How To Create Recurring Transactions

After a voucher for recurring was created (see How To Create Vouchers for Recurring), it will be available to be selected in Recurring Transaction screen. There are two ways to open this screen:

1. Via Common Info > Recurring Transactions

🖵 Dashboard	Common Ir	nfo													
System Manager															
🖵 Common Info	Activities	Ν	Maintenance A			Approvals Tax S			Tax Setup						
🖵 General Ledger	Company Locations Cities				Approvals			Tax Class							
Financial Reports	Recurring Transactions		ountries		Approver	Configuration		Tax Codes							
Cash Management	Recurring Transactions														^ 🗆 X
Credit Card Recon	Save Undo Print Pri	ocess History Report	- Close												
Inventory	Details + Insert X Remove	2 Select Due 🛛 C	ear All Report	BI View Filte	r (F3)										53
Purchasing (A/P)	Transaction Type	Transaction No.	Reference	Assigned User	Remind in Advance	Frequency	Last Process	Next Process	Due	Group	Day of Month	Start Date	End Date	Active	Iterations
🖵 Sales (A/R)	Voucher	BL-20848		IRELY ADMIN	1	Monthly	1/1/2017	2/1/2017	Yes		1	2/1/2017	1/1/2018	~	12
🖵 Payroll					0				No						
Notes Receivable															
Contract Management															

2. Via Purchasing (A/P) > Voucher screen > Recurring button

Dashboard	Purchasing (A/P)											
System Manager	0.												
🖵 Common Info	Activities	Voucher - AP Sample V	/endor										
🖵 General Ledger	Vendor Contact List	New Save Search I	Delete Undo	Print Duplicate	Post Pay	Void Reverse	Debit Memo	Post Preview	Add Payables Email	Recurring Expo	ort Import Cl	55 0	
🖵 Financial Reports	Vouchers	Details Prepaid and	Debit memos	Attachments (0)	Activities (0) Post Date	Audit Log (1)	Approval Ac	ditional Info	AP Sample Vendr	r Contect	Voucher No	BL-20848	
🖵 Cash Management	Voucher Batch Entry	Vendor + A	P Sample Vendo	r	Terms	* Due on Receip	к [,]	 Ship From 	* AP Sample Vendo	r Location 🔍	AP Account	* 20000-0000-	000 Q
Credit Card Recon	Pay Vouchers Pay Voucher Details	Invoice No IN	W-111		Due Date	1/1/2017	t	Ship To	+ 0001 - Fort Wayn	•	Withheld Amou	nt	0.00
Inventory	Process Payments	Invoice Date 1/	1/2017	E Recur	 Keterence Chie Ma 			Dav Te	* 0001 - Fort Wayn	×	Currency Ordered Du	* USD	
Purchasing (A/P)	Batch Posting	check comments			Ship via			Paylo	AP Sample Vendo	r 🖡 🔍	ordered by	irelyadmin	~
🖵 Sales (A/R)	Recurring Transactions												
Payroll	Save Undo Print Process	History Report - Close											
	Details												
Notes Receivable													
Notes Receivable Contract Management	+ Insert X Remove 2	Select Due 🗌 Clear All 🛛	Report 🔡 Vie	w Filter (F3)								50 3	Clear All Filters
Notes Receivable Contract Management Risk Management	+ Insert × Remove 2 : × Transaction No. × Eq × Transaction Type × Eq	Select Due Clear All BL-2084 uals V BL-2084 uals V Voucher	Report III Vie 18	w Filter (F3)								55 J	Clear All Filters
Notes Receivable Contract Management Risk Management Ticket Management	+ Insert X Remove 2 : X Transaction No. Y Eq X Transaction Type Eq Transaction Type	Select Due Clear All B uals V BL-2084 uals V Voucher Transaction No. Referen	Report III Vie 18 r tce Assig	w Filter (F3)	mind in Advanc	Frequency	Last Process	Next Process	Due Group	Day of Month	1 Start Date	5.5 3 Ind Date Activ	Clear All Filters
Notes receivable Contract Management Risk Management Ticket Management Logistics	+ Insert X Remove [2] : X Transaction No. V Eq X Transaction Type Eq Transaction Type Voucher	Select Due Clear All 1 uals V BL-2084 uals V Voucher Transaction No. Referen BL-20848	Report III Vie 18 r Ince Assig IRELY	ned User Re RADMIN 1	mind in Advanc	Frequency Monthly	Last Process 1/1/2017	Next Process 2/1/2017	Due Group Yes	Day of Month	5tart Date 1	0.0 1 Ind Date Activ /1/2018 ☑	Clear All Filters
Contract Management Risk Management Ticket Management Logistics Manufacturing	+ Insert X Remove 27 X Transaction No. V Eq X Transaction Type V Eq Transaction Type Voucher	Select Due Clear All 8 uais V BL-2084 uais V Voucher Transaction No. Referen BL-20848	Report III Vie 18 r Ice Assig IRELY	ned User Re RADMIN 1	mind in Advanc	Frequency Monthly	Last Process 1/1/2017	Next Process 2/1/2017	Due Group Yes	Day of Month	Start Date 1 2/1/2017 1	55 1 Ind Date Activ /1/2018 ☑	Clear All Filters
Nodes Necesvable Contract Management Risk Management Logistics Manufacturing Tank Management	+ Inset X Remove 02 X Transaction No. V Eq X Transaction Type V Eq Transaction Type Voucher	Select Due Cear All 8 uals V BL-2084 Voucher Transaction No. Referen BL-20848	Report III Vie 18 r nce Assig IRELY	w Filter (F3)	mind in Advanc	Frequency Monthly	Last Process 1/1/2017	Next Process 2/1/2017	Due Group Yes	Day of Month 1	5tart Date 1 2/1/2017 1	50 1 ind Date Activ /1/2018 ☑	Clear All Filters

