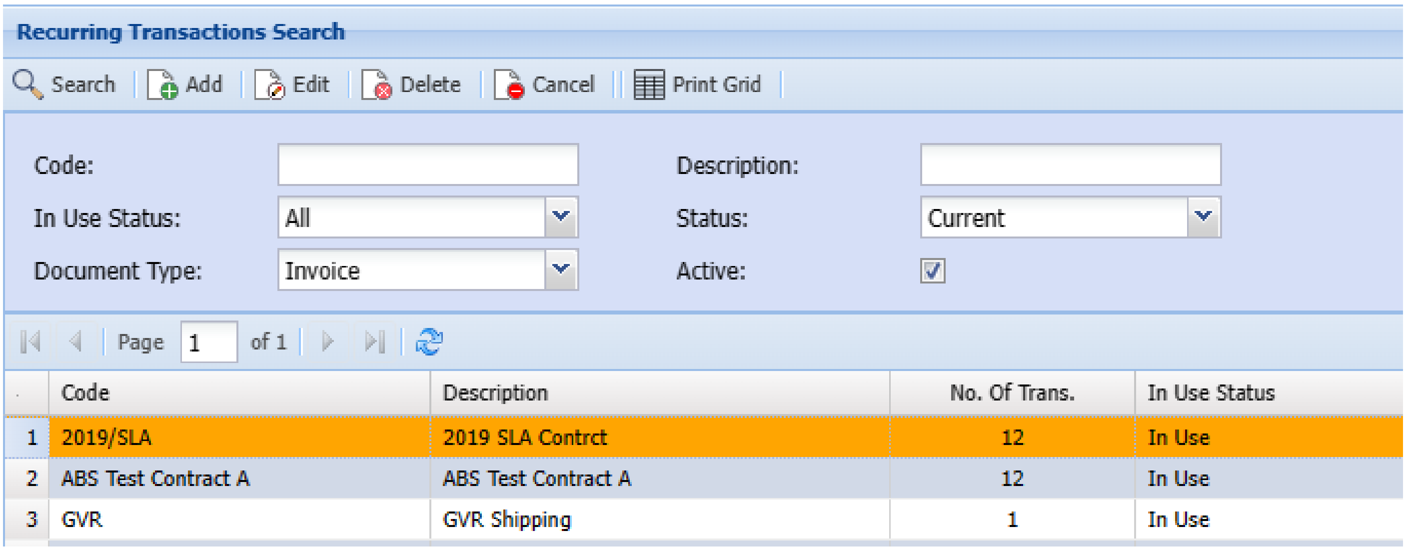
Recurring Debtors Invoice Setup

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



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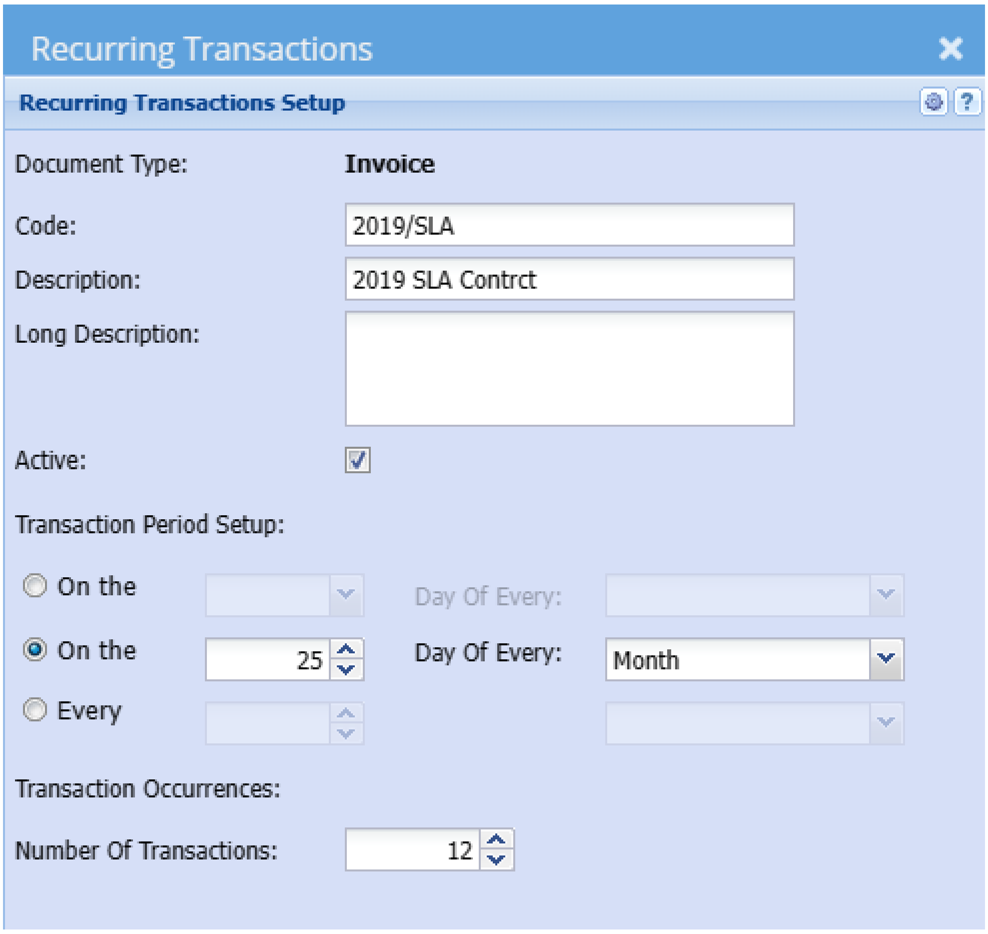
To set up the contract



