

How to Print Automatically Generated Invoices

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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 tab:

ID	Export Date	Export User	Modified By	Modified	Batch Count	Printed	Download
2554	Jul 23, 2024	Managely	Managely	Jul 24, 2024	1	YES	Download
2553	Jul 17, 2024	Managely	Managely	Jul 18, 2024	1	YES	Download
2552	Jul 12, 2024	Managely	Managely	Jul 13, 2024	1	YES	Download
2551	Jun 28, 2024	Managely	Managely	Jun 29, 2024	1	YES	Download
2550	Jun 27, 2024	Managely	Managely	Jun 28, 2024	1	YES	Download
2549	Jun 25, 2024	Managely	Managely	Jun 26, 2024	8	YES	Download
2548	Jun 24, 2024	Managely	Managely	Jun 25, 2024	43	YES	Download
2547	Jun 20, 2024	Managely	Managely	Jun 21, 2024	1	YES	Download
2546	Jun 17, 2024	Managely	Managely	Jun 18, 2024	3	YES	Download
2545	Jun 14, 2024	Managely	Managely	Jun 15, 2024	2	YES	Download
2544	Jun 7, 2024	Managely	Managely	Jun 8, 2024	5	YES	Download
2543	Jun 3, 2024	Managely	bestsecurity	Jun 4, 2024	1	YES	Download
2542	May 30, 2024	Managely	Managely	May 31, 2024	1	YES	Download

Click the **Download** button and a PDF file containing the invoice will be downloaded.