



Billing Periods

2024-05-15

Overview

Use this screen to create and print invoices.

Closing & Reverting

Billing Periods		Type: L ▾
Create Invoices For each associate with activity occurring on or before the close date. Close Date <input type="text" value="2024-04-30"/> Due Date <input type="text" value="2024-05-31"/> <input type="button" value="Create"/>		Rollback previous Previous Billing Period: 2024-03-31 [Click Here] To rollback these 6 invoices

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.

Print Invoices for: 2015-07-15 [Help]									
Use filter to include/exclude invoices to print									
Options: <input checked="" type="checkbox"/> Show Printed <input checked="" type="checkbox"/> Show \$0 invoice <input checked="" type="checkbox"/> Show Credit invoices <input type="checkbox"/> Show Past Due <input checked="" type="checkbox"/> Show No Paper									
<input type="checkbox"/>	Associate	Invoice	Invoice Date	Balance Forward	Credits	Debits	Invoice Amount	Printed	Emailed
<input type="button" value="Print Selected (opens pdf in new window)"/>									
<input type="checkbox"/>	COFFEE CUP CAFE	L7590	07/15/15	0.00	0.00	35.00	35.00	07/22/15	
<input type="checkbox"/>	COFFEE CUP CAFE	L7591	07/15/15	917.00	0.00	600.00	1517.00	07/16/15	07/17/15
<input type="checkbox"/>	COFFEE CUP CAFE	L7592	07/15/15	33.00	33.00	0.00	0.00	07/16/15	
<input type="checkbox"/>	COFFEE CUP CAFE	L7593	07/15/15	0.00	0.00	60.00	60.00	07/16/15	07/17/15
<input type="checkbox"/>	COFFEE CUP CAFE	L7594	07/15/15	0.00	0.00	0.00	0.00	07/16/15	