

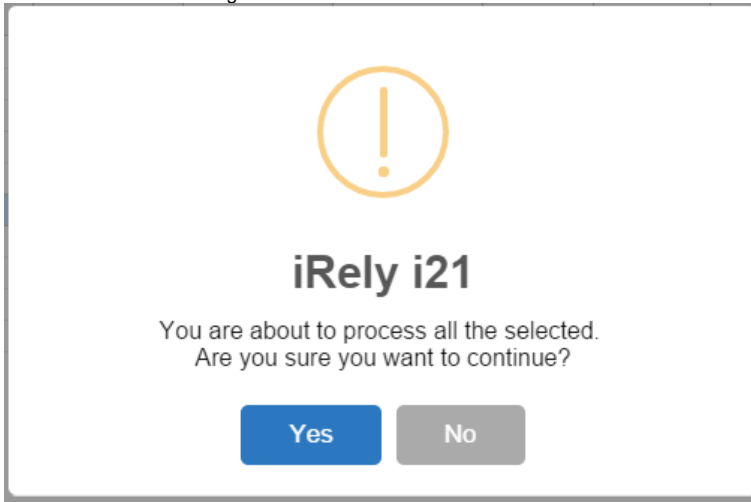
SM How To Process Recurring Transaction

1. After creating a recurring transaction (See [SM How To Create Recurring Transactions](#)), you can now process the transaction.
2. Select a transaction by ticking the box beside the transaction type then click **Process** toolbar button

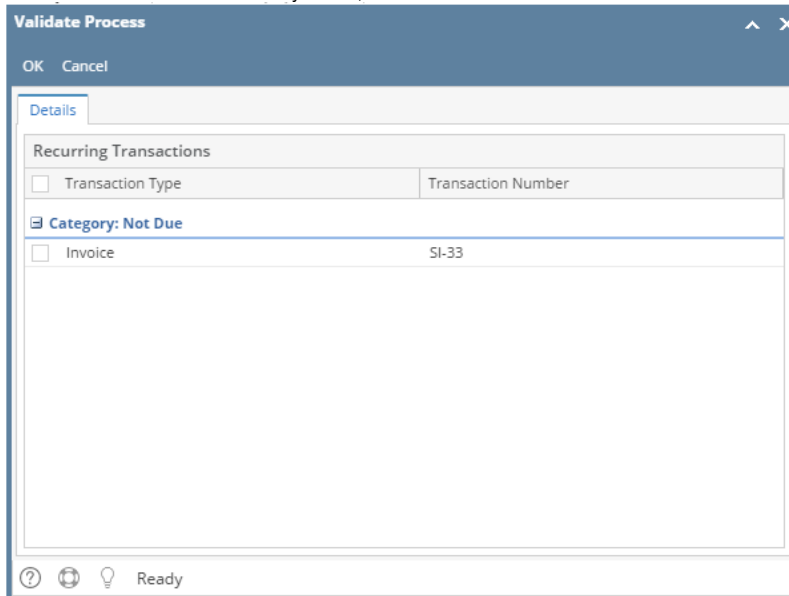
The screenshot shows the 'Recurring Transactions' window with a toolbar at the top containing 'Save', 'Undo', 'Print', 'Process' (highlighted in orange), 'History', and 'Close'. Below the toolbar is a 'Details' tab and a search bar labeled 'Filter Records (F3)'. A table lists various transactions with columns for Transaction Type, Transaction No., Reference, Assigned User, Remind in Adv., Frequency, Last Proc..., Next Proc..., Due, Group, Day of Mo., Start Date, End Date, Active, and Iterations. Transaction SI-33 is selected, indicated by a checkmark in the 'Active' column.

