

# How to Create a New Monthly Recurring Calendar

1. Open the [Julian Calendar](#) screen.
2. Click the **New toolbar button**. This will open the Julian Recurrence screen. By default, the grid will display the system's date in Start and Through dates and Interval frequency is selected. Refer to [Julian Recurrence](#) for the field description.

The image shows two overlapping windows from the 'Julian Calendar' application. The background window, titled 'Julian Calendar', has a toolbar with 'New', 'Delete', and 'Close' buttons. The 'New' button is highlighted with a red box. Below the toolbar is a 'Details' tab and a table titled 'Existing Calendars' with columns for 'Description', 'Start Date', 'Through Date', and 'Auto Renew'. To the right of this table is a section titled 'Future Delivery Dates' with a 'Delivery Dates' header and a message: 'Delivery dates are not displayed because they are based on Actual Delivery Date.' The foreground window is a 'Julian Recurrence' dialog box with 'OK' and 'Cancel' buttons. It has a 'Details' tab and a 'Description' text field. Below the description are four radio buttons: 'Interval' (selected), 'Weekly', 'Monthly', and 'Single'. The 'Interval' option is configured with 'Every' and a text box containing '1', followed by 'Day(s)'. Below these are 'Start' and 'Through' date fields, both containing '02/06/2016' and accompanied by calendar icons. There is an unchecked checkbox for 'Automatically renew every year' and a note at the bottom: 'Deliveries are based on actual Delivery Dates.' The dialog box has a status bar at the bottom with icons for help, refresh, and a lightbulb, followed by the text 'Ready'.

3. Enter the calendar **Description**.
4. Tick the **Monthly** radio button.

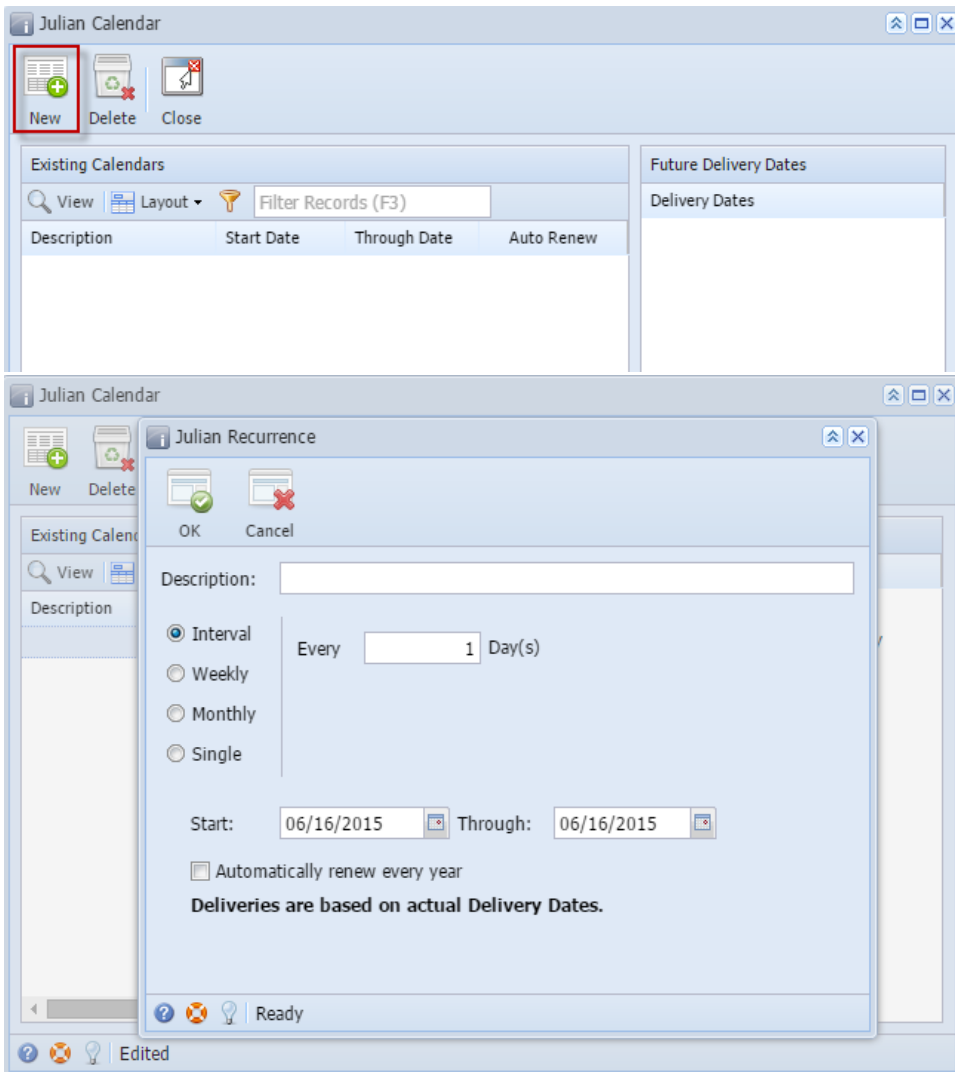
5. Enter the other details like the delivery **frequency**, **Start date**, and **Through date**.

