

How To Reprint Master Cycle Invoices

11/19/2024 9:24 am EST

Go to Print Invoices under Accounts Receivable.

Select the Dates checkbox and enter the Date of the Invoices in the From and Thru fields.

Under Filter Options, select Show Master Cycle Invoices and uncheck all the other boxes.

Select Create List.

The screenshot shows the 'Select Invoices' dialog box with the following configuration:

- Branch:** A list of branches with checkboxes. The first item, '***MUST ASSIGN***', is selected. Other items include '123 test', 'Ace Security Systems', 'ADI Integration', 'Alabama', 'Alberta', and 'Americas Best'. There is a 'Hide Inactive Branches' checkbox and buttons for 'Select All' and 'Invert Selection'.
- Invoice Type:** A section with checkboxes for 'Cycle', 'Job', 'Service', and 'Other'. 'Cycle' and 'Service' are checked.
- Bill-to Type:** A section with checkboxes for 'Commercial' and 'Residential'. Both are checked.
- Dates:** A section highlighted with a red box. It contains a checked 'Dates' checkbox and two date input fields: 'From' (11/15/2024) and 'Thru' (11/15/2024).
- Invoice Numbers:** A section with 'From' and 'Thru' input fields.
- Type of Customer:** A list of customer types with checkboxes. 'Church' is selected. Other items include 'Commercial', 'Education', 'Lease', 'Residential', 'Restaurant', and 'Retail'. There is a 'Hide Inactive Branches' checkbox and buttons for 'Select All' and 'Invert Selection'.
- Customer Group:** A section with a 'Hide Inactive Customer Groups' checkbox and buttons for 'Select All' and 'Invert Selection'.
- Filter Options:** A section highlighted with a red box. It contains a checked 'Show Master Cycle Invoices' checkbox and several unchecked options: 'Only Show Invoices in Print Queue', 'Show ACH Pending Invoices', 'Show BFIS Pending Invoices', 'Hide Invoices with \$0 Balance Due', and 'Filter for Emailing'.
- Sort By:** A dropdown menu set to 'Customer Number'.
- Buttons:** At the bottom, there are buttons for 'Export List', 'Print Setup...', 'Customers...', 'Subaccounts of...', 'Create List' (highlighted with a red box), and 'Cancel'.