

# Invoices Page

Last Modified on 11/08/2016 10:02 pm EST

## Accessing Invoices Page

To access lists of your Invoices, Credits, Invoices/Credits Not Delivered, and Printed Batch History at the dealer level click Invoices on the upper left side of the page:

**ABC Company**

Home | Barbie | Support Center | AlarmBiller | Logout

Customers | Customer Search: name - cust #

Customers | **Invoices** | Payments | RMR | Work Orders | Proposals | Calendar | GL | Reports | Setup | Accounting

**Open Receivables & Aging Past Due**

Current:	\$2,044.19
1 - 30 Days:	\$6,134.87
31 - 60 Days:	\$15,236.77
61 - 90 Days:	\$2,477.27
Over 90 Days:	\$276,554.80
Open Invoices:	\$302,447.90
Open Credits:	(\$5,334.49)
Unapplied Cash:	(\$2,300.33)
Net AR Due:	\$294,813.08

My Time Zone: Eastern Standard Time

**Notifications to Process**

Unassigned Mobile Payments:	0
Credit Cards:	11
eChecks:	0
Forte Error Transactions:	0
Open Work Orders:	99
Open Appointments:	99
Accepted Proposals:	0
Next Recurring to Process:	Jan-2016
Accounting Lockdown Date:	Jan-01-2014
Support Tickets:	0
Invoices/Credits Not Sent:	132

**Top 5 RMR By Item**

Item	Amount
Monitoring	\$2,561.00
Payments	\$717.00
new one	\$200.00
Radio Backup	\$100.00
INSPECTION	\$60.00

The Invoices page will appear:

**ABC Company**

Home | Barbie | Support Center | AlarmBiller | Logout

Customers | Customer Search: name - cust #

Customers | **Invoices** | Payments | RMR | Work Orders | Proposals | Calendar | GL | Reports | Setup | Accounting

**Open Invoices & Credits** Generate Recurring Invoices

Invoices | Credits | Invoices/Credits Not Delivered | Printed Batch History

Show All Invoices

Invoice #	Customer Name	Invoice Date	Total Amount	Amount Due	
10975	1017 - The Saddle Shop	06/16/2016	\$401.00	\$401.00	\$ Pay It
10974	1032 - Smith, John	06/15/2016	\$75.00	\$75.00	\$ Pay It

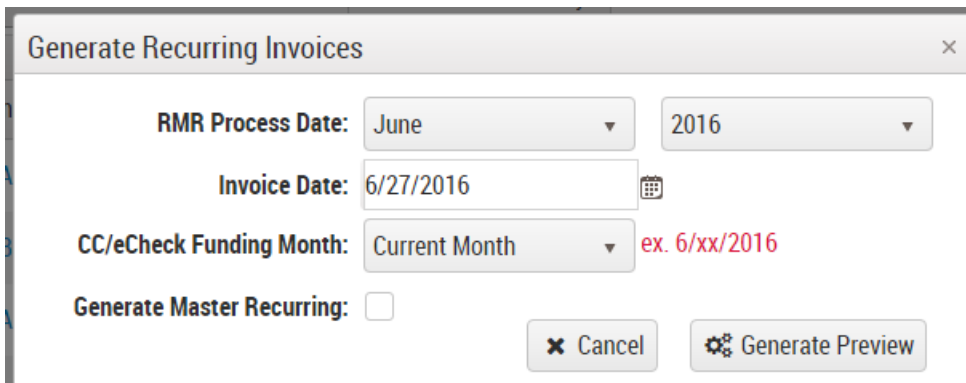
## Generate Recurring Invoices

\*Note: This is the manual process for generating recurring invoices. AlarmBiller can also perform this process for you automatically (hyperlink).

## Generate Recurring Invoices

Click "Generate Recurring Invoices" to generate recurring invoices at a dealer level. you can also do this at a customer level.