The screenshot shows the 'Julian Calendar' application window. A 'Julian Recurrence' dialog box is open, allowing configuration of a calendar's recurrence. The dialog has a 'Details' tab and 'OK' and 'Cancel' buttons. The 'Description' field is set to 'Sample Monthly Calendar'. Under the 'Interval' section, the 'Monthly' radio button is selected and highlighted with a red rectangle. The frequency is set to 'Day 3 of every 1 month(s)'. The 'Start' date is '01/01/2016' and the 'Through' date is '12/31/2016'. The 'Automatically renew every year' checkbox is checked. A note at the bottom states 'Deliveries are based on selected day of Month.' The background shows the 'Julian Calendar' window with a sidebar containing 'Existing Calendars' and a 'Details' tab.

6. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.
7. Click the **OK** button. The newly created calendar will be displayed in the **Existing Calendars grid** on the Julian Calendar screen. Its future deliveries will be displayed in the **Future Delivery Dates grid**.

The screenshot shows the 'Julian Calendar' application window after the 'Julian Recurrence' dialog has been closed. The 'Existing Calendars' grid on the left now includes the 'Sample Monthly Calendar' with a start date of '01/01/2016', an end date of '12/31/2016', and the 'Auto Renew' checkbox checked. The 'Future Delivery Dates' grid on the right lists the delivery dates for the selected calendar, starting from 'Sunday, January 03, 2016' and ending on 'Saturday, December 03, 2016'. The background shows the 'Julian Calendar' window with a sidebar containing 'Existing Calendars' and a 'Details' tab.

8. Close the Julian Calendar screen.
9. Save the changes in the Consumption Site screen
1. [Open the Julian Calendar screen](#).
2. Click the **New toolbar button**. This will open the Julian Recurrence screen. By default, the grid will display the system's date in Start and Through dates and Interval frequency is selected. Refer to [Julian Recurrence](#) for the field description.



3. Enter the calendar **Description**.
4. Tick the **Monthly** radio button.

5. Enter the other details like the delivery **frequency**, **Start** date, and **Through** date.

The screenshot shows the 'Julian Recurrence' dialog box. At the top, there are 'OK' and 'Cancel' buttons. Below them is a 'Description' field containing 'Sample Monthly Calendar'. There are four radio buttons for frequency: 'Interval', 'Weekly', 'Monthly' (which is selected), and 'Single'. The 'Interval' section shows 'Day 3 of every 1 month(s)'. Below this are 'Start' and 'Through' date fields, both set to '01/01/2015' and '12/30/2015' respectively. A checkbox labeled 'Automatically renew every year' is checked. Below the checkbox, it says 'Deliveries are based on selected day of Month.' At the bottom, there is a status bar with a question mark, a lifebuoy, a lightbulb, and the word 'Ready'.

6. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.
7. Click the **OK** button. The newly created calendar will be displayed in the **Existing Calendars grid** on the Julian Calendar screen. Its future deliveries will be displayed in the **Future Delivery Dates grid**.

The screenshot shows the 'Julian Calendar' screen. At the top, there are 'New', 'Delete', and 'Close' buttons. Below them is a section for 'Existing Calendars' with a search bar and a table. The table has columns for 'Description', 'Start Date', 'Through Date', and 'Auto Renew'. The first row shows 'Sample Monthly Calendar' with 'Start Date' '01/01/2015', 'Through Date' '12/30/2015', and 'Auto Renew' checked. To the right of the table is a section for 'Future Delivery Dates' with a list of dates from 'Saturday, January 03, 2015' to 'Thursday, December 03, 2015'. At the bottom, there is a status bar with a question mark, a lifebuoy, a lightbulb, and the word 'Ready'.

