Recurring Transactions

Recurring Transactions

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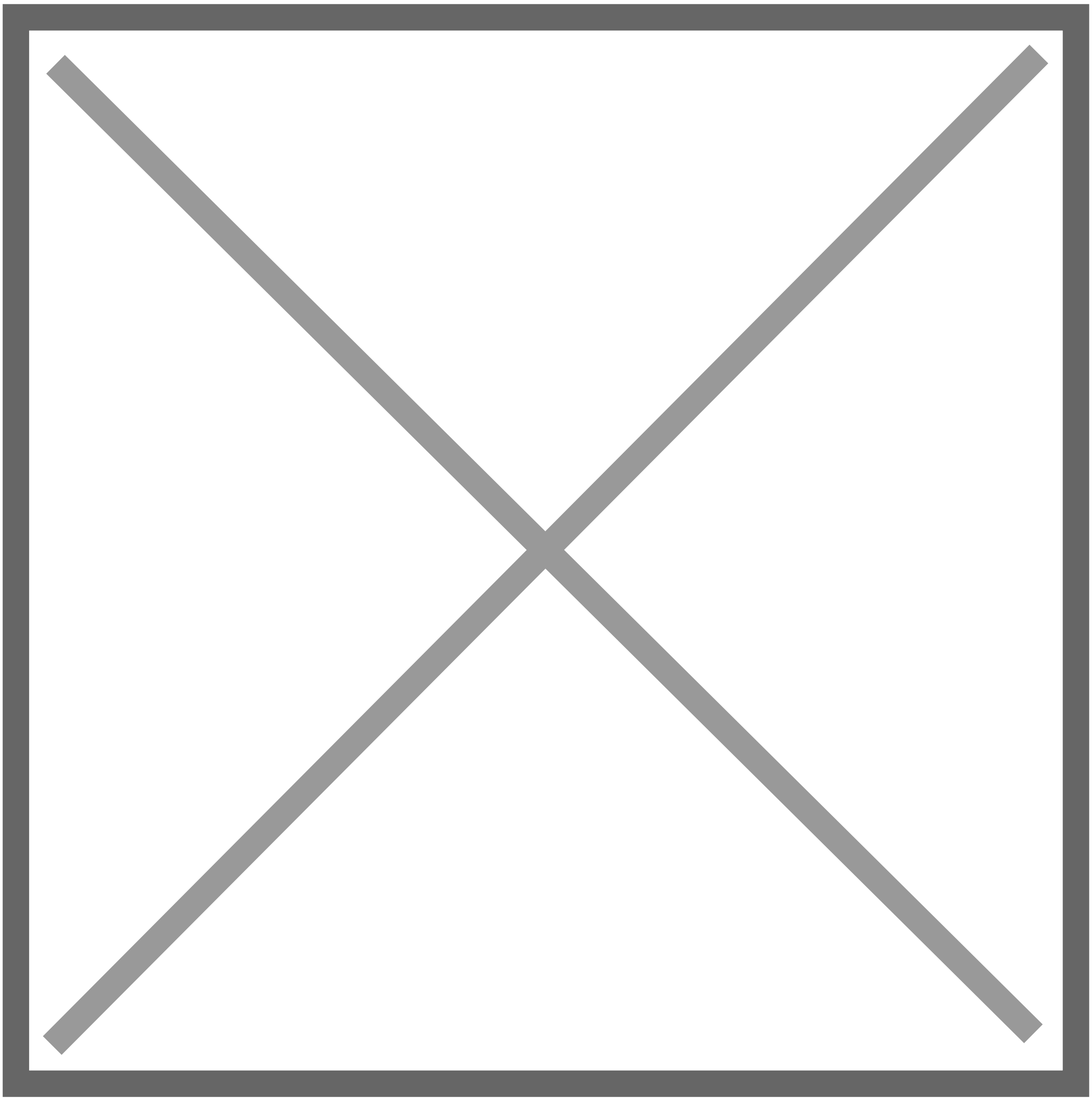
Recurring Transactions Search

Video training manual 2016 - [Click Here]

Go to system configuration > general menu group > recurring transactions.



Enter a Recurring Transaction Coder, Description, Status, In Use Criteria or Active status to initiate the search.

As in the case with all WebAccounting searches the code and description can left empty.