A "Generate Recurring Invoices" box will appear:



The screenshot shows a dialog box titled "Generate Recurring Invoices" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- RMR Process Date:** A dropdown menu showing "June" and a year dropdown showing "2016".
- Invoice Date:** A text input field containing "6/27/2016" with a calendar icon to its right.
- CC/eCheck Funding Month:** A dropdown menu showing "Current Month" and a red text example "ex. 6/xx/2016" to its right.
- Generate Master Recurring:** An unchecked checkbox.
- Buttons:** "Cancel" (with an X icon) and "Generate Preview" (with a gear icon).

### RMR Process Date

Select the month you are generating invoices for. This is the month for which you want to charge services.

### Invoice Date

Select the date you wish to appear on the invoice. Your aging and due date are reflected from this date.

### CC/eCheck Funding Month

Select the month that your autopay customers will be paying for from the dropdown box. An example for clarification is provided in red text to the right of the dropdown box.

### Generate Master Recurring

If you have any recurring items that are being billed directly to a master customer you will need to generate recurring invoices twice, once without checking the "Generate Master Recurring" box and then again with the box checked.

## Generate Preview

To proceed, click "Generate Preview" in the bottom right corner of the box:

**Generate Recurring Invoices** [X]

RMR Process Date: June [v] 2016 [v]

Invoice Date: 6/27/2016 [calendar icon]

CC/eCheck Funding Month: Current Month [v] *ex. 6/xx/2016*

Generate Master Recurring:

[X] Cancel [gear icon] **Generate Preview**

This will take you to the "Recurring Invoices Preview" page. This shows a list of all your customers with recurring items within the RMR process date you selected. Click the arrow to the left of the customer's name to view details about the charges for their recurring item(s) and date range the rmrs are being processed for.

**Recurring Invoices Preview** [gear icon] Process Invoices


Select All Customers Selected to Process: **0** [Export To Excel]

	Customer	Amount	Tax Amount	Total Amount Due
<b>Invoices</b>				
[arrow]	<input type="checkbox"/> <a href="#">Frank, Brett - 1004-555</a>	\$70.00	\$0.00	\$70.00
	RMR Description	Quantity	Rate	Amount
	1145 Monitoring, (06/01/2016 - 07/31/2016)	2	\$35.00	\$70.00
[arrow]	<input type="checkbox"/> <a href="#">Collier, Connie - 1034</a>	\$84.00	\$4.20	\$88.20
[arrow]	<input type="checkbox"/> <a href="#">jones, David - 1061</a>	\$70.00	\$0.00	\$70.00

Customer Manager Page

Click the blue "Customer" hyperlink to view the customer manager page linked to the RMR(s). This will provide you with detailed information about the customer.

## Recurring Invoices Preview

 Process Invoices


Select All      Customers Selected to Process: **0**     

	Customer	Amount	Tax Amount	Total Amount Due
<b>Invoices</b>				
<input type="checkbox"/>	<a href="#">Frank, Brett - 1004-555</a>	\$70.00	\$0.00	\$70.00
	<a href="#">RMR</a> Description	Quantity	Rate	Amount
	<a href="#">1145</a> Monitoring, (06/01/2016 - 07/31/2016)	2	\$35.00	\$70.00
<input type="checkbox"/>	<a href="#">Collier, Connie - 1034</a>	\$84.00	\$4.20	\$88.20
<input type="checkbox"/>	<a href="#">jones, David - 1061</a>	\$70.00	\$0.00	\$70.00

## Customer RMR page

Click the blue "RMR" hyperlink to the left of the recurring item to view the customer RMR page. This will provide you with detailed information about the RMR.

## Recurring Invoices Preview

 Process Invoices

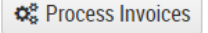
Select All      Customers Selected to Process: **0**     

	Customer	Amount	Tax Amount	Total Amount Due
<b>Invoices</b>				
<input type="checkbox"/>	<a href="#">Frank, Brett - 1004-555</a>	\$70.00	\$0.00	\$70.00
	<a href="#">RMR</a> Description	Quantity	Rate	Amount
	<a href="#">1145</a> Monitoring, (06/01/2016 - 07/31/2016)	2	\$35.00	\$70.00
<input type="checkbox"/>	<a href="#">Collier, Connie - 1034</a>	\$84.00	\$4.20	\$88.20
<input type="checkbox"/>	<a href="#">jones, David - 1061</a>	\$70.00	\$0.00	\$70.00

## Export To Excel

Click "Export To Excel" to download an excel file of this customer list to your documents.