Transaction Type	Transaction No.	Reference	Assigned User	Remind in Adv.	Frequency	Last Proc...	Next Proc...	Due	Group	Day of Mo.	Start Date	End Date	Active	Iterations
General Journal	GJ-5		Max Wiemski	10	Monthly	10/27/2015	11/27/2015	Yes		27	11/27/20...	11/27/20...	<input type="checkbox"/>	1
General Journal	GJ-33		George Olney	25	Monthly	12/18/2015	12/24/2015	No		18	01/18/20...	01/18/20...	<input type="checkbox"/>	1
Invoice	SI-30		Kris Helms	0	Annually	12/28/2015	12/28/2016	No		28	12/29/20...	12/29/20...	<input checked="" type="checkbox"/>	1
Invoice	SI-31		Kris Helms	0	Quarterly	12/28/2015	04/28/2016	No		28	01/01/20...	05/01/20...	<input checked="" type="checkbox"/>	1
Invoice	SI-32		George Olney	0	Monthly	12/29/2015	01/29/2016	Yes		29	12/29/20...	01/29/20...	<input type="checkbox"/>	1
Invoice	SI-33		George Olney	0	Annually	12/29/2015	12/29/2016	No		29	12/29/20...	12/29/20...	<input checked="" type="checkbox"/>	1
Invoice	SI-36		George Olney	0	Monthly	12/29/2015	01/29/2016	Yes		29	12/29/20...	01/29/20...	<input type="checkbox"/>	1
Invoice	SI-39		Kris Helms	0	Monthly	12/30/2015	01/30/2016	Yes		30	12/30/20...	01/30/20...	<input type="checkbox"/>	1
Voucher	BL-1		IRELY ADMIN	0	Quarterly	01/01/2015	04/01/2015	Yes		1	04/01/20...	04/01/20...	<input checked="" type="checkbox"/>	5

3. Select **Yes** on the message box that follows



- a. If the selected transaction is not yet due, **Validate Process** screen will show.



- Select the transaction then click **OK** to continue the process

- b. If the selected transaction is not Active, **Validate Process** screen will show.

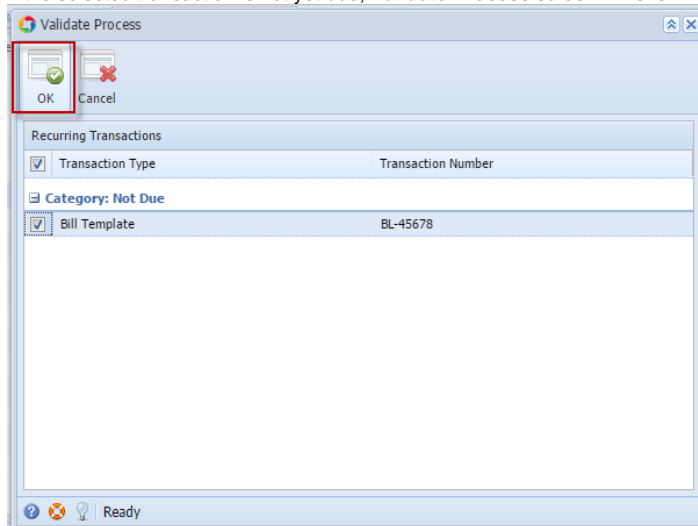
- Click **OK** to close the screen. User will not be allowed to process inactive recurring transactions
- After successfully processing a transaction, **Batch Posting** screen will open. If the transaction is **Purchase Order**, **History** screen will open
 - Next Process date will update to the next recurring date.
 - History of processed transactions can be viewed on **History** screen.

Transaction Type	Date Processed	Transaction Id	Transaction Created	Reference	Last Process	Next Process
Voucher	07/29/2015	BL-1	BL-2		01/01/2015	04/01/2015
Voucher	07/29/2015	BL-1	BL-3		01/01/2015	04/01/2015
Invoice	02/05/2016	SI-33	SI-41		12/29/2016	12/29/2017

- After creating a recurring transaction (See [SM How To Create Recurring Transactions](#)), you can now process the transaction.
- Select a transaction by ticking the box beside the transaction type.
- Click **Process** toolbar button and select **Yes** on the message box that follows

