## How to Delete a Record to be Recurred

- 1. On the user's menu panel go to Common Info folder then click Recurring Transactions
- 2. Select a record from the list by clicking on it or the check box besides it.
- 3. Click Remove button. A confirmation message will appear.

insere serence	2 Select Due 🗋 Clear All 88 Layout G	Filter Records (F3)						
Transaction Type	Transaction No. Reference		Group	Day of Mo	Start Date	End Date	Active	Iteratio
Voucher	BL-1			1	04/01/20	04/01/20	~	
General Journal	GJ-5			27				
Invoice	SI-30			28			~	
Invoice	SI-31			28	01/01/20	05/01/20	~	
Invoice	SI-32			29				
General Journal	G)-33			18	01/18/20	01/18/20		
Invoice		Daly 124		29	12/29/20	12/29/20		
Invoice	51-36	ikely iz i		29	12/29/20	01/29/20		
Invoice	51-39	You are about to delete 1 row		30	12/30/20	01/30/20		
		Are you sure you want to continue?						
		,						
		No. No.						
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- 4. Click Yes on the message box.
- 5. Click Save toolbar button.
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e Undo Print	Process History (	Llose																	
Insert 💿 Remove	V Select Due 📃 Cl	ear All 🚆 Layout 🕶	🛛 🍸 Filter Reco	rds (F3)															
Transaction Type	Transaction No.	Reference	Assigned User	Remind	in Adva 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	09/30/2015	No		30	08/20/2015	08/20/2015							
Sales Order	SO-2	3	Beth Chua	0	Monthly	07/15/2015	08/15/2015	No		15	07/15/2015	07/15/2015							
Purchase Order	PO-2	4	Beth Chua	0	Monthly	04/18/2015	05/18/2015	Yes		18	04/18/2015	01/18/2016	V						
Purchase Order	PO-4	5	Beth Chua	0	Monthly	06/03/2015	07/03/2015	Yes		3	05/03/2015	10/03/2015	<b>V</b>						
Invoice	SI-4	17	Beth Chua	0	Monthly	04/30/2015	05/30/2015	Yes		30	05/30/2015	05/30/2015	111						
Purchase Order	PO-50	6	Beth Chua	0	Monthly	06/03/2015	07/03/2015	Yes		3	06/03/2015	10/03/2015	V						
General Journal	GJ-346	7	Beth	👔 iRely i21		× 5	08/12/2015	Yes		12	07/12/2015	04/12/2016	V						
General Journal	GJ-464	8	Beth Chua	~		D	02/01/1970	Yes		1	02/01/1970	02/01/1970	<b>[</b> ]						
General Journal	G1-466	9	Beth Chua	?	You are about to delete 1 n Are you sure you want to co	You are about to delete 1 Are you sure you want to	You are about to delete 1 Are you sure you want to	You are about to delete 1 Are you sure you want to	You are about to delete 1 i Are you sure you want to i	You are about to delete 1 Are you sure you want to	row. p	02/01/1970	Yes		1	02/01/1970	02/01/1970	100	
General Journal	GJ-467	10	Beth Chua	-				5	09/25/2015	No		25	09/25/2015	09/25/2015	$\mathbf{v}$				
Bill Template	BL-45667	11	Beth Chua			5	08/17/2015	Yes			08/17/2015	01/18/2016	V						
Bill Template	BL-45672	12	Beth Chua		Yes No	5	08/18/2015	Yes			08/13/2015	08/22/2015	111						
Bill Template	BL-45673	13	Beth Chua	U	Pionenty	10/05/2015	11/05/2015	No		5	09/05/2015	06/05/2016	<b>V</b>						
Bill Template	BL-45673	14	Beth Chua	0	Monthly	08/05/2015	09/05/2015	Yes		5	09/05/2015	09/05/2015							
Bill Template	BL-45675	15	Beth Chua	0	Monthly	08/12/2015	09/12/2015	Yes		12	09/12/2015	01/12/2016	V						
Bill Template	BL-45678	16	Beth Chua	0	Monthly	10/18/2015	11/18/2015	No		18	09/18/2015	01/18/2016	4						
				0				No											

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4. Click **Yes** on the message box.

5. Click Save toolbar button.

## On the user's menu panel go to Common Info folder then click Recurring Transactions Select a record from the list by clicking on it or the check box besides it.

9 F	temove	∺ Layout 👻 🍸	Filter Records (F3)									
	Process	Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month	Start Date	End Date	Active
		SI-2	F	Monthly	06/04/2015	07/04/2015	No		4	05/04/2015	12/04/2015	<b>S</b>
		SI-1		Monthly	04/29/2015	05/29/2015	Yes		29	05/29/2015	05/29/2015	<b>V</b>
		SI-3		Monthly	04/30/2015	05/30/2015	Yes		30	05/30/2015	05/30/2015	<b>V</b>
		SI-4		Monthly	04/30/2015	05/30/2015	Yes		30	05/30/2015	05/30/2015	
							No					

3. Click **Remove** button. A confirmation message will appear.

C) Rec	urring T	ransactions										× 🗆 X
Save	Undo	Print Proce	ss History Cl	<del>يگ</del> ose								
Trans	action T	ype: Invoice		*								
	Remove	🗄 Layout 👻 🍸	Filter Records (	(F3)								
	Process	Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month	Start Date	End Date	Active
		SI-2 SI-1	F	Monthly	06/04/2015	05/29/2015	NO Vec		4	05/04/2015	12/04/2015	V
	-	SI-3		Monthly	04/30/2015	05/30/2015	Yes		30	05/30/2015	05/30/2015	
		SI-4		Monthly	04/30/2015	05/30/2015	Vec		30	05/30/2015	05/30/2015	
					iRely i21		×					
					You a Are yo	re about to delete 1 ou sure you want to	row. continue?					
					Ye	i No						
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- 4. Click Yes on the message box.
- 5. Click Save toolbar button.
- On the user's menu panel go to Common Info folder then double click Recurring Transactions
  Select a record from the list by clicking on it or the check box besides it.

	Process	Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month
		SI-2	0002	Monthly	04/14/2015	05/14/2015	No		14
		SI-3	0003	Monthly	03/12/2015	04/12/2015	No		12
		SI-4	0004	Monthly	04/14/2015	05/14/2015	No		14
		SI-5	0005	Monthly	04/14/2015	05/14/2015	No		14
		SI-6	0006	Monthly	04/12/2015	05/12/2015	No		12
		SI-7	0007	Weekly	03/21/2015	03/28/2015	No		

3. Click Remove button. A confirmation message will appear.

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- 4. Click **Yes** on the message box.
- 5. Click Save toolbar button.

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Process	Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month
	SI-1		Monthly	05/05/2015	06/05/2015	No		5
	SI-2		Monthly	04/05/2015	05/05/2015	No		5
	SI-3		Weekly	05/05/2015	05/12/2015	No		
						No		

3. Click **Delete** button. A confirmation message will appear.

Recurring Transactions											
Save Undo Print Process History Clo	Se .										
Transaction Type: Invoice	*										
\ominus Delete 💡 Filter Records (F3)											
Process Transaction No. Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month					
SI-1	Monthly	05/05/2015	06/05/2015	No		5					
SI-2	Monthly	04/05/2015	05/05/2015	No		5					
SI-3	Weekly	05/05/2015	05/12/2015	No							
	(			No							
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- Click Yes on the message box.
  Click Save toolbar button.