## Recurring Invoices Preview



Select All Customers Selected to Process: **0** Export To Excel

	Customer	Amount	Tax Amount	Total Amount Due	
▾	<input type="checkbox"/> Frank, Brett - 1004-555	\$70.00	\$0.00	\$70.00	
	RMR	Description	Quantity	Rate	Amount
	1145	Monitoring, (06/01/2016 - 07/31/2016)	2	\$35.00	\$70.00
▸	<input type="checkbox"/> Collier, Connie - 1034	\$84.00	\$4.20	\$88.20	
▸	<input type="checkbox"/> jones, David - 1061	\$70.00	\$0.00	\$70.00	

## Process Invoices

### Recurring Invoices Preview

Select All Customers Selected to Process: **2** Process Invoices Export To Excel

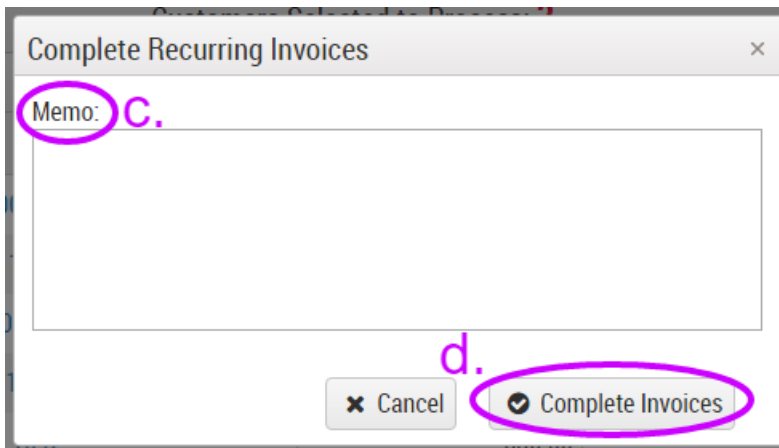
	Customer	Amount	Tax Amount	Total Amount Due
▸	<input checked="" type="checkbox"/> Frank, Brett - 1004-555	\$70.00	\$0.00	\$70.00
▸	<input checked="" type="checkbox"/> Collier, Connie - 1034	\$84.00	\$4.20	\$88.20
▸	<input type="checkbox"/> jones, David - 1061	\$70.00	\$0.00	\$70.00

### a. Select Customers

Select the customer(s) you would like to process invoice(s) for by checking the box(es) to the left of his/her name. If you would like to process invoices for all of these customers check the "Select All" box.

### b. Process Invoices

click "Process Invoices" in the upper right corner of the page. A "Complete Recurring Invoices" box will appear.



### c. Memo

Type a memo if you would like to appear on the invoice(s). If you have already entered a memo for a customer individually through the customer RMR page, this memo will also appear on the invoice.

### d. Complete Invoices

Click "Complete Invoices" in the bottom right corner of the page. This will take you back to the Invoices Page. The invoices you processed will be listed as open invoices in the "Invoice" and will also appear in the "Invoices/Credits Not Delivered" Tab.

## Invoices Tab

Click this tab to access a list of open invoices at the dealer level:

**Open Invoices & Credits**
⚙️ Generate Recurring Invoices

Invoices

Credits

Invoices/Credits Not Delivered

Printed Batch History

Show All Invoices

Invoice # ▼	Customer Name ▼	Invoice Date ▼	Total Amount ▼	Amount Due ▼	
10975	1017 - The Saddle Shop	06/16/2016	\$401.00	\$401.00	\$ Pay It
10974	1032 - Smith, John	06/15/2016	\$75.00	\$75.00	\$ Pay It

### Show All Invoices

To show ALL invoices, including those with a zero balance, check the "Show All Invoices" box in the upper right corner of the page.