Here are the steps on how to create new Recurring Transaction:

- 1. From the Recurring Transactions screen, select 'Voucher' Transaction Type.
- 2. Click the Transaction No. combo box button and select from the list the voucher for recurring.
- 3. Enter any reference you want to make to the recurring transaction in the Reference field if necessary.
- 4. Select Assigned User.
- 5. Enter number of days when the reminder will be displayed in advance in Remind in Advance field.
- 6. 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
 - b. **Weekly** = 52
 - c. Bi-Weekly = 26
 - d. Semi-Monthly = 24
 - e. Monthly = 12°
 - f. Bi-Monthly = 6
 - g. Quarterly = 4
 - h. Semi-Annually = 2
 - i Annually = 1
- 7. 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.
- 8. 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.
- 9. 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.
- 10. 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.
- 11. 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.
- 12. 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.
- 13. Check the Active check box to enable transaction from recurring.
- 14. The **Iterations** by default will show 1. This is used to display how may times the transaction is to be recurred. Changing the number of this field will simultaneously change the End Date.
- 15. Click Save button to save Recurring Transaction record.

After a voucher for recurring was created (see How To Create Vouchers for Recurring), it will be available to be selected in Recurring Transaction screen. There are two ways to open this screen: 1. Via Common Info > Recurring Transactions

Home			
		Recurring Transactions	
Favorites		Save Undo Print Process History Report + Close	
System Manager		Details	
Common Info		+ Insert X Remove Z Select Due Clear All 🔠 View Filter (F3)	
Company Locations		Transaction Type Transaction No. Reference Assigned User	Remind in Advanc
Recurring Transactions	_	Voucher BL-20808	1
Batch Posting			0
Approvals			
Approval List			
Approver Configuration			
Approver Groups			
Entity Group			
Lines of Business			
Terms			
Freight Terms			
Ship Via			
Purchasing (Accour	nts I	² ayable) > Voucher screen > Recurring button	
Voucher			