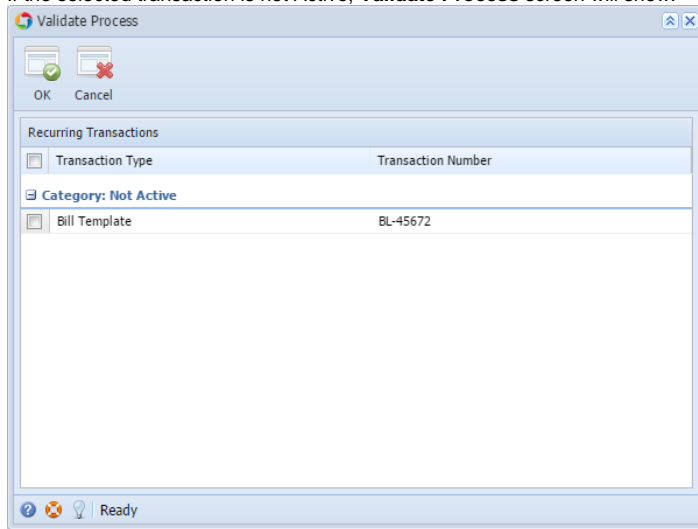
Transaction Type	Transaction No.	Reference	Assigned User	Remind in Adv.	Frequency	Last Process	Next Process	Due	Group	Day of Month	Start Date	End Date	Active	Iterations
Bill Template	BL-45667	11	Beth Chua	5	Semi-Monthly	08/03/2015	08/17/2015	Yes			08/17/2015	01/18/2016	<input checked="" type="checkbox"/>	12
Bill Template	BL-45672	12	Beth Chua	0	Daily	08/17/2015	08/18/2015	Yes			08/13/2015	08/22/2015	<input checked="" 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-45679	16	Beth Chua	0	Monthly	09/18/2015	10/18/2015	No		18	09/18/2015	03/18/2016	<input checked="" type="checkbox"/>	5
General Journal	GJ-464	7	Beth Chua	0	Monthly	08/12/2015	09/12/2015	Yes		12	07/12/2015	04/12/2016	<input checked="" type="checkbox"/>	10
General Journal	GJ-464	8	Beth Chua	0	Monthly	07/02/1970	08/02/1970	Yes		1	02/01/1970	02/01/1970	<input type="checkbox"/>	1
General Journal	GJ-466	9	Beth Chua	0	Monthly	07/02/1970	08/02/1970	Yes		1	02/01/1970	02/01/1970	<input type="checkbox"/>	1
General Journal	GJ-467	10	Beth Chua	0	Monthly	09/25/2015	10/25/2015	No		25	09/25/2015	09/25/2015	<input checked="" type="checkbox"/>	1
Invoice	SI-4	17	Beth Chua	0	Monthly	05/30/2015	06/30/2015	Yes		30	05/30/2015	05/30/2015	<input type="checkbox"/>	1
Purchase Order	PO-2	4	Beth Chua	0	Monthly	05/18/2015	06/18/2015	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
Purchase Order	PO-50	6	Beth Chua	0	Monthly	06/03/2015	07/03/2015	Yes		3	06/03/2015	10/03/2015	<input checked="" type="checkbox"/>	5
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

a. If the selected transaction is not yet due, **Validate Process** screen will show.



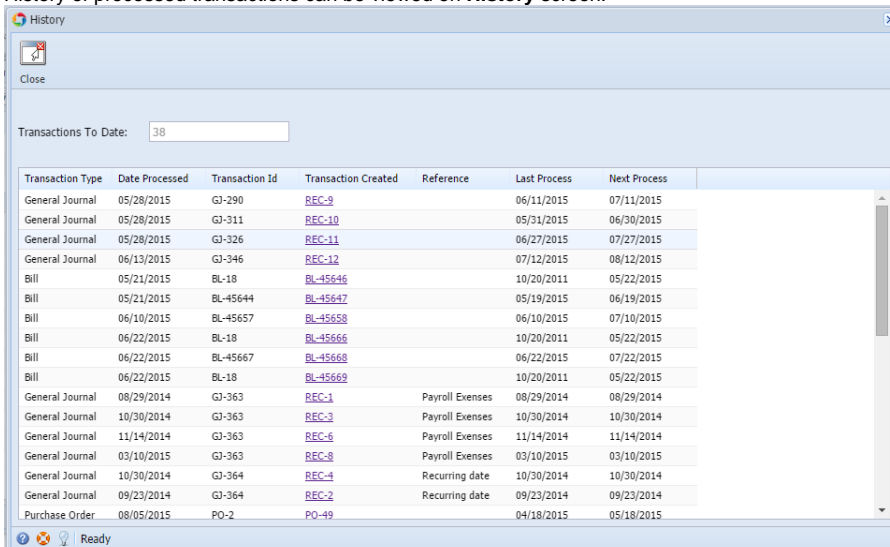
- Select the transaction then click **OK** to continue the process

