

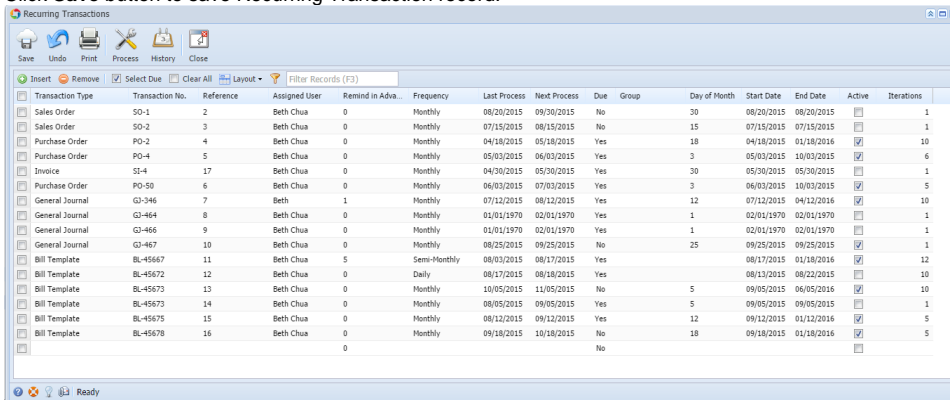
SM How To Create Recurring Transactions

1. On the user's menu panel go to **Common Info** folder then click **Recurring Transactions**
2. Click the **Insert** button to add a new blank row
3. The **Invoice** is pre-selected in the **Transaction Type** combo box, select a different transaction type if necessary depending on the transaction to be recurred.
 - a. **Invoice**
 - b. **General Journal**
 - c. **Voucher**
 - d. **Purchase Order**
 - e. **Sales Order**
4. Click the **Transaction No.** combo box button and select from the list the transaction you want to recur.
5. If necessary, enter any reference detail you want for the recurring transaction in the **Reference** field.
6. The **Customer Name** shows the entity for the transaction
7. The **Assigned User** is pre-filled with the current user logged in, to change, select from the list of users if necessary.
8. The **Remind in Advance** field is used if you want to be reminded in advance that a transaction is about to be due in selected date. To change add a number on the field representing how many days before the transaction will be due for it to appear on **Reminder List**.
9. The **Frequency** field is where you set how often a transaction recurs. By default, it is set to **Monthly**. In case you want to change the setup, click the Frequency combo box button and select a different frequency from the list. Frequency occurrences in a year is as follows:
 - a. **Daily** = 365
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 - e. **Monthly** = 12
 - f. **Bi-Monthly** = 6
 - g. **Quarterly** = 4
 - h. **Semi-Annually** = 2
 - i. **Annually** = 1
10. The **Last Process** field will automatically be filled in with today's date. Every time you process the selected transaction the Last Process date will be updated with that date.
11. The **Next Process** field will automatically be filled based on the Frequency entered. This can be changed to whatever date you want the transaction to recur again.
12. The **Due** field will show whether the transaction is due to be processed or not. It is the Next Due date that is used as the basis whether the transaction becomes due. If the Next Process date is later than the Business Date, then this field will show as Yes however if it is a date before the Business Date, then it will show as No.
13. The **Day of Month** will be defaulted to the day based on the date of creation of the original transaction. To change, click Day of Month combo box button and select different day from the list.
14. The **Start Date** by default will show the same date shown in the Next Process field. You may set this to any date if necessary by entering date manually or by clicking the date picker button and select different date from the mini calendar screen.
15. The **End Date** by default will show the same date shown in the Next Process field. You may set this to any date if necessary by entering date manually or by clicking the date picker button and select different date from the mini calendar screen.
16. Check the **Active** check box to enable transaction from recurring.
17. The **Iterations** by default will show 1. This is used to display how many times the transaction is to be recurred. Changing the number of this field will simultaneously change the End Date.
18. Click **Save** button to save Recurring Transaction record.

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- Click **Insert** button to add a new blank row
- The **Invoice** is pre-selected in the **Transaction Type** combo box, select a different transaction type if necessary depending on the transaction to be recurred.
 - Invoice**
 - General Journal**
 - Bill**
 - Bill Template**
 - Purchase Order**
- Click the **Transaction No.** combo box button and select from the list the transaction you want to recur.
- If necessary, enter any reference detail you want for the recurring transaction in the **Reference** field.
- The **Assigned User** is pre-filled with the current user logged in, to change, select from the list of users if necessary.
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- Click **Save** button to save Recurring Transaction record.