Purchasing (Accounts Payable)														
Purchase Orders	Ne								idd Payables Email	Recurring Clo				
Voucher Batch Entry	De	tails	Prepaid and Debit mem	os Attachments	(0) Activities (0)	Audit Log (0)	Approval (0) A	dditional Info		_				
Vouchers	Typ	e	* Voucher		 Post Date 	10/11/2017		Contact			Vouch	ner No	Created On Save	- T
Batch Posting	v	Recurr	ing Transactions											
Pay Vouchers	In													
Pay Voucher Details	In	Detail	8											
Process Payments	c	+ 10	sert X Remove 17	Select Due C	ear All 88 View	Eilter (E3)								
Import Vouchers from Origin	In	×	Frankartion Type Y	nuale V	Voucher									
1099	1 P		Fransaction Type	Transaction No.	Reference	Assigned Liser	Remind in Adv	and Frequenc	V Last Process	Next Process	Due	Group	Day of Month	Start Date
Buyers	l t		/oucher	BL-1			0	Quarterly	1/1/2015	4/1/2015	Yes		1	4/1/2015
Liens														
Vendors														

Here are the steps on how to create new Recurring Transaction:

- 1. From the Recurring Transactions screen, select 'Voucher' Transaction Type.
- 2. Click the Transaction No. combo box button and select from the list the voucher for recurring.
- 3. Enter any reference you want to make to the recurring transaction in the Reference field if necessary.
- 4. Select Assigned User.
- 5. Enter number of days when the reminder will be displayed in advance in Remind in Advance field.
- 6. 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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 - f. Bi-Monthly = 6
 - g. Quarterly = 4

 - h. Semi-Annually = 2
 - i. Annually = 1
- 7. 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.
- 8. 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.
- 9. 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.
- 10. 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.
- 11. 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.
- 12. 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.
- 13. Check the Active check box to enable transaction from recurring.
- 14. The Iterations by default will show 1. This is used to display how may times the transaction is to be recurred. Changing the number of this field will simultaneously change the End Date.
- 15. Click Save button to save Recurring Transaction record.

After a voucher for recurring was created (see How To Create Vouchers for Recurring), it will be available to be selected in Recurring Transaction screen. Here are the steps on how to create new Recurring Transaction:

1. From the Main Menu, expand Purchasing and click Recurring Transactions. This will open the Recurring Transactions screen.

🖵 Purchasing	Recurring Transactions	Recurring Transactions ^ 🗆 X										
Purchase Orders		Save Undo Print Process History Close										
Voucher Batch Entry	Details											
Vouchers	Cetons											
Recurring Transactions	+ Insert × Remove	Select Due	iear All 🔠 Lay	out Q, Filter Re	ecords (F3)							
Batch Posting	Transaction Type	Transaction No.	Reference	Assigned User	Remind in Adv	Frequency	Last Proc	Next Proce	Due	Group	Day of Mo	Start Date
Devilterenteren	Voucher	BL-41		IRELY ADMIN	0	Monthly	02/01/2016	03/01/2016	No		1	02/01/20
Pay Vouchers	Voucher	BL-42		IRELY ADMIN	0	Monthly	02/01/2016	03/01/2016	No		1	02/01/20
Pay Voucher Details					0				No			
Process Payments												
Vendor Expense Approval												
Import Vouchers from Origin												
1099												,
Vendors	🕐 🗘 🖗 Edited	i .										

- 2. In the Transaction Type select Voucher.
- 3. Click the Transaction No. combo box button and select from the list the voucher for recurring.
- 4. Enter any reference you want to make to the recurring transaction in the Reference field if necessary.
- 5. Select Assigned User.
- 6. Enter number of days when the reminder will be displayed in advance in Remind in Advance field.
- 7. 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
 - b. Weekly = 52
 - c. Bi-Weekly = 26
 - d. Semi-Monthly = 24
 - e. Monthly = 12
 - f. Bi-Monthly = 6
 - g. Quarterly = 4
 - h. Semi-Annually = 2
 - i. Annually = 1
- 8. 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.
- 9. 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.
- 10. 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.
- 11. 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.
- 12. 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.
- 13. 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.
- 14. Check the Active check box to enable transaction from recurring.
- 15. The **Iterations** by default will show 1. This is used to display how may times the transaction is to be recurred. Changing the number of this field will simultaneously change the End Date.
- 16. Click Save button to save Recurring Transaction record.

