

Recurring Debtors Invoice Setup

The recurring debtor setup consists of three steps:

- 1. Create contract
- 2. Create invoice template
- 3. Apply to debtor

Step 1: Creating Contract

Go to **Systems configuration > General menu > Recurring Transactions**

Recurring Transactions Search

Search

Add

Edit

Delete

Cancel

Print Grid

Code:

Description:

In Use Status:

All

Status:

Current

Document Type:

Invoice

Active:

☒

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	Code	Description	No. Of Trans.	In Use Status
1	2019/SLA	2019 SLA Contrct	12	In Use
2	ABS Test Contract A	ABS Test Contract A	12	In Use
3	GVR	GVR Shipping	1	In Use

f

To set up the contract

Recurring Transactions

Recurring Transactions Setup

Document Type:

Invoice

Code:

2019/SLA

Description:

2019 SLA Contrct

Long Description:

Active:

☒

Transaction Period Setup:

☐ On the

Day Of Every:

☒ On the

25

Day Of Every:

Month

☐ Every

Transaction Occurrences:

Number Of Transactions:

12

Code	Enter Code
Description	Enter a description
Long Description	The long description can be the same as the description but has functionality for additional information
Active	Put the tick on if the recurring transaction should be in use or is active
Transaction Period Setup	Select the date you wish the monthly invoice to be created or generated on This can be either on the last day/ first day or on a specific day of the month
Number of Transactions	Enter the number of invoices to be created. This can be looked at as the terms of the contract Enter the number of invoices to be created. (usually the contract term, eg. 6. 12, 24)

Step 2: Creating Invoice Template

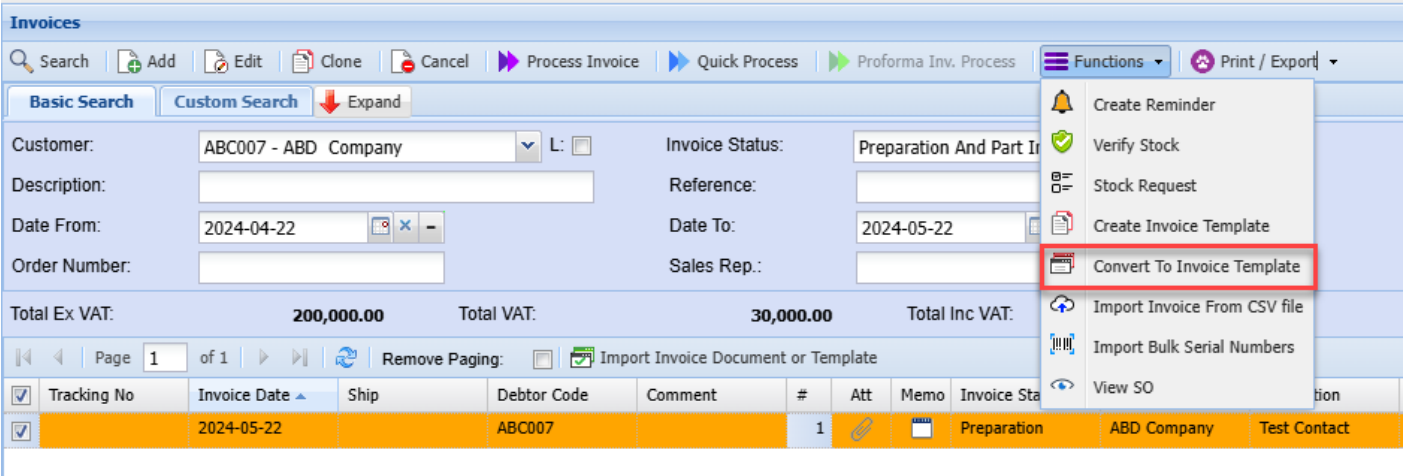
The next step will be to create an invoice template

To create an invoice template, one needs to capture the invoice to begin with

Capture an invoice, to capture an invoice [click here](#)

Once the invoice details have been captured and saved, click the functions drop down

Select Convert to Invoice Template as shown below:



After, clicking Convert to Invoice Template the screen below will pop up

Manage Invoice Template

Convert to Invoice Template

Code:

2024/SLA

Description:

2024 SLA Contract

Continue

Close

Code	Enter the code for your invoice template
Description	Enter the description for your invoice template

