How to Manually Generate RMR Invoices

Last Modified on 03/27/2025 5:14 pm EDT

Follow these steps to manually generate an RMR invoice from the customers page in Managely

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1. Log into Managely, go to the customers page and click the RMR tab.

- 2. Click the Generate Recurring Invoice button
- 3. Fill out the RMR Process date (in this example we chose 01/01/2024 as that is the next RMR set to run); select an invoice date (this will appear on the invoice itself again we will choose 01/01/2024); and click the **Generate Preview** button

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- 4. A preview of the RMR invoice is displayed; click the Process Invoices button
- 5. You are returned to the customers page and the RMR invoice is displayed under the invoices tab

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