Here are the steps on how to create new Recurring Transaction:

1. From the Main Menu, click Purchasing > Recurring Transactions. This will open the Recurring Transaction screen.

C Purchasing	0	🔓 Recurring Transactions 🔹 🖻 🗙									
Purchase Orders		<u> </u>	a 📄 🚿	th 📼							
🥏 Bill Batch Entry	9	F (🗎 📈	, 🖾 🕼]						
🥜 Bills	s	ave Ui	ndo Print Proces	s History Close	2						
Recurring Transactions											
Batch Posting	Т	ransactio	n Type: Bill		*						
🥜 Pay Bills		<u> </u>									
Pay Bill Details		Remo	ve 🛗 Layout • 🦷	Filter Records (F3	3)						
Print Checks		Proc	ess Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month	- 1
Paid Bills History	. 1		BL-18		Monthly	10/20/2011	05/22/2015	No		30	1
🥏 Vendor Expense Approval			BL-45644		Monthly	05/19/2015	06/19/2015	No		5	(
🏹 Import Bills from Origin								No			
Vendors											
Dpen Payables											
📄 Vendor History											
Cash Requirements		C .									F
Check Register			1								
AP Transactions by GL Account		0 7	Ready								

- 2. In the Transaction Type combo box field you can select from several different types of transactions. These include Bill and Bill Template.
 - a. Bill if you're going to recur posted bill transactions.
 - b. Bill Template if you're going to recur the bills created in Bill Entry with Bill Template type.
- 3. Click the Transaction No. combo box button and select from the list the transaction you want to recur.
- 4. Enter any reference you want to make to the recurring transaction in the Reference field if necessary.
- 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:
 - a. **Daily** = 365
 - b. **Weekly** = 52
 - c. Bi-Weekly = 26
 - d. Semi-Monthly = 24
 - e. Monthly = 12
 - f. Bi-Monthly = 6
 - g. Quarterly = 4
 - h. Semi-Annually = 2

i. Annually = 1

- 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.
- 7. 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.
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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 may 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.

Here are the steps on how to create new Recurring Transaction:

1. From the Main Menu, click Accounts Payables Activities > Recurring Transactions. This will open the Recurring Transaction screen.

Accounts Payable	Recurring Transactions	
Contractivities		
Pay Bill Detail		
- 🔄 Pay Bills	San Linda Disk Deserve History Class	
Bill Batch Entry	a save ondo minic modes mistory close	
- Batch Posting	Transaction Type:	
- 🔄 Print Checks		
Import Bills from Origin	Collecter of Filter Records (F3)	
- 🔚 Bill Entry	Process Transaction No. Reference Frequency Last Process Next Process Due Group	Day of Month
Paid Bills History		
Recurring Transactions		
- E Purchase Order		
Maintenance		
Carl Reports		
Accounts Receivable		
Help Desk		•
Ag Accounting		
Petrolac	🕜 😟 🖞 Ready	

- In the Transaction Type combo box field you can select from several different types of transactions. These include Bill and Bill Template.
 a. Bill if you're going to recur posted bill transactions.
 - b. Bill Template if you're going to recur the bills created in Bill Entry with Bill Template type.
- 3. Click the Transaction No. combo box button and select from the list the transaction you want to recur.
- 4. Enter any reference you want to make to the recurring transaction in the Reference field if necessary.
- 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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- b. Weekly = 52
- c. Bi-Weekly = 26
- d. Semi-Monthly = 24
- e. Monthly = 12
- f. Bi-Monthly = 6
- g. Quarterly = 4
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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 may 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.

Recurring Transactions					* 🗆 ×
Save Undo Print Process History Close					
Transaction Type: Bill					
Process Transaction No. Reference Frequency	Last Process Next Proce	ss Due Group	Day of Month Start Date	End Date Active	Iterations
BL-45623 sample reference Monthly	12/11/2014 01/11/201	5 No	11 01/11/2015	11/11/2015	10
		No			
4					Þ
a a 🖉 Savet					
C C J Darce					