The screenshot shows the 'Recurring Transactions' window with a table containing the following data:

Transaction Type	Transaction No.	Reference	Assigned User	Remind in Adv...	Frequency	Last Process	Next Process	Due	Group	Day of Month	Start Date	End Date	Active	Iterations
Sales Order	SO-1	2	Beth Chua	0	Monthly	08/20/2015	09/20/2015	No		30	08/20/2015	08/20/2015	<input type="checkbox"/>	1
Sales Order	SO-2	3	Beth Chua	0	Monthly	07/15/2015	08/15/2015	No		15	07/15/2015	07/15/2015	<input type="checkbox"/>	1
Purchase Order	PO-2	4	Beth Chua	0	Monthly	04/18/2015	05/18/2015	Yes		18	04/18/2015	01/18/2016	<input checked="" type="checkbox"/>	10
Purchase Order	PO-4	5	Beth Chua	0	Monthly	05/03/2015	06/03/2015	Yes		3	05/03/2015	10/03/2015	<input checked="" type="checkbox"/>	6
Invoice	SI-4	17	Beth Chua	0	Monthly	04/30/2015	05/30/2015	Yes		30	05/30/2015	05/30/2015	<input type="checkbox"/>	1
Purchase Order	PO-58	6	Beth Chua	0	Monthly	06/03/2015	07/03/2015	Yes		3	06/03/2015	10/03/2015	<input checked="" type="checkbox"/>	5
General Journal	GJ-346	7	Beth	1	Monthly	07/12/2015	08/12/2015	Yes		12	07/12/2015	04/12/2016	<input checked="" type="checkbox"/>	10
General Journal	GJ-464	8	Beth Chua	0	Monthly	01/01/1970	02/01/1970	Yes		1	02/01/1970	02/01/1970	<input type="checkbox"/>	1
General Journal	GJ-466	9	Beth Chua	0	Monthly	01/01/1970	02/01/1970	Yes		1	02/01/1970	02/01/1970	<input type="checkbox"/>	1
General Journal	GJ-467	10	Beth Chua	0	Monthly	08/25/2015	09/25/2015	No		25	08/25/2015	09/25/2015	<input checked="" type="checkbox"/>	1
Bill Template	BL-45667	11	Beth Chua	5	Semi-Monthly	08/03/2015	08/17/2015	Yes			08/17/2015	01/18/2016	<input checked="" type="checkbox"/>	12
Bill Template	BL-45672	12	Beth Chua	0	Daily	08/17/2015	08/18/2015	Yes			08/13/2015	08/22/2015	<input type="checkbox"/>	10
Bill Template	BL-45673	13	Beth Chua	0	Monthly	10/05/2015	11/05/2015	No		5	09/05/2015	06/05/2016	<input checked="" type="checkbox"/>	10
Bill Template	BL-45673	14	Beth Chua	0	Monthly	08/05/2015	09/05/2015	Yes		5	09/05/2015	09/05/2015	<input type="checkbox"/>	1
Bill Template	BL-45675	15	Beth Chua	0	Monthly	08/12/2015	09/12/2015	Yes		12	09/12/2015	01/12/2016	<input checked="" type="checkbox"/>	5
Bill Template	BL-45678	16	Beth Chua	0	Monthly	09/18/2015	10/18/2015	No		18	09/18/2015	01/18/2016	<input checked="" type="checkbox"/>	5
				0				No					<input type="checkbox"/>	

- On the user's menu panel go to **Common Info** folder then click **Recurring Transactions**
- The **Invoice** is pre-selected in the **Transaction Type** combo box
- Click the **Transaction No.** combo box button and select from the list the transaction you want to recur.
- If necessary, enter any reference detail you want for the recurring transaction in the **Reference** field.

5. The **Frequency** field is where you set how often a transaction recurs. By default, it is set to **Monthly**. In case you want to change the setup, click the Frequency combo box button and select a different frequency from the list. Frequency occurrences in a year is as follows:
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12. Check the **Active** check box to enable transaction from recurring.
13. The **Iterations** by default will show 1. This is used to display how many times the transaction is to be recurred. Changing the number of this field will simultaneously change the End Date.
14. Click **Save** button to save Recurring Transaction record.

Process	Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month	Start Date	End Date	Active
<input type="checkbox"/>	SI-2	F	Monthly	06/04/2015	07/04/2015	No		4	05/04/2015	12/04/2015	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SI-1		Monthly	04/29/2015	05/29/2015	Yes		29	05/29/2015	05/29/2015	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SI-3		Monthly	04/30/2015	05/30/2015	Yes		30	05/30/2015	05/30/2015	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SI-4		Monthly	04/30/2015	05/30/2015	Yes		30	05/30/2015	05/30/2015	<input checked="" type="checkbox"/>
<input type="checkbox"/>						No					<input type="checkbox"/>

1. Log in as **Admin user**
2. On the user's menu panel go to **Common Info** folder then double click **Recurring Transactions**
3. The **Invoice** is pre-selected in the **Transaction Type** combo box
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15. Click **Save** button to save Recurring Transaction record.

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<input type="checkbox"/>	SI-2	0002	Monthly	03/14/2015	04/14/2015	No		14
<input type="checkbox"/>	SI-3	0003	Monthly	03/12/2015	04/12/2015	No		12
<input type="checkbox"/>	SI-4	0004	Monthly	04/14/2015	05/14/2015	No		14
<input type="checkbox"/>	SI-5	0005	Monthly	04/14/2015	05/14/2015	No		14
<input type="checkbox"/>						No		

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