In Use Status	When a Recurring Transaction Setup is used to generate a range of invoices then the In Use indicator flag is set to true. Therefor by selecting In Use for the search will result in all Recurring Transaction Setups that are in use being returned.
Active	Searching for Active or Inactive Recurring Transaction Setups
Add	Insert a new Recurring Transaction Setup
Edit	View/Edit the currently selected Recurring Transaction Setup
Delete	Only Recurring Transaction Setups that are not In Use can be deleted. Deletes the currently selected Recurring Transaction Setup
Cancel	In the event of cancelling a Recurring Transaction Setup firstly a Reason has to be entered to continue and secondly All Transactions that have been generated that have not been processed/posted will be deleted. Cancel the currently selected Recurring Transaction Setup.
Print Grid	A report of all records resulting from a search will be printed in a grid format. i.e. the same search criteria applies to the Print Grid.
Change Status	Clicking on this button open a window that will allow you to change the Invoice status from Recurring Transaction to Preparation for a specifically selected date.

Only invoices with the status Preparation can be processed.

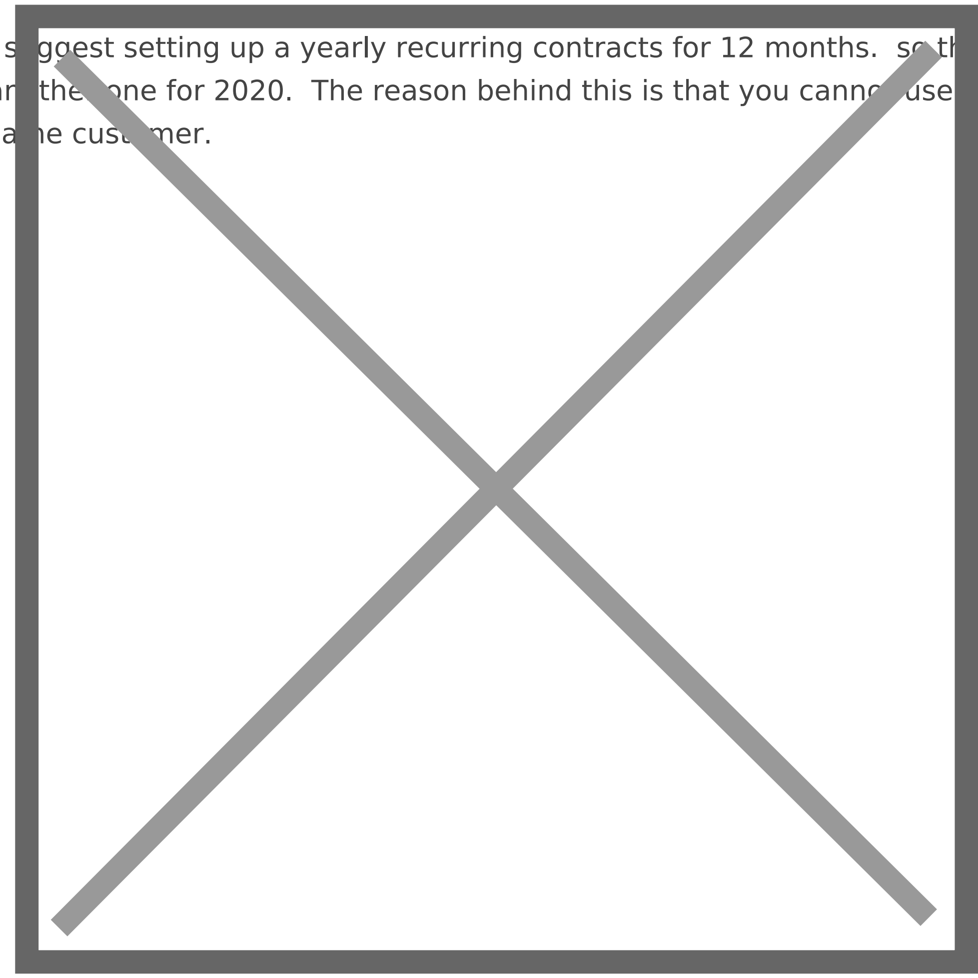
Recurring invoices Setup

Go to system configuration > general menu group > recurring transactions

In this area you are going to be setting up the contract terms, which means you'll define which period the recurring is going to be running, example for a 12-month cycle and at which day you're going to be running the recurring