Click Continue

This will now complete the creation of your invoice template

Step 3: Apply To Debtor/Customer

To apply debtor, follow these steps

Go to Debtor/ Customer Module> Configuration then search for the customer to whom you want to apply the recurring transaction to

Once you find the debtor, go to the functions drop down then click View Recurring Transactions

Debtors Setup

Search Add Edit Delete Clone Create Reminder Debtor Enquiry Debtor History Functions Import Print / Export

Basic Search Custom Search Expand

Debtors Code: Debtor Name: ABD
Order By: Code Search Type: All
Search: Debtors and Prospects L
Contact Name: E-mail Address:
Division: All Mobile No:

Main Details Statutory CO Link Support Task Item Sales

Page 1 of 1 Remove Paging:

#	Att	Memo	Status	Web	Code	Company Name
1					ABC007	ABD Company

Functions:

- Create Sales Lead
- Alerts
- Target
- Time Logging Budget
- Contracts
- View Recurring Transactions**
- Mobile Sync Activate All
- Mobile Sync Deactivate All
- Change To Prospect
- Change To Opportunity
- Update Debtors

Summary Tab

When you click View Recurring Transactions it will take you to the screen below:

To see a list of recurring transactions, click on search, and the list will appear.

Recurring Transaction

Debtor Recurring Transaction Setup

Summary Detail

Search Add Transactions Delete Transaction Close

Client: ABC007 - ABD Company
Active: ☒

Page 1 of 1 Remove Paging: Displaying 1 - 1 of 1

#	Active	Code	Description	Not Posted	Posted	Cancelled	Total
1	☒	2019/SLA	2019 SLA Contrct	12	0	0	12

Or, click add to create a new recurring transaction

Add Recurring Transaction

Insert Recurring Transactions for Debtor

Client: ABC007 - ABD Company

Recurring Transaction Setup: SLA Monthly - SLA Montl View Setup Transaction Type: Invoice

Code: ABD Name:

Search

#	Code	Name	Reference	Detail
1	ABD_SLA_2023	ABD MONTHLY ...	ABD MONTHLY ...	ABD_SLA_2023

Initialise: ☐ Immediately ☒ Date 2023-09-25

Processing Method: ☐ Manual ☒ Automatic

Number Of Transactions: 6

Create Transaction Close

Client	The client's name will pop-up
Recurring Transaction Setup	Select the recurring transaction setup on the dropdown
Code	Enter the code for the template that you want to use
Transaction Type	Add the type of transaction
Edit Template	This button allows you to change the template code or description
Grid	The grid shows a list of available templates when you click search
Initialise	Choose if you want the recurring transaction to be effective immediately or on a specific date
Processing Method	Choose a processing criteria
Number of Transactions	Enter the number of transactions you want to

Buttons

View Setup	This button allows you to view, add or edit recurring transaction setup
Delete Template	This button will enable you to delete a template
View Template	This button will enable you to view and edit a template

Click Add Transactions

Recurring Transaction

Debtor Recurring Transaction Setup

Summary

Detail

Search

Add Transactions

Delete Transaction

Client:

ABC007 - ABD Company

Active:

☒

Page 1 of 1

Remove Paging:

☐

#	Active	Code	Description	Not Posted	Posted	Cancelled
---	--------	------	-------------	------------	--------	-----------

Select the recurring transaction you wish to set up

Add Recurring Transaction ✕

Insert Recurring Transactions for Debtor ⚙️ 🔍 ? ✕ Close

Client: **ABC007 - ABD Company**

Recurring Transaction Setup: **2019/SLA - 2019 SLA Co** View Setup Transaction Type: **Invoice**

Code: **2019** Name: Search

Page **1** of 1 Remove Paging: ☐ Edit Template Displaying 1 - 1 of 1

#	Code	Name	Reference	Detail
1	2019 SLA/12 M...	2019 SLA/ 12 M...	Minthly SLA	SLaA

Initialise: ☒ Immediately ☐ Date

Processing Method: ☐ Manual ☒ Automatic

Number Of Transactions: **12**

Create Transaction ✕ Close Delete Template View Template

Select the Recurring Transaction Setup: This is the Recurring Contract description you created in Step 1

Select the Transaction Type: This will typically be invoiced

Select the required invoice template

This is the template created in step 2

Enter the code or description and click search

Click once on the template on the grid to select - It will be highlighted in orange

Leave the initialise setting on immediately

Select whether the processing method is to be processed manually or automatically

Automatic processing will result in the invoice automatically processing and no edits will be made

Selecting manual processing will result in the monthly recurring invoice status. For the invoice to be changed from recurring to preparation status this will need to be done manually.