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

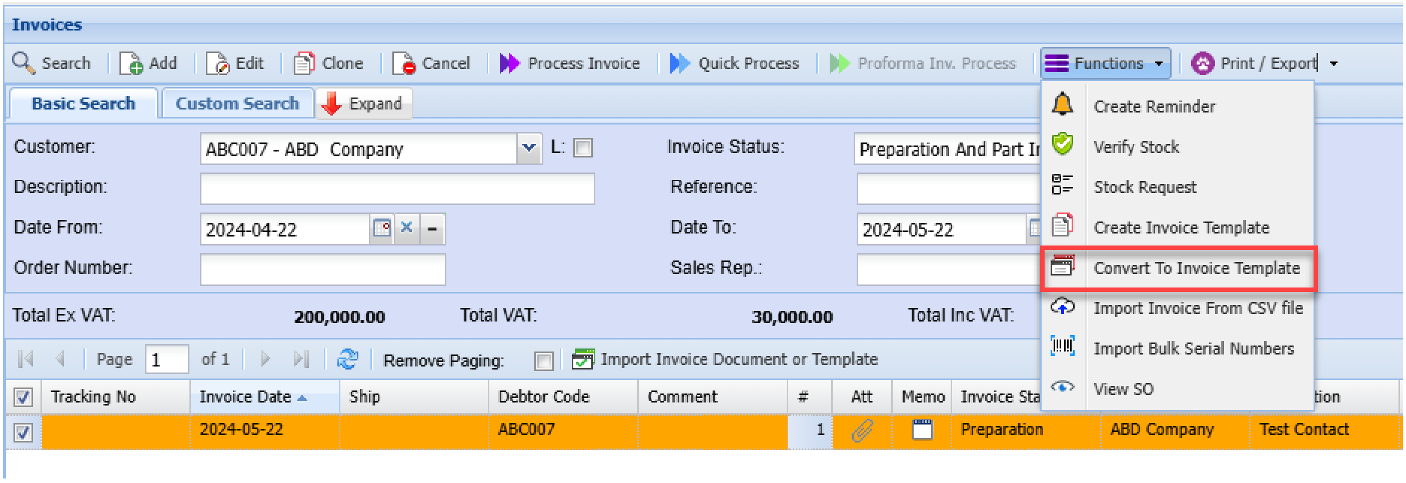
The next step will be to create an invoice template

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

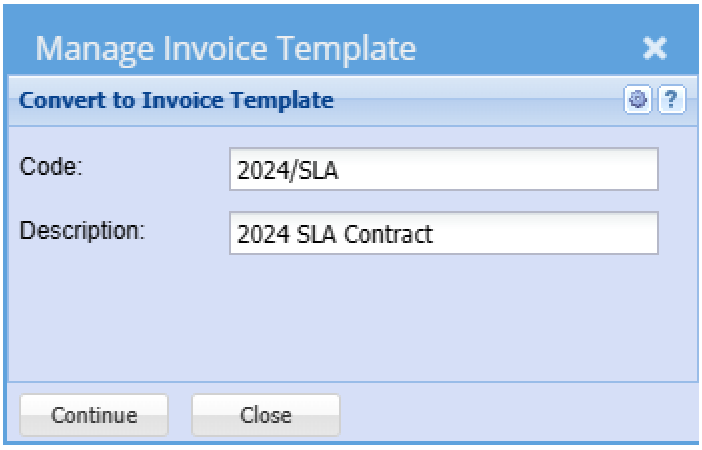
Capture an invoice, to capture an invoice click here

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



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

Click Continue

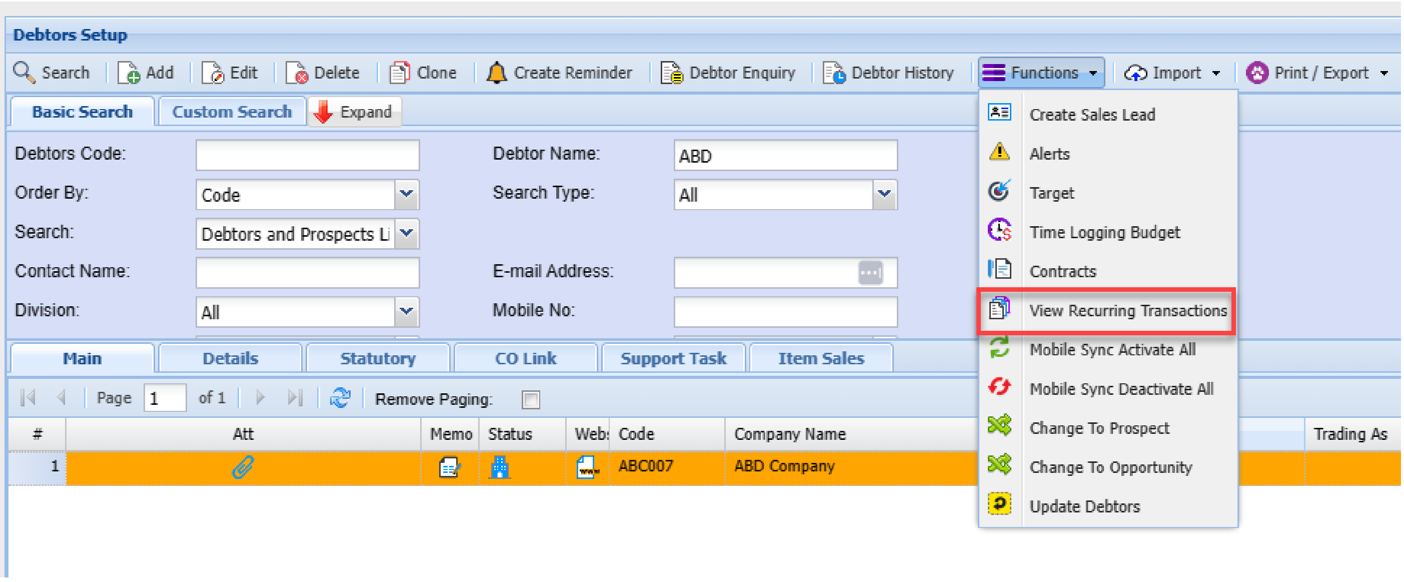
This will now complete the creation of your invoice template