## Open Invoices & Credits


 Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input type="checkbox"/> Show All Invoices					
Invoice #	Customer Name	Invoice Date	Total Amount	Amount Due	
<a href="#">10975</a>	<a href="#">1017 - The Saddle Shop</a>	06/16/2016	\$401.00	\$401.00	<a href="#">\$ Pay It</a>
<a href="#">10974</a>	<a href="#">1032 - Smith, John</a>	06/15/2016	\$75.00	\$75.00	<a href="#">\$ Pay It</a>

## Customer Invoice Page

Click the blue "#" hyperlink on the left side of the page to view the customer invoice page. This page will give you detailed information about the invoice.

## Open Invoices & Credits

 Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input type="checkbox"/> Show All Invoices					
Invoice #	Customer Name	Invoice Date	Total Amount	Amount Due	
<a href="#">10975</a>	<a href="#">1017 - The Saddle Shop</a>	06/16/2016	\$401.00	\$401.00	<a href="#">\$ Pay It</a>
<a href="#">10974</a>	<a href="#">1032 - Smith, John</a>	06/15/2016	\$75.00	\$75.00	<a href="#">\$ Pay It</a>

## Customer Manager Page

Click the blue "Customer Name" hyperlink to access the Customer Manager Page linked to this invoice:

## Open Invoices & Credits

 Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input type="checkbox"/> Show All Invoices					
Invoice #	Customer Name	Invoice Date	Total Amount	Amount Due	
<a href="#">10975</a>	<a href="#">1017 - The Saddle Shop</a>	06/16/2016	\$401.00	\$401.00	<a href="#">\$ Pay It</a>
<a href="#">10974</a>	<a href="#">1032 - Smith, John</a>	06/15/2016	\$75.00	\$75.00	<a href="#">\$ Pay It</a>

## Pay It

\*Note: This is only for credit card and eCheck transactions.

To pay an open invoice, click "Pay It" to the right of the invoice you want to pay. This will bring you to the payment page.

## Open Invoices & Credits

Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input type="checkbox"/> Show All Invoices					
Invoice #	Customer Name	Invoice Date	Total Amount	Amount Due	
10975	1017 - The Saddle Shop	06/16/2016	\$401.00	\$401.00	
10974	1032 - Smith, John	06/15/2016	\$75.00	\$75.00	

## Credits Tab

Click this tab to access a list of all open credits at a dealer level.

## Open Invoices & Credits

Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input checked="" type="checkbox"/> Auto Apply Selected					
<input type="checkbox"/> Select All Credits Selected: <b>0</b> <input type="checkbox"/> Show All Credits					
Credit #	Customer Name	Invoice Date	Available Credit	Open Invoices	
<input type="checkbox"/> 10967	1004-555 - Frank, Brett	06/08/2016	\$444.00	\$43,836.17	
<input type="checkbox"/> 10873	1022 - Cusick, Tom	04/28/2016	\$555.00	\$5,989.52	

## Show All Credits

To show all credits, including those that have already been applied, check the "Show All Credits" box in the upper right corner of the page.

## Open Invoices & Credits

Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input checked="" type="checkbox"/> Auto Apply Selected					
<input type="checkbox"/> Select All Credits Selected: <b>0</b> <input type="checkbox"/> Show All Credits					
Credit #	Customer Name	Invoice Date	Available Credit	Open Invoices	
<input type="checkbox"/> 10967	1004-555 - Frank, Brett	06/08/2016	\$444.00	\$43,836.17	
<input type="checkbox"/> 10873	1022 - Cusick, Tom	04/28/2016	\$555.00	\$5,989.52	



## Customer Credit Page

Click the blue "Credit #" hyperlink on the left side of the page to access the Customer Credit Page. This will give you detailed information about the credit.