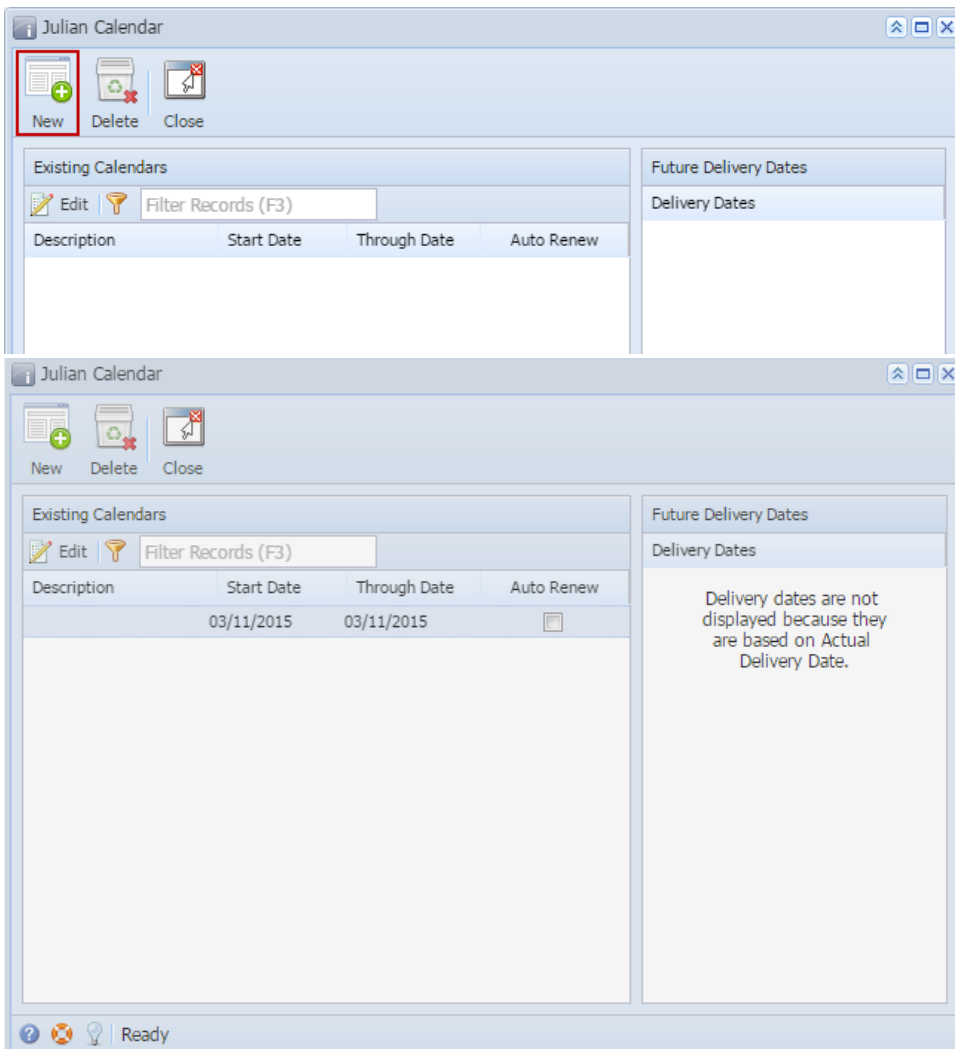
Description	Start Date	Through Date	Auto Renew
Sample Monthly Calendar	01/01/2015	12/30/2015	<input checked="" type="checkbox"/>

Future Delivery Dates

Delivery Dates

- Saturday, January 03, 2015
- Tuesday, February 03, 2015
- Tuesday, March 03, 2015
- Friday, April 03, 2015
- Sunday, May 03, 2015
- Wednesday, June 03, 2015
- Friday, July 03, 2015
- Monday, August 03, 2015
- Thursday, September 03, 2015
- Saturday, October 03, 2015
- Tuesday, November 03, 2015
- Thursday, December 03, 2015

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The screenshot shows the 'Julian Recurrence' dialog box. At the top, there are 'OK' and 'Cancel' buttons. Below them is a 'Description' field containing 'Sample Monthly Calendar'. There are four radio buttons for frequency: 'Interval', 'Weekly', 'Monthly' (which is selected), and 'Single'. To the right of the 'Monthly' radio button, it says 'Day 3 of every 1 month(s)'. Below the frequency options, there are 'Start' and 'Through' date fields. 'Start' is '01/01/2015' and 'Through' is '12/30/2015'. Below these is a checkbox for 'Automatically renew every year' which is unchecked. At the bottom, it says 'Deliveries are based on selected day of Month.' The status bar at the bottom shows 'Ready'.

6. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.
7. Click the **OK** button. The newly created calendar will be displayed in the **Existing Calendars** grid on the Julian Calendar screen. Its future deliveries will be displayed in the **Future Delivery Dates** grid.

The screenshot shows the 'Julian Calendar' screen. At the top, there are 'New', 'Delete', and 'Close' buttons. Below them is a table with two main sections: 'Existing Calendars' and 'Future Delivery Dates'. The 'Existing Calendars' section has a table with columns: 'Description', 'Start Date', 'Through Date', and 'Auto Renew'. It contains one row: 'Sample Monthly Cal...' with 'Start Date' '01/01/2015', 'Through Date' '12/30/2015', and an unchecked 'Auto Renew' checkbox. The 'Future Delivery Dates' section has a table with a single column 'Delivery Dates' containing a list of dates from 'Saturday, January 03, 2015' to 'Thursday, December 03, 2015'. The status bar at the bottom shows 'Ready'.

8. Close the Julian Calendar screen.
9. Save the changes in the Consumption Site screen

Generated Julian date will not display in Site's Next Julian Delivery field until an invoice for the customer is synced.