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

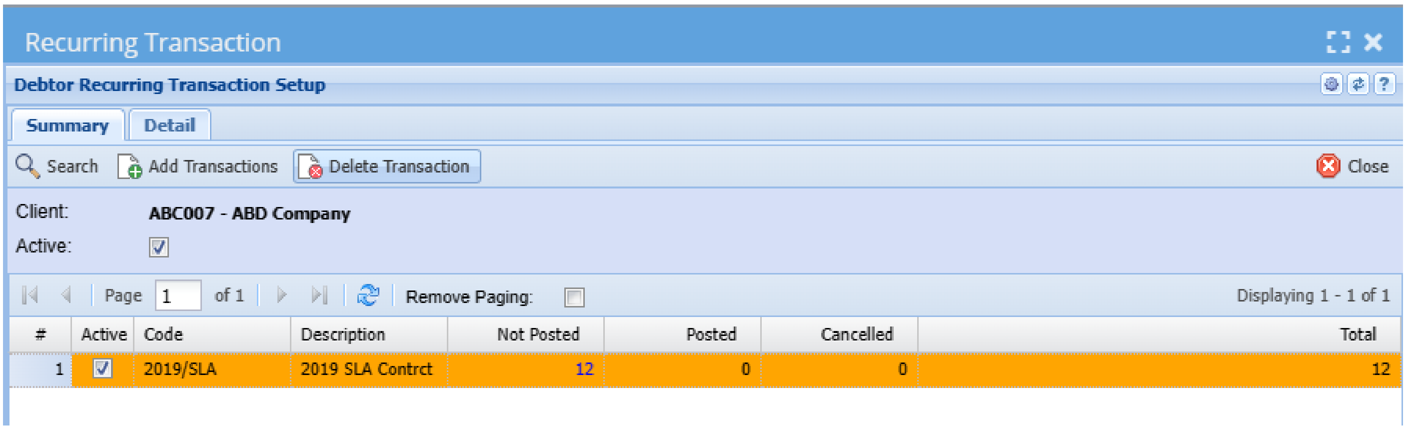
Once you find the debtor, go to the functions drop down then click View Recurring Transactions



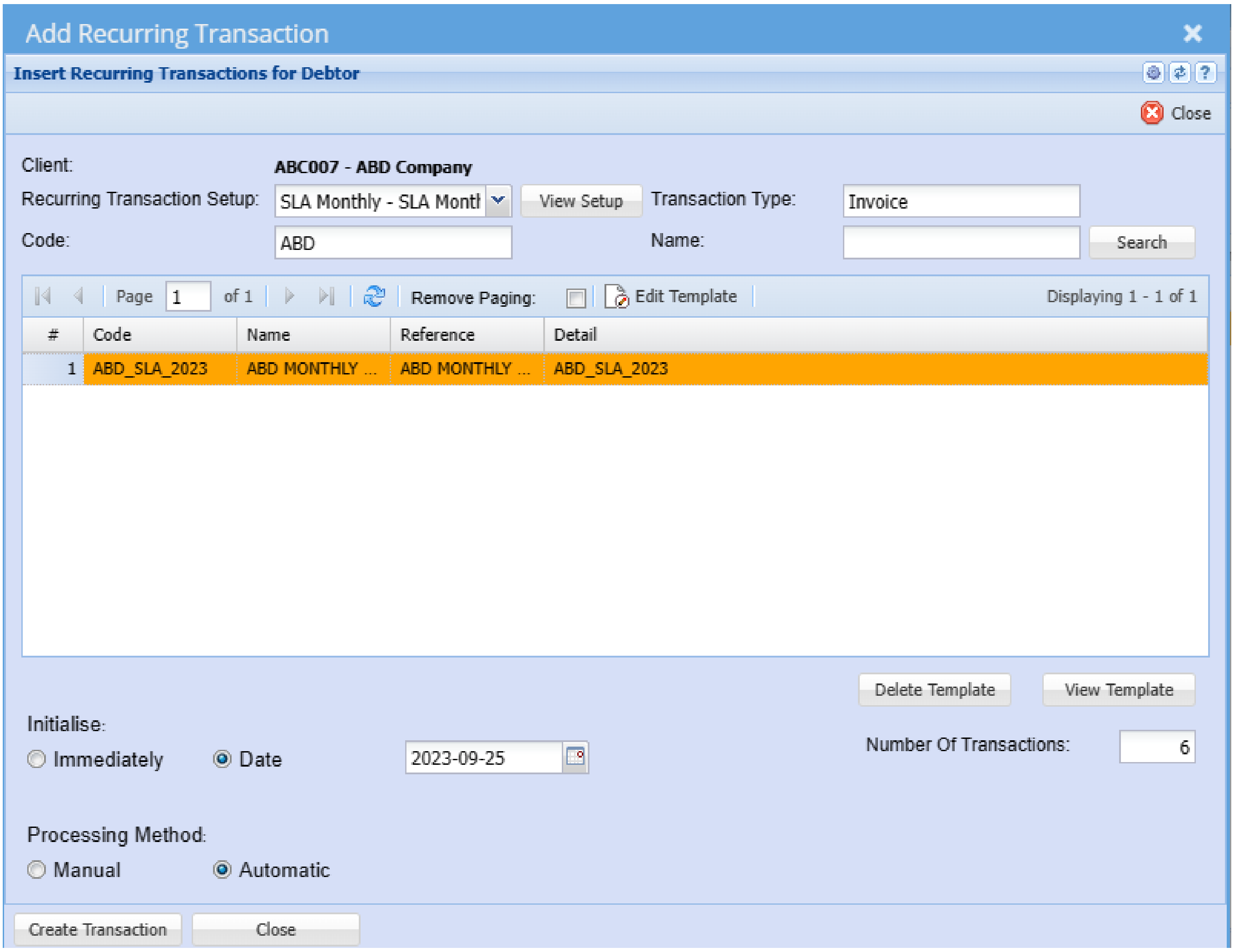
Summary Tab

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.