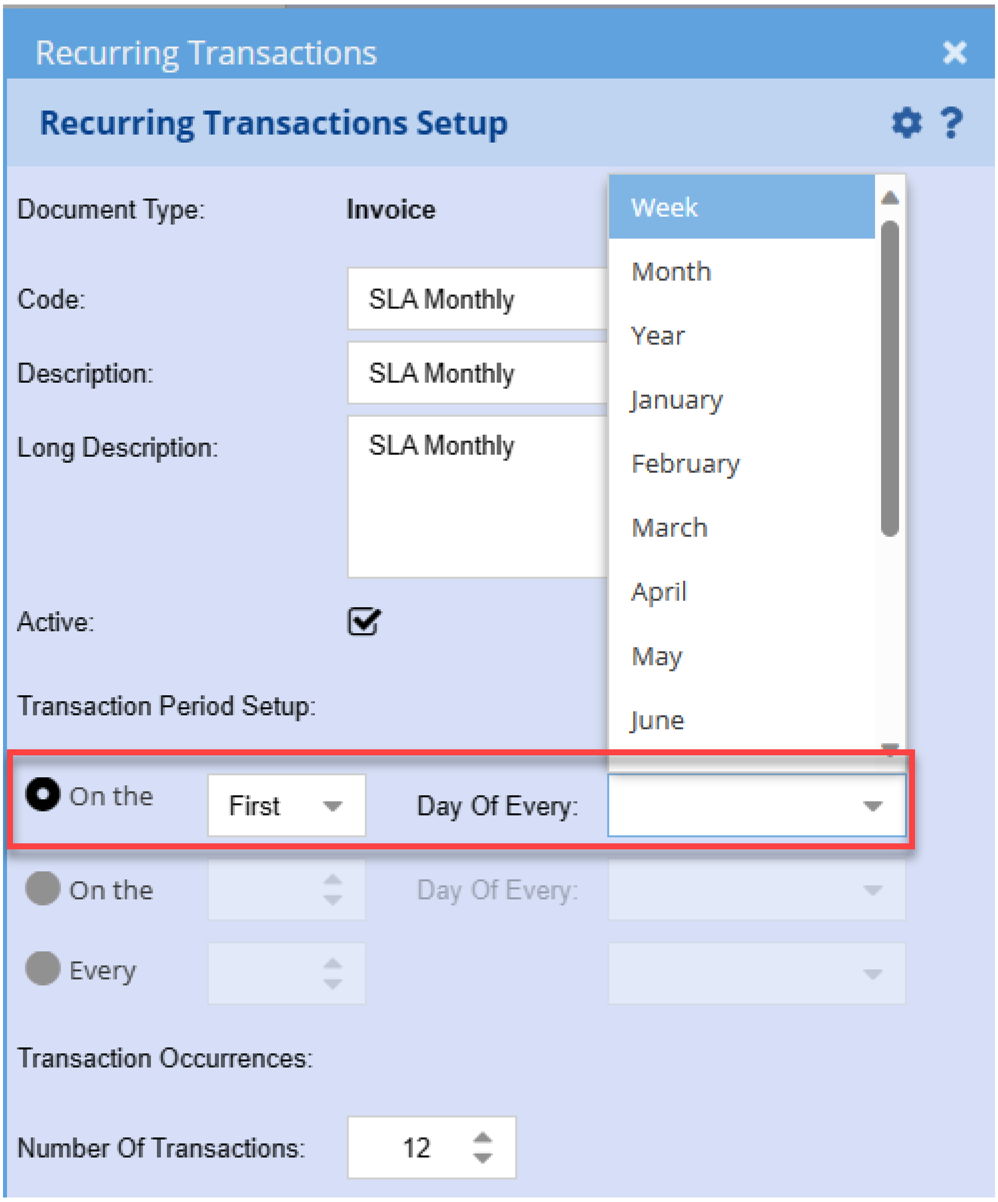
Enter code and put a description and a define when you want the recurring to run.

I suggest setting up a yearly recurring contracts for 12 months. so that would be one for 2019 and another one for 2020. The reason behind this is that you cannot use the same contract for the same customer.