b. If the selected transaction is not Active, **Validate Process** screen will show.



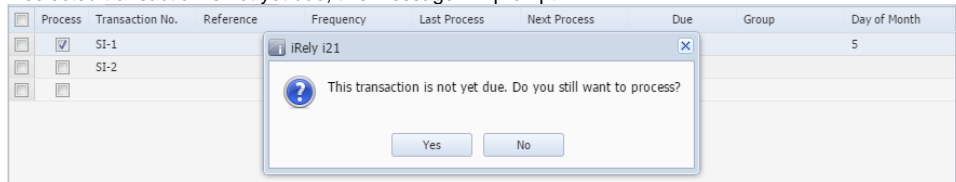
- Click **OK** to close the screen. User will not be allowed to process inactive recurring transactions

- After successfully processing a transaction, **Batch Posting** screen will open. If the transaction is **Purchase Order**, **History** screen will open
- Next Process date will update to the next recurring date.
- History of processed transactions can be viewed on **History** screen.



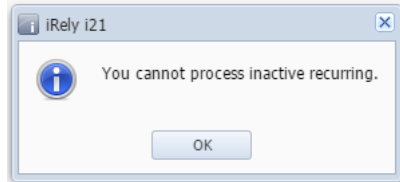
- After creating a recurring transaction (See [SM How To Create Recurring Transactions](#)), you can now process the transaction.
- Check the **Process check box**.

- a. If selected transaction is not yet due, this message will prompt.



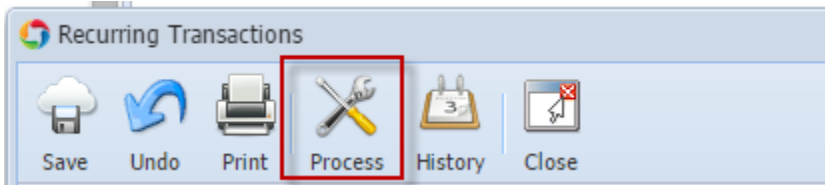
- Select Yes to continue the process

- b. If selected transaction is not active, this message will prompt



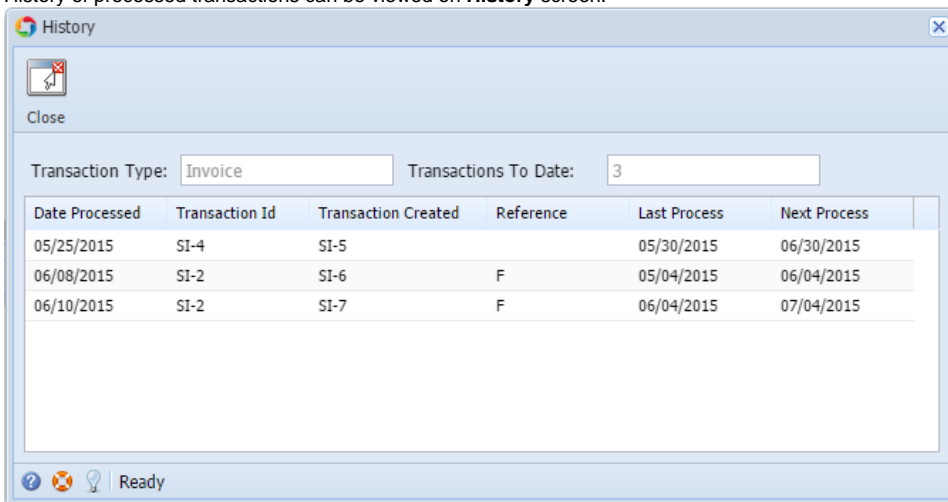
- User will not be allowed to process inactive recurring transactions