Or, click add to create a new recurring transaction

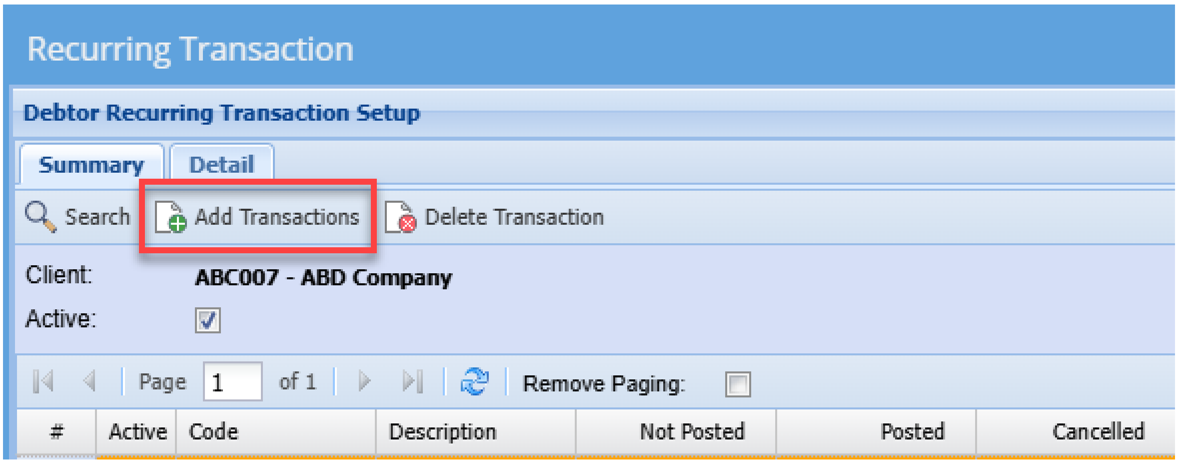


Client	The client's name will pop-up
Recurring Transaction Setup	Select the recurring transaction setup on the dropdown
Code	Enter the code for the template that you want to use
Transaction Type	Add the type of transaction
Edit Template	This button allows you to change the template code or description
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

