

Invoices Overview

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There are three types of invoices a user can create: [recurring invoices](#), [work order invoices](#), and [manual invoices](#).

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.
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