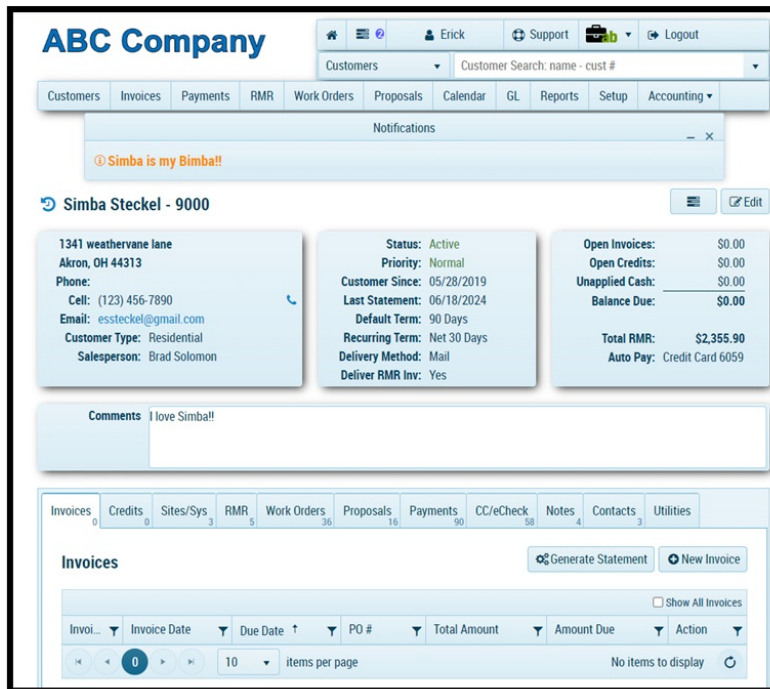


# How to Manually Generate RMR Invoices (AlarmBiller)

07/05/2024 12:07 pm EDT

There are times when a Dealer needs to manually generate an RMR invoice. In case 73721, Ashton needed to manually generate an RMR invoice for her customer. Below are step-by-step instructions on how to manually generate a RMR invoice.

1. Log into AlarmBiller and go into the customers page in question.



2. Click on the RMR tab below and then click the Generate Recurring Invoice button.

**Simba Steckel - 9000** Edit

1341 weathervane lane  
Akron, OH 44313  
Phone:  
Cell: (123) 456-7890  
Email: essteckel@gmail.com  
Customer Type: Residential  
Salesperson: Brad Solomon

Status: Active  
Priority: Normal  
Customer Since: 05/28/2019  
Last Statement: 06/18/2024  
Default Term: 90 Days  
Recurring Term: Net 30 Days  
Delivery Method: Mail  
Deliver RMR Inv: Yes

Open Invoices: \$0.00  
Open Credits: \$0.00  
Unapplied Cash: \$0.00  
Balance Due: \$0.00  
  
Total RMR: \$2,355.90  
Auto Pay: Credit Card 6059

Comments: I love Simba!!

Invoices 0 Credits 0 Sites/Sys 3 RMR 5 Work Orders 36 Proposals 16 Payments 90 CC/eCheck 58 Notes 4 Contacts 3 Utilities

**RMR** Generate Recurring Invoice New RMR

Show Cancelled RMRs

RM...	Item Code	Description	Cy...	Next Inv.	Canc. Da...	Monthly \$	Cycle \$
Invoice: To Customer							
Site: #1 Simba Steckel - 1341 Weathervane Lane							
Billing: In Advance							
2659	IGEN IGEN	ben test	Q	10/01/2024		\$106.45	\$319.35

3. Fill out the Fields and then push the Generate Preview button

**Generate Recurring Invoices** X

RMR Process Date: October 2024

Next RMR Process: 7/1/2024

Invoice Date: 10/1/2024

CC/eCheck Funding Month: Current Month ex. 10/xx/2024

Cancel Generate Preview

4. Checkmark the Select All checkbox and then click the Process Invoices checkbox.

**ABC Company** | Erick | Support | Logout

Customers | Customer Search: name - cust #

Customers | Invoices | Payments | RMR | Work Orders | Proposals | Calendar | GL | Reports | Setup | Accounting

**Recurring Invoices Preview** | Process Invoices

Select All:  | Customers Selected to Process: 1 | Export to Excel

Customer	Amount	Tax Amount	Total Amount Due
Steckel, Simba - 9000	\$2,568.80	\$3.14	\$2,571.94
<b>Total:</b>	<b>\$2,568.80</b>	<b>\$3.14</b>	<b>\$2,571.94</b>

20 items per page | 1 - 1 of 1 items

5. Add a Memo to your RMR invoice (or you can just leave it blank) and push the complete invoices button

**Complete Recurring Invoices** [X]

Memo:

Thank you for your business

[X] Cancel [✓] Complete Invoices

6. Click ok button

bradssecurity.alarmbiller.com

RMR Invoicing Complete. The page will be opened in a new tab for you now.

OK Cancel

7. Go back into the customers page and you will see the RMR invoice.

Simba Steckel - 9000

Edit

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Invoices

Generate Statement New Invoice

Show All Invoices

Invo...	Invoice Date	Due Date	PO #	Total Amount	Amount Due	Action
11675	10/01/2024	10/31/2024		\$2,571.94	\$2,571.94	\$ Pay It

10 items per page

1 - 1 of 1 items