

Create Recurring Invoice Transactions

Summary

Use this guide when creating AP or AR Recurring Transactions such as orders or invoices.

Step-by-step guide

AP Invoice (Can also be done for other document types)

- 1. Create the invoice by navigating to Modules > Purchasing A/P > A/P Invoice
 - 1. Keep the Posting Date, Due Date and Document date fields empty
 - Right Click the background of the document and select Save as Draft (Do Not Add!)
- 2. Navigate to Modules > Purchasing A/P > Recurring Transaction Templates
 - 1. Give the template a name in the Template field
 - 2. Select A/P Invoice in the *Type* field (or the type of document you are wanting to recur)
 - 3. Select the Draft you just saved in the Doc. No. field
 - 4. Identify the Recurrence Period and Date that you would like the document to generate
 - 5. Select the Date you want the scheduled recurrence to start
 - 6. The Valid Until field is optional
 - 7. Click Update once finished to save your changes



| | Template | Туре | Doc No. | Recurrence Period | Recurrence Date | Start Date | Next Execution | Valid Until | BP | Warehouse | |
|----|----------|-------------|----------|---------------------------------------|-----------------|------------|----------------|-------------|-----------------------------|---------------------------|----|
| | TEST | A/P Invoice | ▼ 📫 5006 | Monthly * | On 1 | 02/06/2014 | 03/01/2014 | | V1119 | TR1 | |
| | | | • | Monthly * | On 1 | 04/22/2014 | 05/01/2014 | | | | |
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