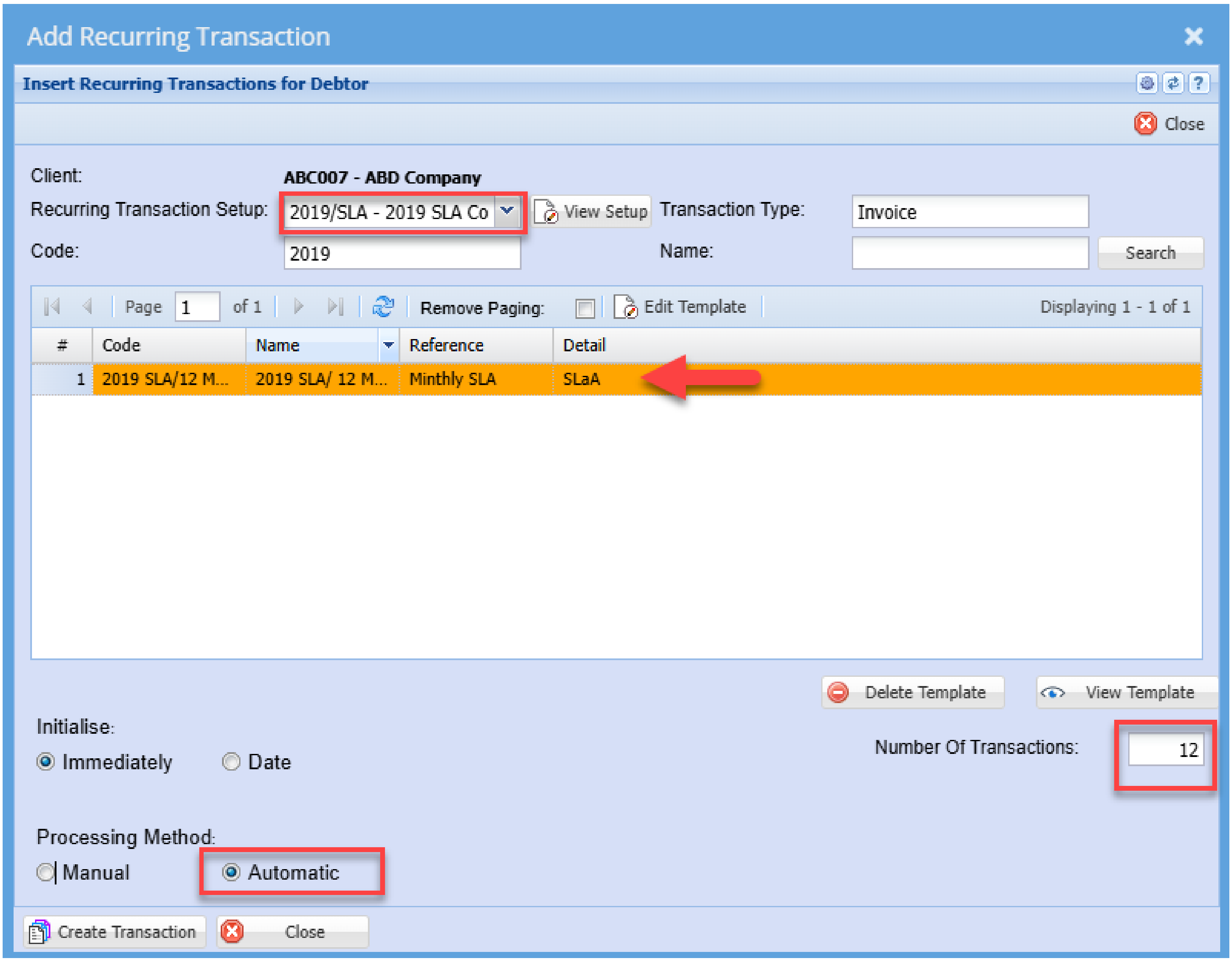
Buttons

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



Select the recurring transaction you wish to set up



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

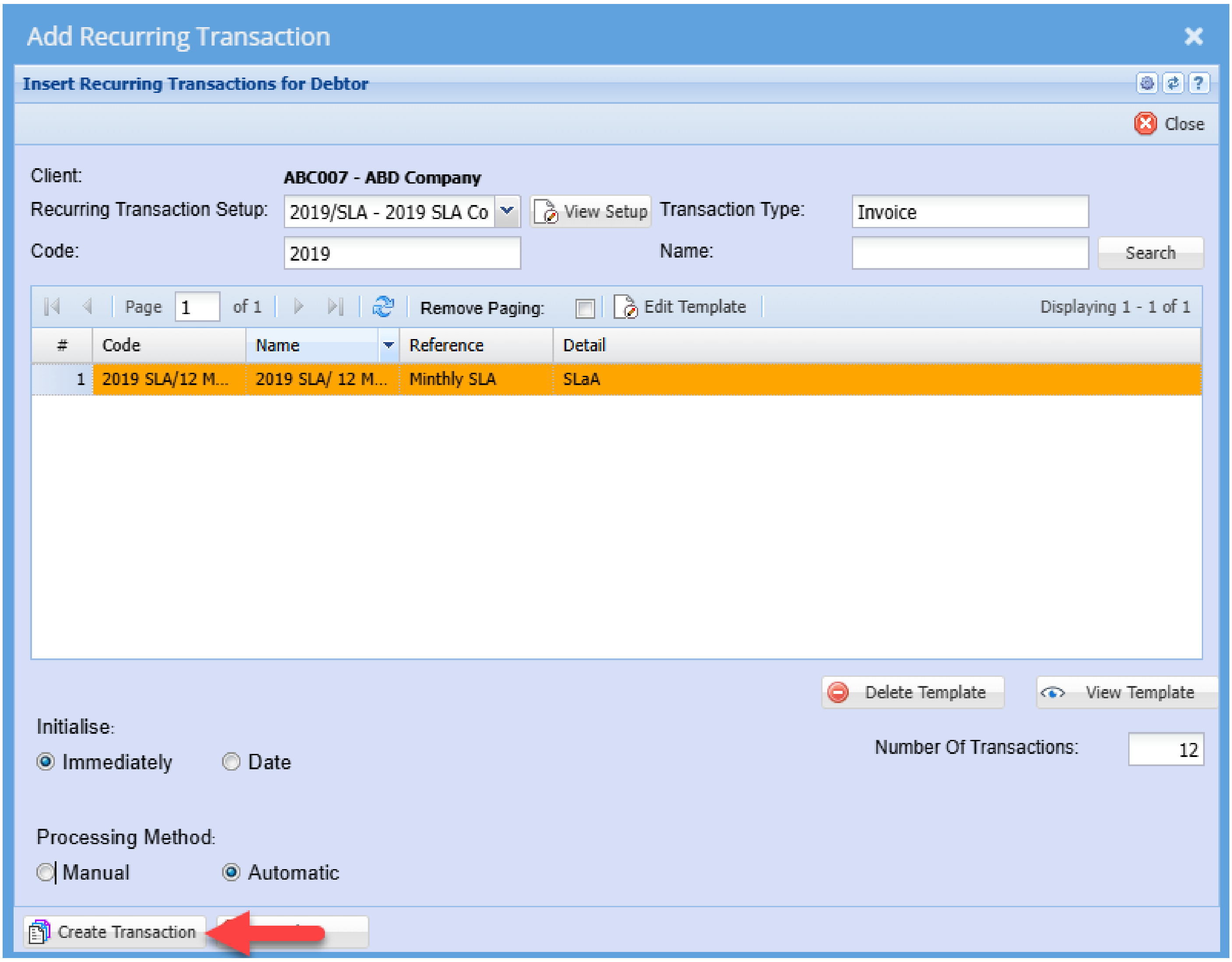
Select whether the processing method is to be processed manually or automatically

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

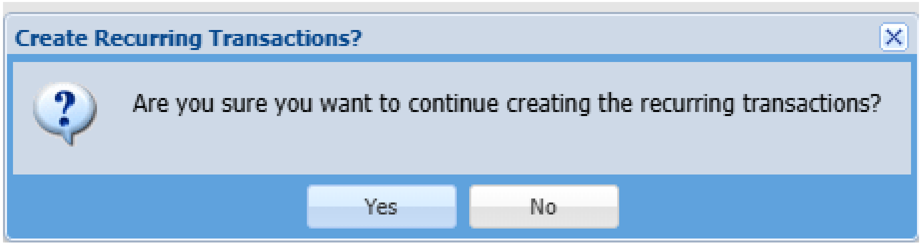
Selecting manual processing will result in the monthly recurring invoice status. For the invoice to be changed from recurring to preparation status this will need to be done manually.