You can make the changes required before processing the invoice manually.

Once the above selections have been entered, click the Create Transactions Button.

Add Recurring Transaction

Insert Recurring Transactions for Debtor

Client: **ABC007 - ABD Company**

Recurring Transaction Setup: 2019/SLA - 2019 SLA Co [View Setup](#) Transaction Type: Invoice

Code: 2019 Name: [Search](#)

Page 1 of 1 [Remove Paging](#) [Edit Template](#) Displaying 1 - 1 of 1

#	Code	Name	Reference	Detail
1	2019 SLA/12 M...	2019 SLA/ 12 M...	Minthly SLA	SLAA

[Delete Template](#) [View Template](#)

Initialise: ☒ Immediately ☐ Date

Processing Method: ☐ Manual ☒ Automatic

Number Of Transactions: 12

[Create Transaction](#)

Then Click Yes.

Create Recurring Transactions?

Are you sure you want to continue creating the recurring transactions?

[Yes](#) [No](#)

Detail Tab

This is where you find your detailed recurring transaction details

Recurring Transaction

Debtor Recurring Transaction Setup

Summary

Detail

View Transaction

Change Status

Cancel Options

Transaction Date Options

Update Items

Toggle Process Type

Transaction: SLA Monthly - SLA Monthly

Status Selection: Posted & Not Posted

Page 1 of 1

Remove Paging:

Displaying 1 - 6 of 6

#	Date	Document Type	Approval Status	Status	Process Type	Doc No.	Amount	Description
1	2023-10-02	Invoice	Posted	Posted	Manual	INV808653	11,200.00	ABD_SLA_2023
2	2023-11-20	Invoice	Preparation	Not Posted	Manual		11,200.00	ABD_SLA_2023
3	2023-12-20	Invoice	Recurring Trans...	Not Posted	Automatic		11,200.00	ABD_SLA_2023
4	2024-01-20	Invoice	Recurring Trans...	Not Posted	Automatic		11,200.00	ABD_SLA_2023
5	2024-02-20	Invoice	Recurring Trans...	Not Posted	Automatic		11,200.00	ABD_SLA_2023
6	2024-03-20	Invoice	Recurring Trans...	Not Posted	Automatic		11,200.00	ABD_SLA_2023

Close

View Transaction	This tab allows you to view a detailed invoice If the invoice is not yet processed, you can make changes to the invoice it will allow you to save and close.
Change Status	When a transaction status is read as Recurring transactions you cannot process it. To be able to process the transaction you need to change the status to preparation To change the status from recurring transaction to preparation you need to click on the change status button
Cancel Options Drop Down	You are allowed to cancel a single recurring transaction or all on the dropdown You can also reinstate a single transaction or all transactions
Transaction Date Options Drop Down	You can change a date or update dates. First, you need to edit the date on a transaction then click change or update
Update Items	You can add a new line or delete a line on one item then select update item so that all items can be updated.

Toggle Process Type	Allows you to change Process type from manual to automatic and vice versa
Grid	Shows a quick overview of the transaction

To Apply Automatic Increases (Escalation)

In the event where the recurring contract stipulates an annual increase or needs to be amended you will the click on the invoice where the amendment needs to start from and edit the invoice detail or value

Recurring Transaction

Debtor Recurring Transaction Setup

SummaryDetail

View Transaction

Change Status

Cancel Options

Transaction Date Options

Update Items

Toggle Process Type

Transaction:SLA Monthly - SLA Monthly

Status Selection:Posted & Not Posted

Page 1 of 1

Remove Paging:

Displaying 1 - 6 of 6

#	Date	Document Date	Document Type	Approv	Status	Process Type	Amount	Doc No.	Description
1	2023-10-02	2023-10-02	Invoice	Pos...	Posted	Manual	11,200.0000	INV808653	ABD_SLA_20
2	2023-11-20	2023-11-20	Invoice	Pre...	Not Posted	Manual	11,200.0000		ABD_SLA_20
3	2023-12-20	2023-12-20	Invoice	Rec...	Not Posted	Automatic	11,200.0000		ABD_SLA_20
4	2024-01-20	2024-01-20	Invoice	Rec...	Not Posted	Automatic	11,200.0000		ABD_SLA_20
5	2024-02-20	2024-02-20	Invoice	Rec...	Not Posted	Automatic	11,200.0000		ABD_SLA_20
6	2024-03-20	2024-03-20	Invoice	Rec...	Not Posted	Automatic	11,200.0000		ABD_SLA_20