**Open Invoices & Credits** Generate Recurring Invoices

Invoices Credits Invoices/Credits Not Delivered Printed Batch History

Auto Apply Selected

Select All Credits Selected: 0  Show All Credits

Credit #	Customer Name	Invoice Date	Available Credit	Open Invoices	
<input type="checkbox"/> 10967	<a href="#">1004-555 - Frank, Brett</a>	06/08/2016	\$444.00	\$43,836.17	<input checked="" type="checkbox"/> Apply
<input type="checkbox"/> 10873	<a href="#">1022 - Cusick, Tom</a>	04/28/2016	\$555.00	\$5,989.52	<input checked="" type="checkbox"/> Apply

## Customer Manager Page

Click the blue "Customer Name" hyperlink to access the Customer Manager page linked to this credit. This will give you detailed information about the customer.

**Open Invoices & Credits** Generate Recurring Invoices

Invoices Credits Invoices/Credits Not Delivered Printed Batch History

Auto Apply Selected

Select All Credits Selected: 0  Show All Credits

Credit #	Customer Name	Invoice Date	Available Credit	Open Invoices	
<input type="checkbox"/> 10967	<a href="#">1004-555 - Frank, Brett</a>	06/08/2016	\$444.00	\$43,836.17	<input checked="" type="checkbox"/> Apply
<input type="checkbox"/> 10873	<a href="#">1022 - Cusick, Tom</a>	04/28/2016	\$555.00	\$5,989.52	<input checked="" type="checkbox"/> Apply

## Apply

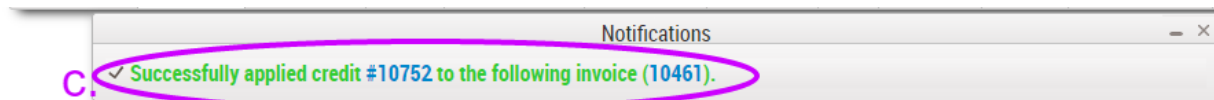
To apply an open credit to an invoice click "Apply" to the right of the credit you wish to apply.

## Open Invoices & Credits

Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input checked="" type="checkbox"/> Auto Apply Selected					
<input type="checkbox"/> Select All		Credits Selected: <b>0</b>		<input type="checkbox"/> Show All Credits	
Credit #	Customer Name	Invoice Date	Available Credit	Open Invoices	
<input type="checkbox"/> 10967	1004-555 - Frank, Brett	06/08/2016	\$444.00	\$43,836.17	<input checked="" type="checkbox"/> Apply
<input type="checkbox"/> 10873	1022 - Cusick, Tom	04/28/2016	\$555.00	\$5,989.52	<input checked="" type="checkbox"/> Apply

Auto Apply Credits



## Open Invoices & Credits

Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input checked="" type="checkbox"/> Auto Apply Selected					
<input type="checkbox"/> Select All		Credits Selected: <b>1</b>		<input type="checkbox"/> Show All Credits	
Credit #	Customer Name	Invoice Date	Available Credit	Open Invoices	
<input checked="" type="checkbox"/> 10967	1004-555 - Frank, Brett	06/08/2016	\$444.00	\$43,836.17	<input checked="" type="checkbox"/> Apply
<input type="checkbox"/> 10873	1022 - Cusick, Tom	04/28/2016	\$555.00	\$5,989.52	<input checked="" type="checkbox"/> Apply

### a. Select Credits

Select the credit(s) you wish to auto apply by checking the boxes to the left of the credit(s). If you wish to auto apply all your open credits check the "Select All" box.

### b. Auto Apply

Click Auto Apply Selected in the upper right corner of the page. Credits will be automatically applied to the customer's oldest open invoices, if no invoices remain the credit will be applied to unpaid customer late fees.

## Dealer-Level Invoices/Credits Not Delivered

Click this tab to access a list of open credits and invoices that have not been delivered to customers.