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

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

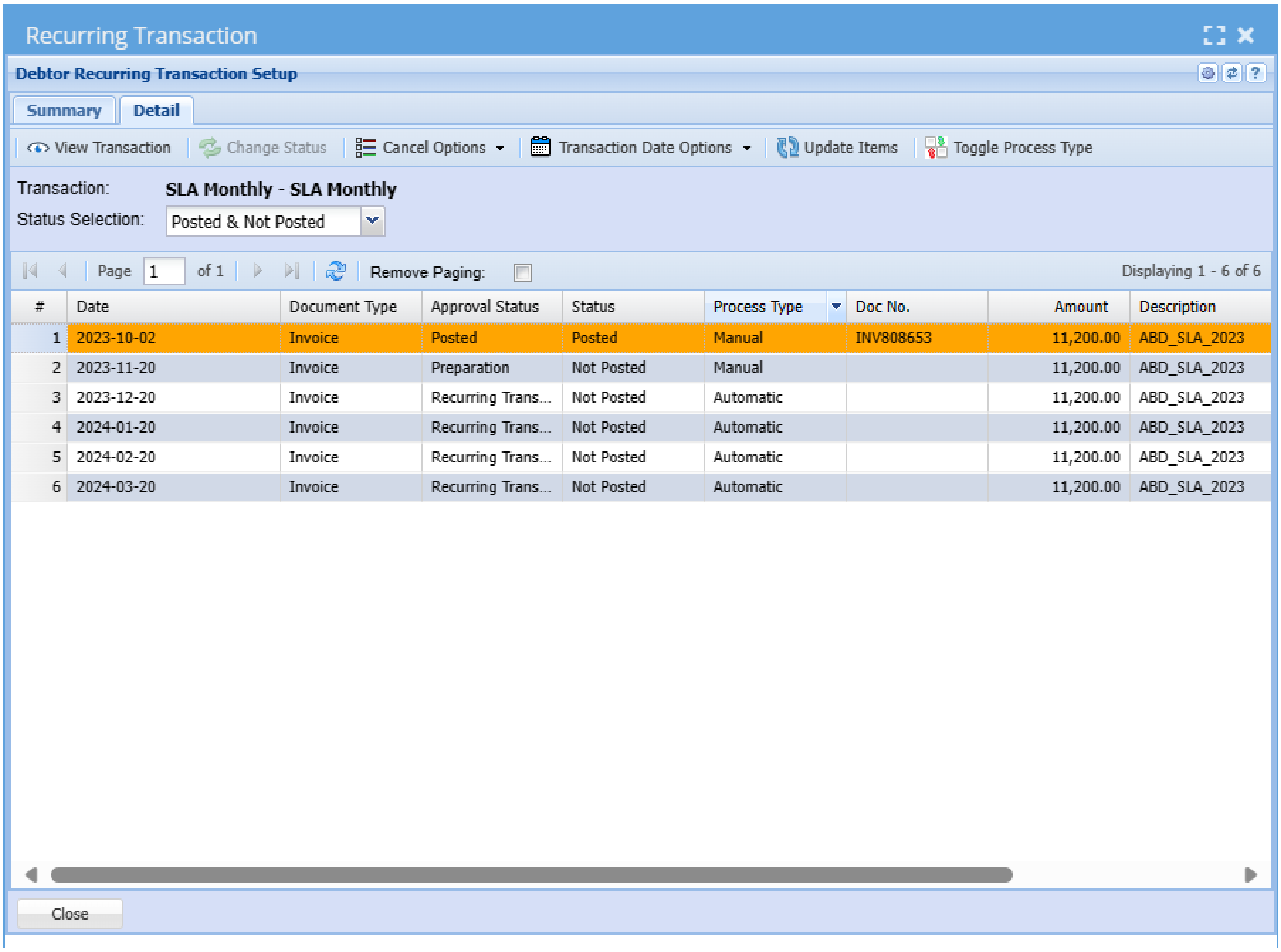


Then Click Yes.



Detail Tab

This is where you find your detailed recurring transaction details

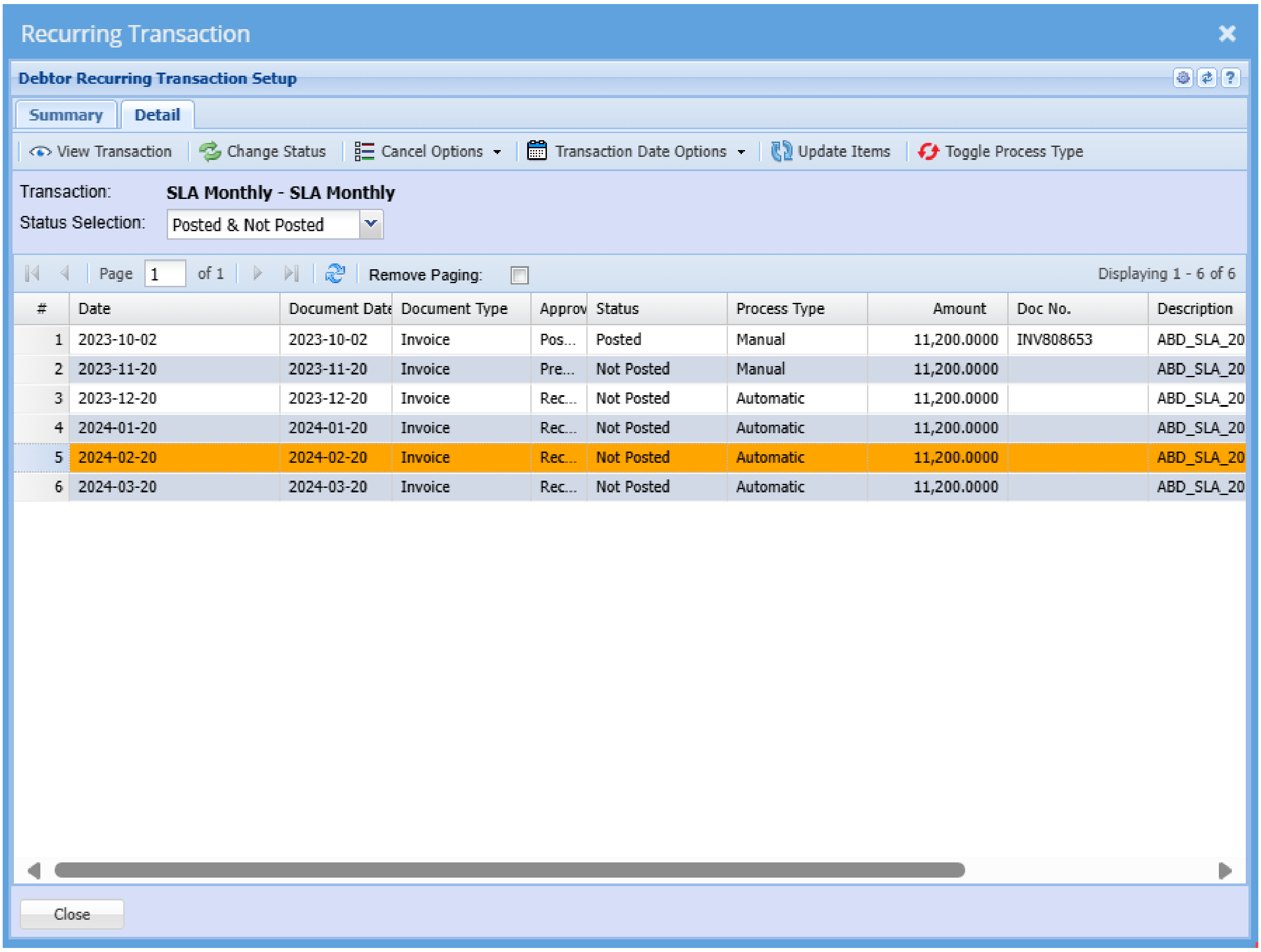


View Transaction	This tab allows you to view a detailed invoice If the invoice is not yet processed, you can make changes to the invoice it will allow you to save and close.
Change Status	When a transaction status is read as Recurring transactions you cannot process it. To be able to process the transaction 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

