>Code | Click to select a specific group of invoice templates. Otherwise, leave blank to display all invoice templates. Click <b>Retrieve</b> .   |
| Due Date      | This field is automatically populated with the current date but can be changed. Type the desired due date in the MM-DD-YYYY format or select a date from the calendar to be used when creating the invoice. If this field is blank, the selected template due date is used. |



**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.

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





## **Back Cover**