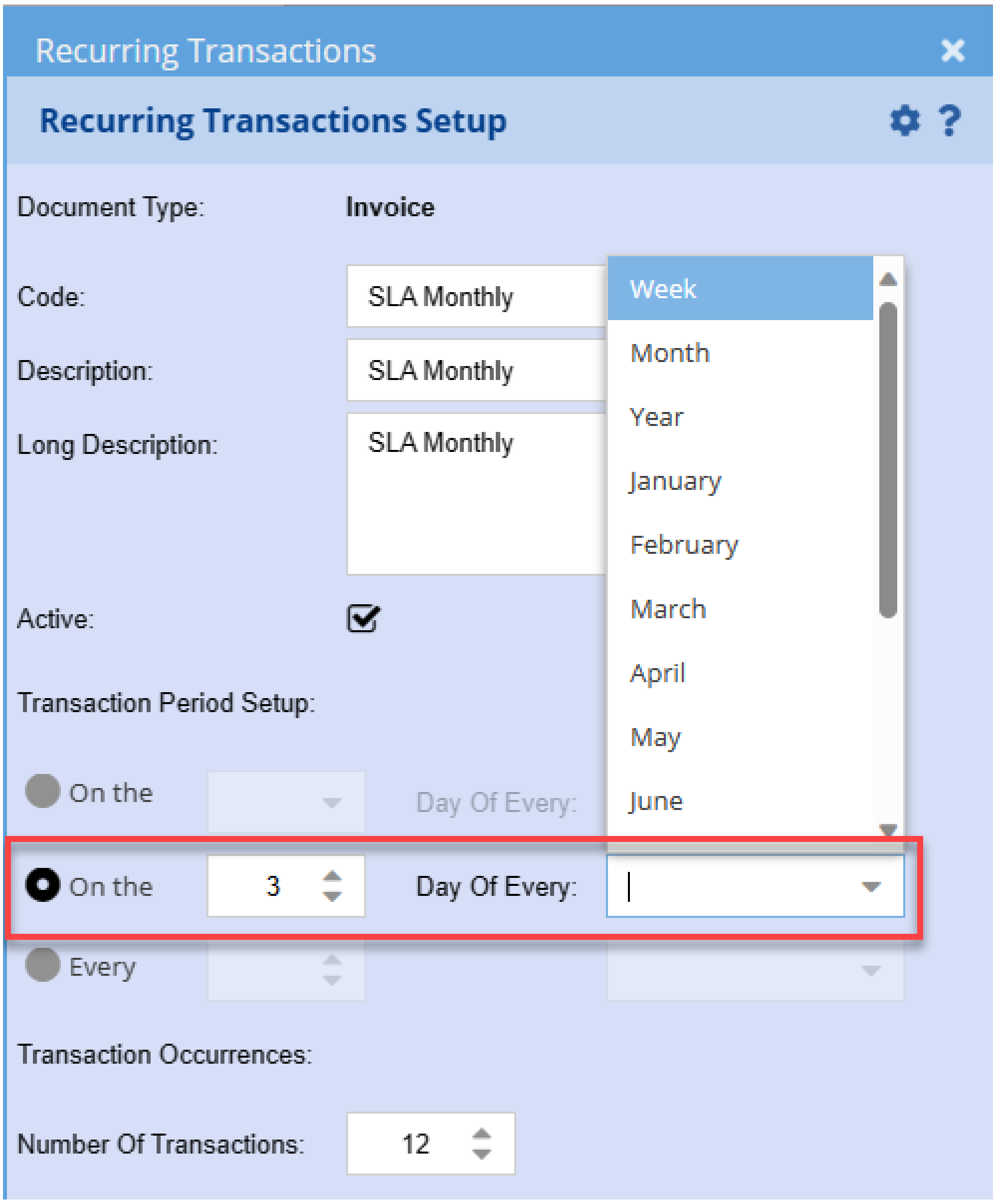
Transaction Period setup

On the First or Last Day of each period entity e.g. Week, Month, Year etc.