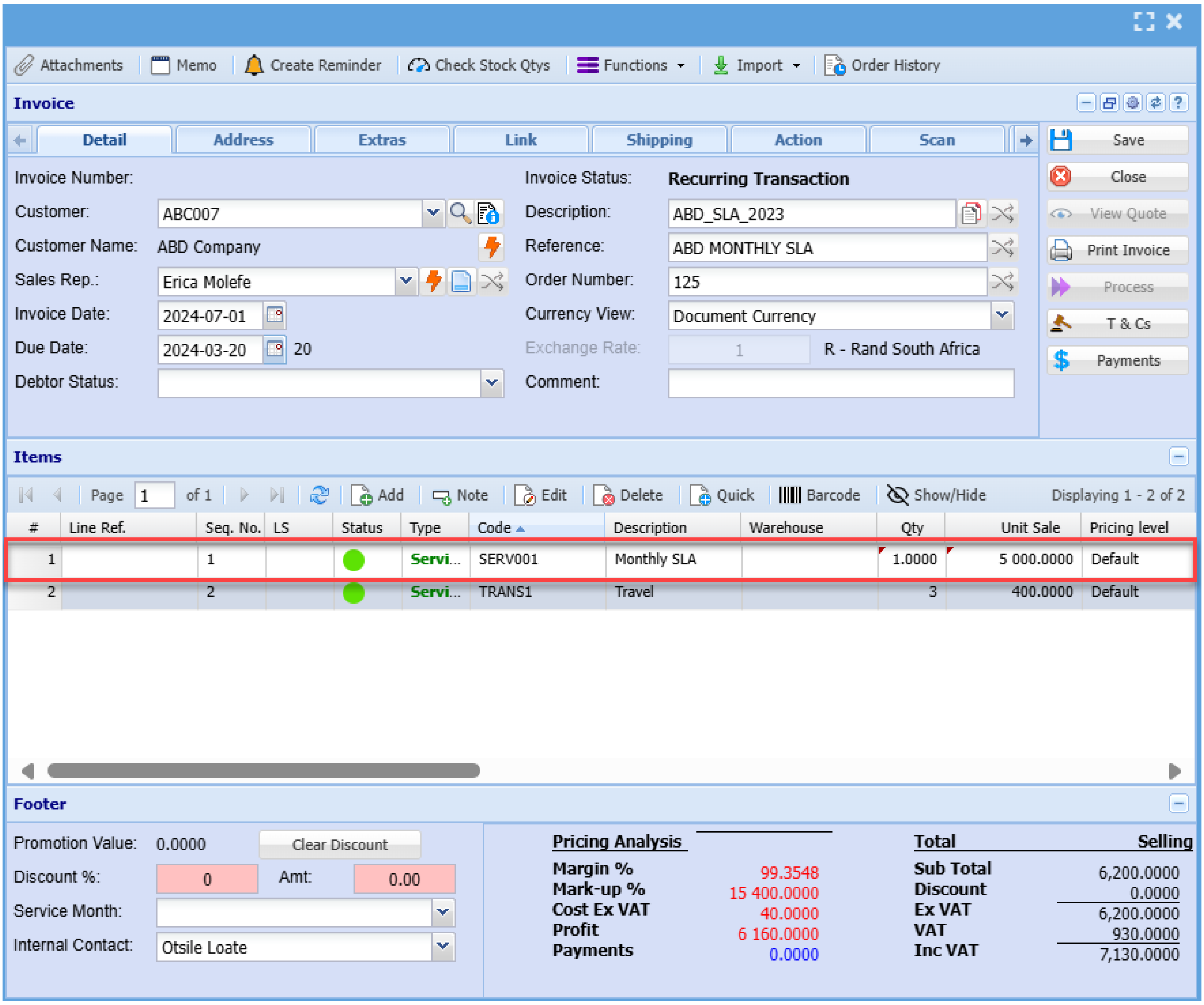
To Apply Automatic Increases (Escalation)

