

# Invoices Overview

Last Modified on 09/06/2024 3:35 pm EDT

There are three types of invoices a user can create: recurring invoices, work order invoices, and manual invoices. Manual invoices and Recurring invoices are covered within the Accounts Receivable chapter. Work order invoices are covered under the Work Order chapter.

Recurring invoices are typically created in bulk once a month. This operation is performed from Accounts Receivable > Invoices > Recurring Invoices.

Work order invoices can be created from an individual work order or by invoicing from the Ready To Bill queue (Accounts Receivable > Work Orders > Ready to Bill Work Orders).

Manual invoices are created for products and services not linked to RMR or a work order.

## When would a Manual Invoice be used?

Manual invoices can be created for several different situations:

- Over the counter part sales
  - Pro-rated recurring services
  - Permits & Fees
  - Invoicing a customer for NSF (not sufficient funds) charges
  - Should have invoiced for charges on a work order, but the work order was closed without invoicing the customer.
  - Parts used on a work order were not invoiced on the work order invoice, and you need to invoice the customer and relieve inventory.
-