## Open Invoices & Credits

Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input checked="" type="checkbox"/> Mark Selected as Delivered <span style="float: right;"><input type="button" value="Deliver Selected"/></span>					
<input type="checkbox"/> Select All <span style="float: right;">Invoices/Credits Selected: 0</span>					
Inv/Cr #	Customer Name	Invoice Date	Delivery	Amount Due	
<input type="checkbox"/> 10924	<a href="#">poi - Sweeney, Mark</a>	05/02/2016	Print	\$97.50	<input type="button" value="Print"/> <input type="button" value="Email"/>
<input type="checkbox"/> 10925	<a href="#">kgf88 - Subway #4530</a>	05/02/2016	Print	(\$16.58)	<input type="button" value="Print"/> <input type="button" value="Email"/>

\*Note: Invoices have a positive amount due value and credits have a negative amount due (shown in brackets).

## Customer Credit/Invoice Page

### Open Invoices & Credits

Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input checked="" type="checkbox"/> Mark Selected as Delivered <span style="float: right;"><input type="button" value="Deliver Selected"/></span>					
<input type="checkbox"/> Select All <span style="float: right;">Invoices/Credits Selected: 0</span>					
Inv/Cr #	Customer Name	Invoice Date	Delivery	Amount Due	
<input type="checkbox"/> 10924	<a href="#">poi - Sweeney, Mark</a>	05/02/2016	Print	\$97.50	<input type="button" value="Print"/> <input type="button" value="Email"/>
<input type="checkbox"/> 10925	<a href="#">kgf88 - Subway #4530</a>	05/02/2016	Print	(\$16.58)	<input type="button" value="Print"/> <input type="button" value="Email"/>

To view the customer credit page or customer invoice page for an undelivered open credit or invoice, click the blue "Inv/Cr #" hyperlink on the left side of the page.

## Customer Manager Page

### Open Invoices & Credits

Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History		
<input checked="" type="checkbox"/> Mark Selected as Delivered <span style="float: right;"><input type="button" value="Deliver Selected"/></span>					
<input type="checkbox"/> Select All <span style="float: right;">Invoices/Credits Selected: 0</span>					
Inv/Cr #	Customer Name	Invoice Date	Delivery	Amount Due	
<input type="checkbox"/> 10924	<a href="#">poi - Sweeney, Mark</a>	05/02/2016	Print	\$97.50	<input type="button" value="Print"/> <input type="button" value="Email"/>
<input type="checkbox"/> 10925	<a href="#">kgf88 - Subway #4530</a>	05/02/2016	Print	(\$16.58)	<input type="button" value="Print"/> <input type="button" value="Email"/>

Click the blue "Customer Name" hyperlink to access the Customer Manager page linked to the credit or invoice. This will give you detailed information about the customer.

## Print/Deliver





To Print and/or Deliver a credit or invoice, click the print/deliver icon to the right of the credit or invoice:

**Open Invoices & Credits** Generate Recurring Invoices

Invoices Credits Invoices/Credits Not Delivered Printed Batch History




Mark Selected as Delivered Deliver Selected

Select All Invoices/Credits Selected: 0

Inv/Cr #	Customer Name	Invoice Date	Delivery	Amount Due	
<input type="checkbox"/> 10924	<a href="#">poiui - Sweeney, Mark</a>	05/02/2016	Print	\$97.50	 
<input type="checkbox"/> 10925	<a href="#">kgf88 - Subway #4530</a>	05/02/2016	Print	(\$16.58)	 

An Invoice/Credit delivery options box will appear:

Invoice/Credit

 Preview  Print  Deliver  Mark as Delivered

### Preview

Click "Preview" to download a pdf of the credit or invoice to your documents. This will not mark the credit or invoice as delivered.

### Print

Click "Print" to download a pdf of the invoice or credit to your documents. This will mark the credit or invoice as delivered.

### Deliver

Click "Deliver" to deliver the invoice Via Mail or Email. A box will appear where you can choose between the two delivery methods.

### Mark as Delivered

Click "Mark as Delivered" to mark the credit or invoice as delivered. This will not deliver the credit or invoice.

# Deliver Selected Invoices/Credits

**Open Invoices & Credits** Generate Recurring Invoices

Invoices Credits Invoices/Credits Not Delivered Printed Batch History

Mark Selected as Delivered b.