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



Double click to open the invoice line

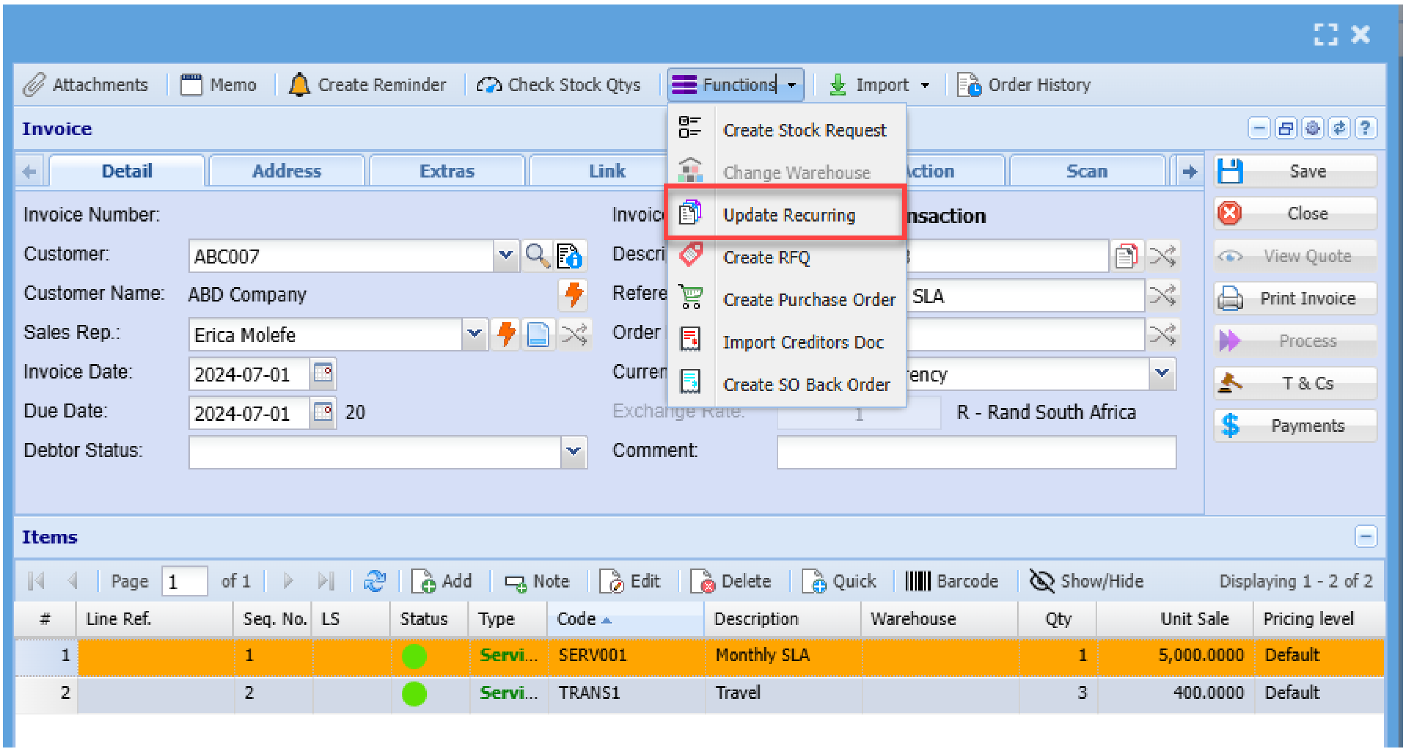
Amend the prices and or details



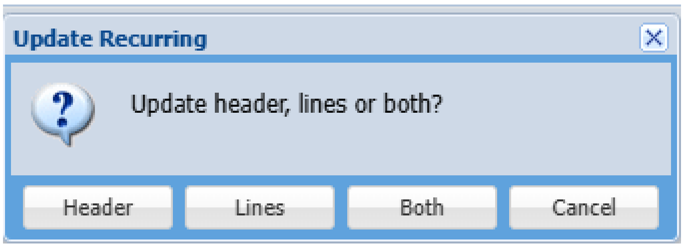
Once the invoice has been adjusted as required, Click Save

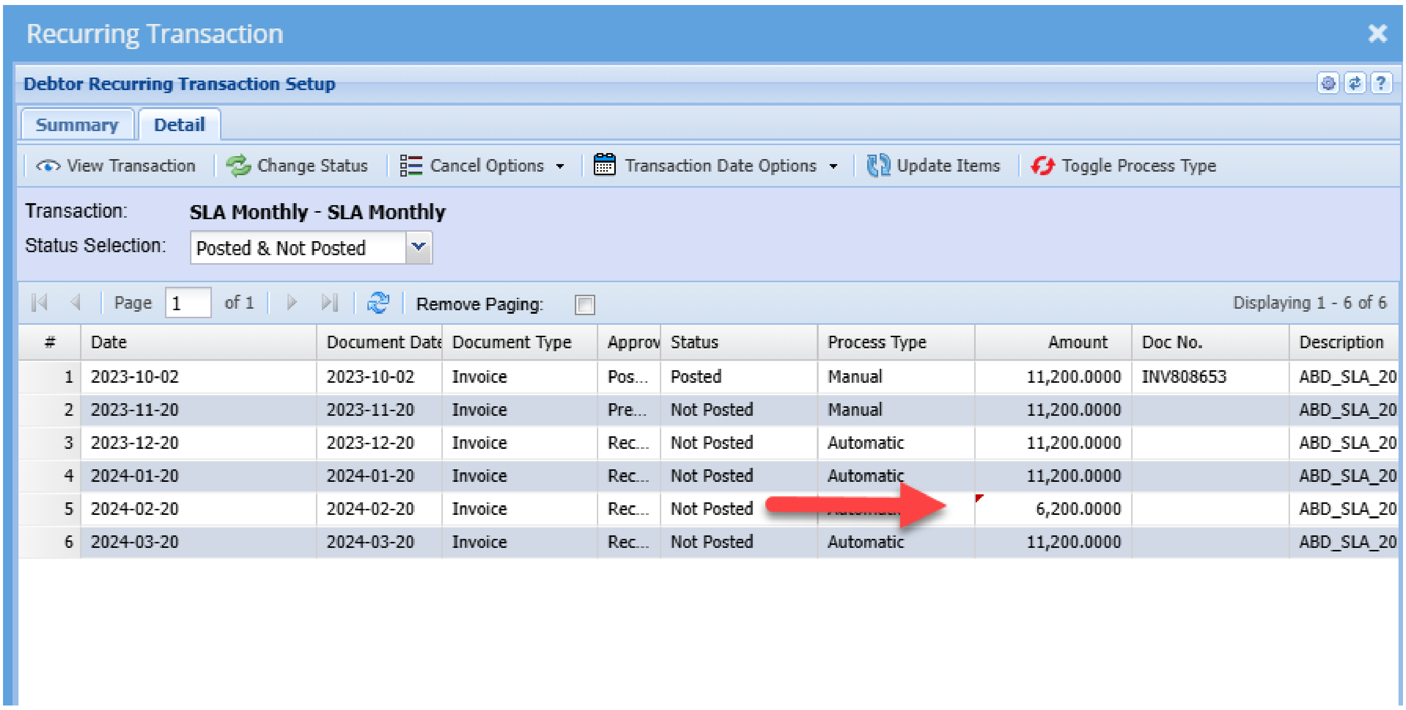
Click on the functions Dropdown

Click update recurring



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





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