3. Click on **Process** toolbar button.



4. Next Process date will update to the next recurring date.

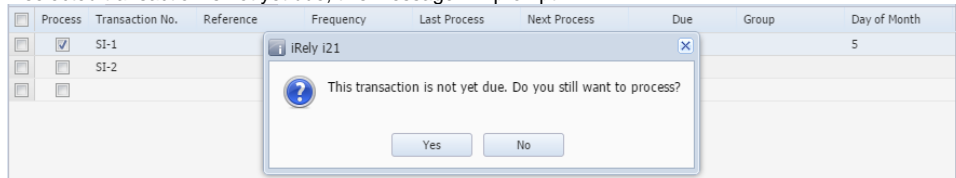
5. History of processed transactions can be viewed on **History** screen.



1. After creating a recurring transaction (See [SM How To Create Recurring Transactions](#)), you can now process the transaction.

2. Check the **Process** check box.

- a. If selected transaction is not yet due, this message will prompt.



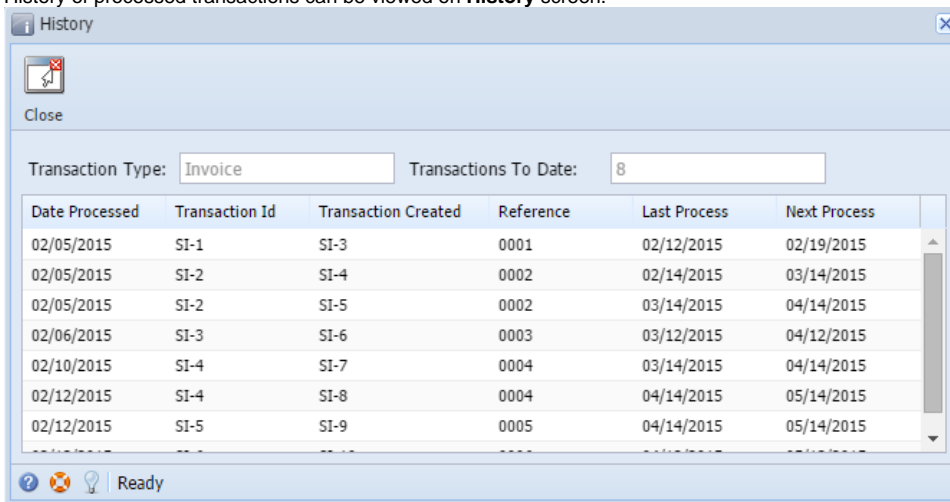
- b. Select Yes to continue the process

3. Click on **Process** toolbar button.

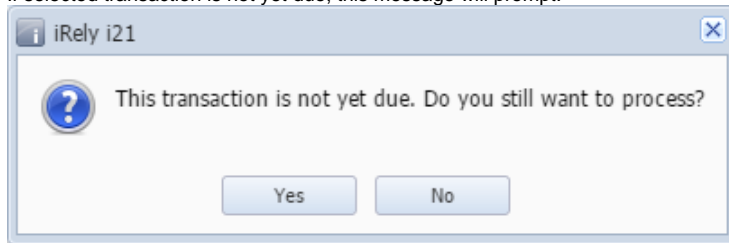


4. Next Process date will update to the next recurring date.

5. History of processed transactions can be viewed on **History** screen.



1. After creating a recurring transaction (See [SM How To Create Recurring Transactions](#)), you can now process the transaction.
2. Check the Process checkbox.
 - a. If selected transaction is not yet due, this message will prompt.



- b. Select Yes to continue the process
3. Click on Process toolbar button.



4. Next Process date will update to the next recurring date.