Close

Double click to open the invoice line

Amend the prices and or details

Attachments

Memo

Create Reminder

Check Stock Qty's

Functions

Import

Order History

Invoice

Detail

Address

Extras

Link

Shipping

Action

Scan

Save

Close

View Quote

Print Invoice

Process

T & Cs

Payments

Invoice Number:

Customer: ABC007

Customer Name: ABD Company

Sales Rep.: Erica Molefe

Invoice Date: 2024-07-01

Due Date: 2024-03-20 20

Debtor Status:

Invoice Status: **Recurring Transaction**

Description: ABD_SLA_2023

Reference: ABD MONTHLY SLA

Order Number: 125

Currency View: Document Currency

Exchange Rate: 1 R - Rand South Africa

Comment:

Items

Page 1 of 1

Add

Note

Edit

Delete

Quick

Barcode

Show/Hide

Displaying 1 - 2 of 2

#	Line Ref.	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Qty	Unit Sale	Pricing level
1		1			Servi...	SERV001	Monthly SLA		1.0000	5 000.0000	Default
2		2			Servi...	TRANS1	Travel		3	400.0000	Default

Footer

Promotion Value: 0.0000

Clear Discount

Discount %: 0

Amt: 0.00

Service Month:

Internal Contact: Otsile Loate

Pricing Analysis

Margin %

Mark-up %

Cost Ex VAT

Profit

Payments

99.3548

15 400.0000

40.0000

6 160.0000

0.0000

Total

Selling

Sub Total

Discount

Ex VAT

VAT

Inc VAT

6,200.0000

0.0000

6,200.0000

930.0000

7,130.0000

Once the invoice has been adjusted as required, Click Save

Click on the functions Dropdown

Click update recurring

Attachments Memo Create Reminder Check Stock Qty Functions Import Order History

Invoice

Detail Address Extras Link

Invoice Number: Invoice
 Customer: ABC007 Description
 Customer Name: ABD Company Reference
 Sales Rep.: Erica Molefe Order
 Invoice Date: 2024-07-01 Currency
 Due Date: 2024-07-01 20 Exchange Rate: 1 R - Rand South Africa
 Debtor Status: Comment:

Create Stock Request
 Change Warehouse
 Update Recurring
 Create RFQ
 Create Purchase Order
 Import Creditors Doc
 Create SO Back Order

Save
 Close
 View Quote
 Print Invoice
 Process
 T & Cs
 Payments

Items

Page 1 of 1 Add Note Edit Delete Quick Barcode Show/Hide Displaying 1 - 2 of 2

#	Line Ref.	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Qty	Unit Sale	Pricing level
1		1			Servi...	SERV001	Monthly SLA		1	5,000.0000	Default
2		2			Servi...	TRANS1	Travel		3	400.0000	Default

The window below will be displayed, where you can opt to update either the invoice header or the information on the invoice line

Update Recurring

? Update header, lines or both?

Header Lines Both Cancel

Recurring Transaction

Debtor Recurring Transaction Setup

Summary Detail

View Transaction Change Status Cancel Options Transaction Date Options Update Items Toggle Process Type

Transaction: **SLA Monthly - SLA Monthly**
 Status Selection: Posted & Not Posted

Page 1 of 1 Remove Paging: Displaying 1 - 6 of 6

#	Date	Document Date	Document Type	Approv	Status	Process Type	Amount	Doc No.	Description
1	2023-10-02	2023-10-02	Invoice	Pos...	Posted	Manual	11,200.0000	INV808653	ABD_SLA_20
2	2023-11-20	2023-11-20	Invoice	Pre...	Not Posted	Manual	11,200.0000		ABD_SLA_20
3	2023-12-20	2023-12-20	Invoice	Rec...	Not Posted	Automatic	11,200.0000		ABD_SLA_20
4	2024-01-20	2024-01-20	Invoice	Rec...	Not Posted	Automatic	11,200.0000		ABD_SLA_20
5	2024-02-20	2024-02-20	Invoice	Rec...	Not Posted	Automatic	6,200.0000		ABD_SLA_20
6	2024-03-20	2024-03-20	Invoice	Rec...	Not Posted	Automatic	11,200.0000		ABD_SLA_20

Revision #12

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