How to Print Automatically Generated Invoices

Managely provides its users the ability for the RMR invoices to be auto generated based on customer needs and options selected.

Customers with a delivery method of Print (where the invoices are physically printed on the paper in the office and then mailed to the customers) will have a batch created every time the automation generates the invoices. The batch consists of a pdf downloadable file that contains all the invoices for customers with a delivery method of print.

To access and download the batch, access the menu below:

Accounts Receivable -> Invoices -> Printed Batch History:

Click the Download button and the PDF file containing all the invoices for the delivery method of print will be downloaded and ready to be sent to the printer.