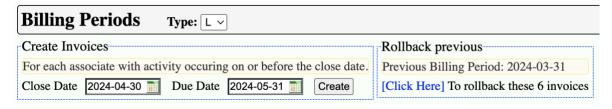# Billing Periods

2024-05-15

Overview

Use this screen to create and print invoices.

Closing & Reverting

By default, PH will show the date for the next billing period to be closed. "Create Invoices" will generate invoices for all un-invoiced ON OR PRIOR TO the close date. Even if you created a charge with a very old date, it will get added to an invoice in this billing period.

"Rollback previous" will remove all the invoices from the most recent close date. It allows you to review detail in the actual form of invoices. You can remove and recreate them as often as you wish, **but don't remove them if you have sent any of them out**.

Print Invoices

In the first column, you can check off the invoices you want to print.

You can use the checkboxes above the table to show or hide invoices you may or may not wish to print.