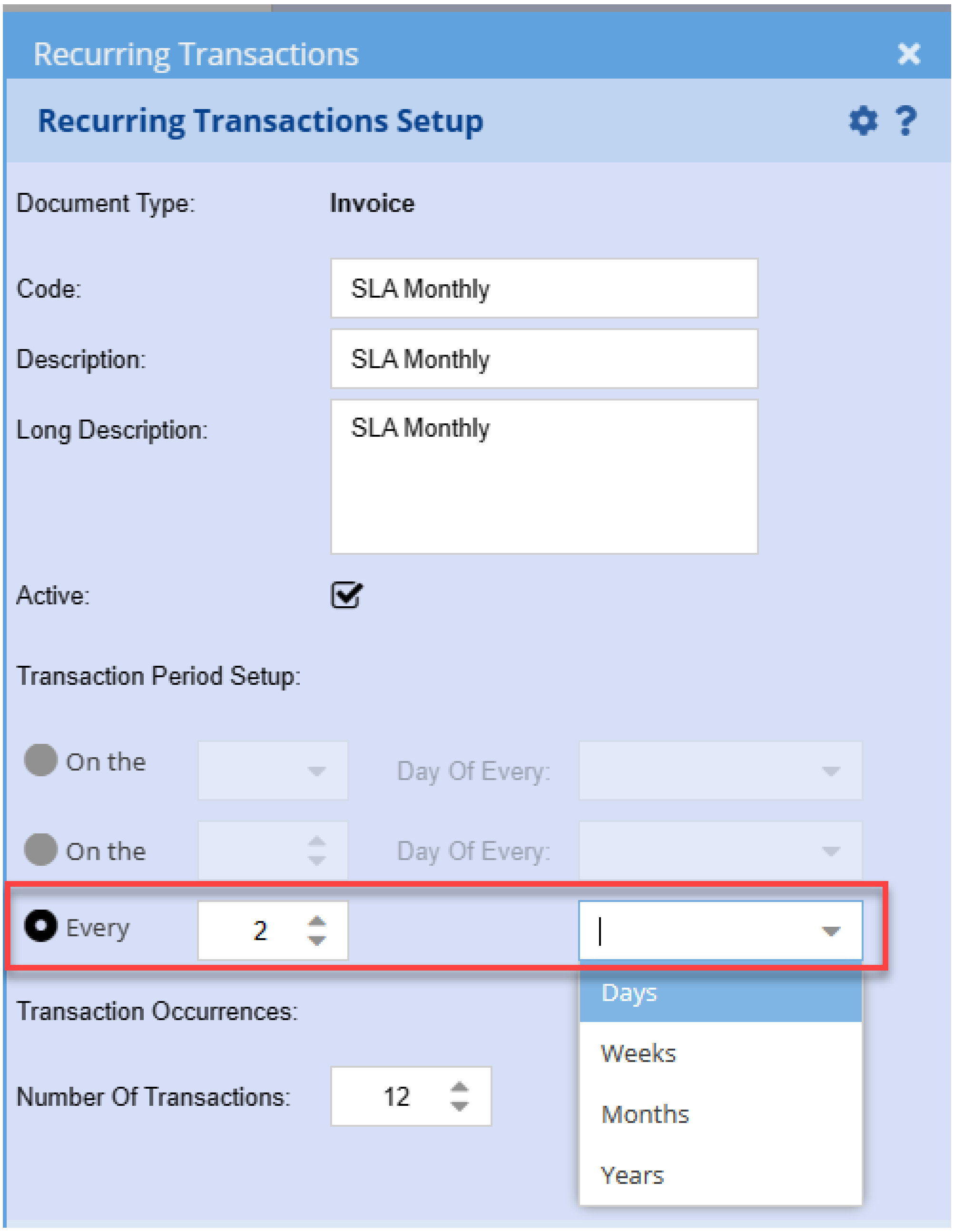


On the 3rd Day of every period entity e.g. Week, Month, Year etc.

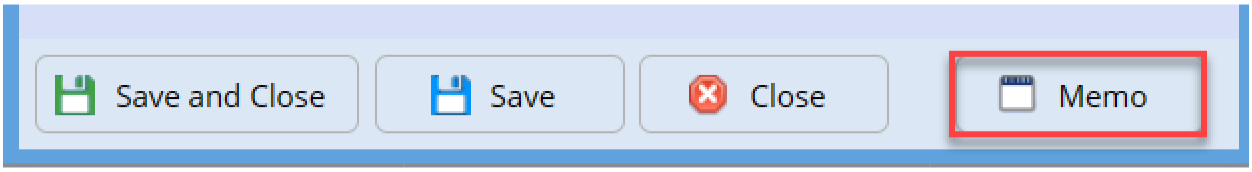
Monday is day 1.