Select All Invoices/Credits Selected: 0

Inv/Cr #	Customer Name	Invoice Date	Delivery	Amount Due
<input type="checkbox"/> 10924	poiu - Sweeney, Mark	05/02/2016	Print	\$97.50
<input type="checkbox"/> 10925	kgf88 - Subway #4530	05/02/2016	Print	(\$16.58)

## a. Select Invoice/Credits

select the credit(s) or invoice(s) you wish to deliver by checking the corresponding box(es) on the left side of the screen. If you wish to deliver all of invoices or credits, check the "Select All" box.

## b. Deliver Selected

Click "Deliver Selected" in the upper right corner of the page. This will deliver the credit(s) and/or Invoice(s) by the delivery method shown in the "Delivery" header.

# Mark Selected as Delivered

**Open Invoices & Credits** Generate Recurring Invoices

Invoices Credits Invoices/Credits Not Delivered Printed Batch History

Mark Selected as Delivered b.

Select All Invoices/Credits Selected: 0

Inv/Cr #	Customer Name	Invoice Date	Delivery	Amount Due
<input type="checkbox"/> 10924	poiu - Sweeney, Mark	05/02/2016	Print	\$97.50
<input type="checkbox"/> 10925	kgf88 - Subway #4530	05/02/2016	Print	(\$16.58)

## a. Select Invoices/Credits

Select the credit(s) or invoice(s) you wish to mark as delivered by checking the corresponding box(es) on the left side of the screen. If you wish to mark all of your credits and invoices as delivered, check the "Select All" box.

## b. Mark Selected as Delivered

Then click "Mark Selected as Delivered" in the upper left corner of the page. This will mark the selected invoice(s) and credit(s) as delivered. This will not deliver credits or invoices.


## Printed Batch History Tab

If you deliver Invoices using printing as the delivery method, those invoices will appear in batches in this tab.

### Edit

To confirm that you have printed and delivered these invoices click the edit button and check the box under the "Printed" heading. Then click "Update" on the right side of the screen to save.

#### Open Invoices & Credits

 Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History				
							<input type="checkbox"/> Show Printed
Id	Export Date	Export User	Modified By	Modified	Batch Count	Printed	
1029	06/28/2016	Savanib12	Savanib12	6/28/2016	2	<input checked="" type="checkbox"/>	<input type="checkbox"/> Update <input type="button" value="Cancel"/>
1028	06/27/2016	bradssecurity	bradssecurity	6/27/2016	1	No	<input type="button" value="Edit"/> <input type="button" value="Download"/>

### Show Printed

To view batches that have been marked as printed check the "Show Printed" box in the upper right corner of the page.

#### Open Invoices & Credits

 Generate Recurring Invoices

Invoices	Credits	Invoices/Credits Not Delivered	Printed Batch History				
							<input checked="" type="checkbox"/> Show Printed
Id	Export Date	Export User	Modified By	Modified	Batch Count	Printed	
1029	06/28/2016	Savanib12	Savanib12	6/28/2016	2	Yes	<input type="button" value="Edit"/> <input type="button" value="Download"/>

### Download

Click "Download" to download a PDF of the invoices in the batch to your documents to view and/or print. When the download is completed click the green "Download Ready" box in the upper right corner.

**Download Ready** ✕  
YOUR\_COMPANY\_HERE\_Invoice\_Credit\_6-28-2016.pdf  
(click to download)

Notifications  
✓ Recurring Invoices have been processed successfully.

Invoice/Credit Delivery complete. ✕  
100%

## Open Invoices & Credits

Generate Recurring Invoices

Invoices								Credits		Invoices/Credits Not Delivered		Printed Batch History	
<input type="checkbox"/> Show Printed													
Id	Export Date	Export User	Modified By	Modified	Batch Count	Printed	Edit	Download					
1029	06/28/2016	Savanib12	Savanib12	6/28/2016	2	No	Edit	Download					
1028	06/27/2016	bradssecurity	bradssecurity	6/27/2016	1	No	Edit	Download					