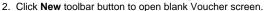
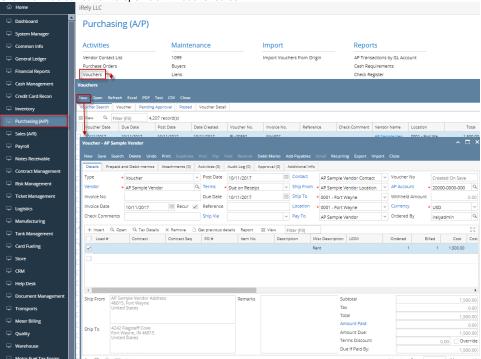
How To Create Vouchers for Recurring

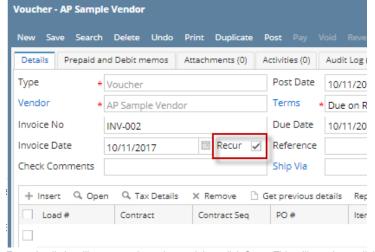
Here are the steps on how to create Recurring Vouchers:

1. From the Main Menu, click Purchasing (A/P) and then click Vouchers to open Search Vouchers.





3. Check Recur checkbox. Voucher will be set as a voucher for recurring. This is not allowed to be posted so Post button will be disabled.

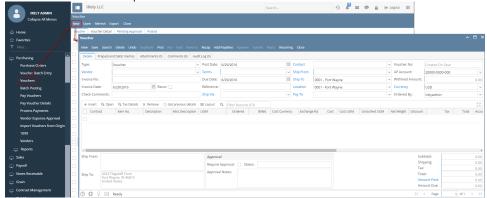


4. Enter details just like a normal voucher and then click **Save**. This will now be available to be selected in **Recurring Transaction** screen.

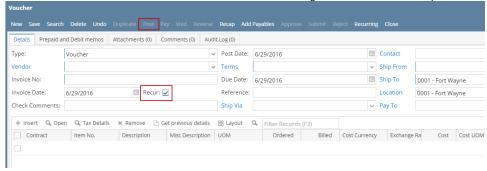
Here are the steps on how to create Vouchers:

1. From the Main Menu, expand Purchasing (Accounts Payable) and then click Vouchers to open Search Vouchers.

a. Click New toolbar button to open blank Voucher screen.



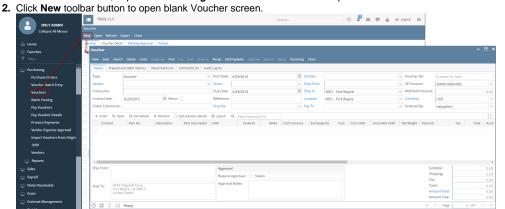
2. Check Recur checkbox. Voucher will be set as a voucher for recurring. This is not allowed to be posted so Post button will be disabled.



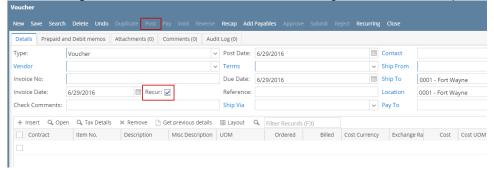
3. Enter details just like a normal voucher and then click Save. This will now be available to be selected in Recurring Transaction screen.

Here are the steps on how to create Vouchers:

1. From the Main Menu, expand Purchasing and then click Vouchers to open Search Vouchers.



3. Check Recurring checkbox. Voucher will be set as a voucher for recurring. This is not allowed to be posted so Post button will be disabled.

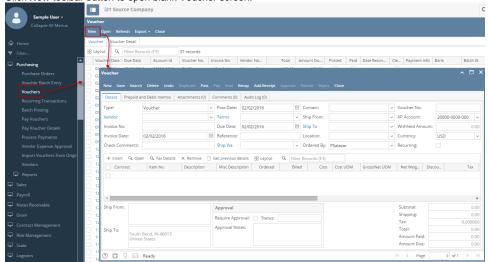


4. Enter details just like a normal voucher and then click Save. This will now be available to be selected in Recurring Transaction screen.

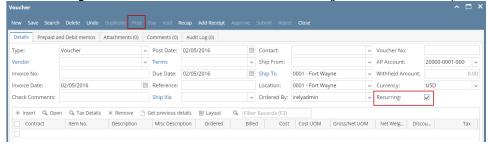
Here are the steps on how to create Vouchers:

1. From the Main Menu, expand Purchasing and then click Vouchers to open Search Vouchers.

2. Click New toolbar button to open blank Voucher screen.



3. Check Recurring checkbox. Voucher will be set as a voucher for recurring. This is not allowed to be posted so Post button will be disabled.



4. Enter details just like a normal voucher and then click Save. This will now be available to be selected in Recurring Transaction screen.