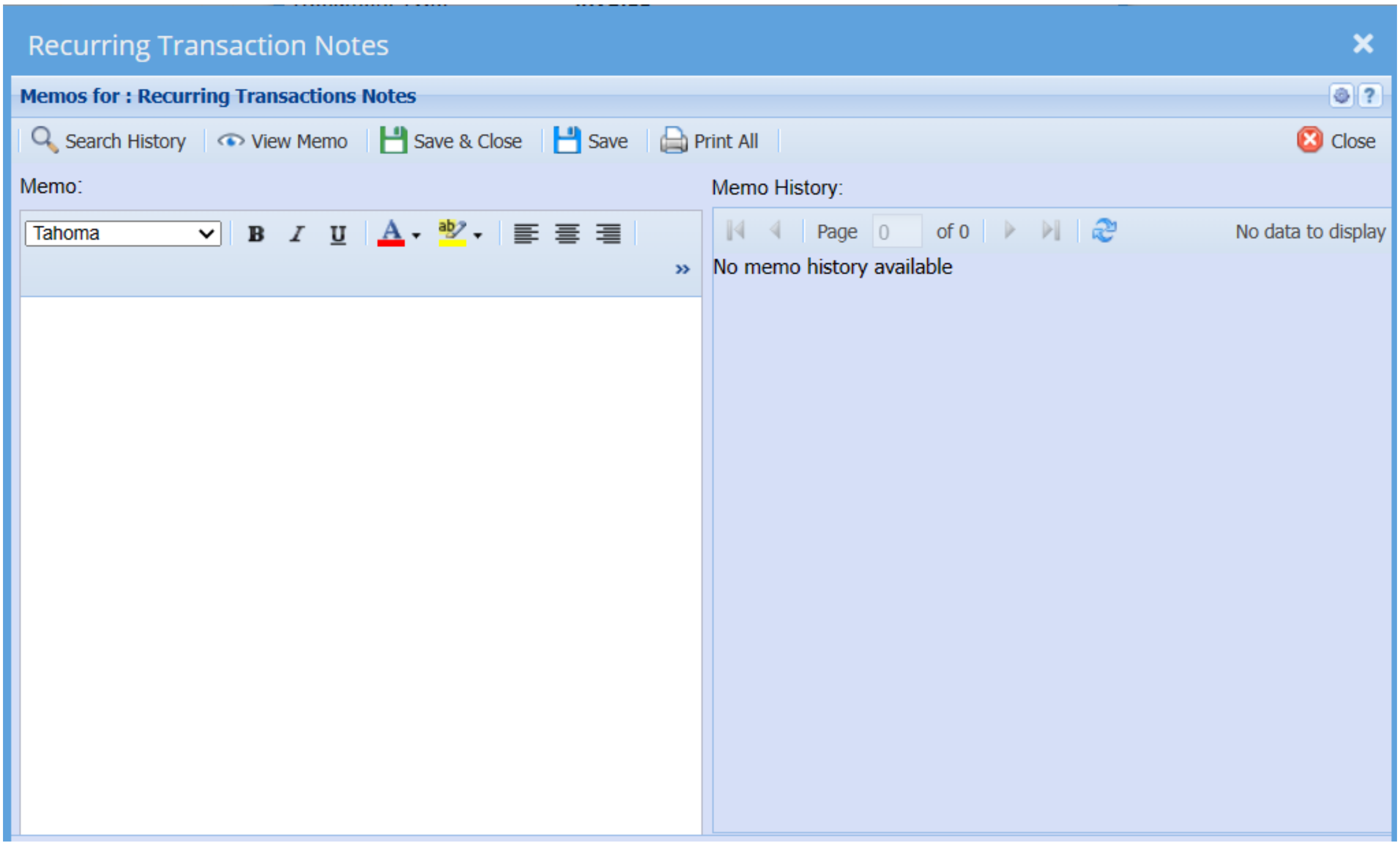


Every 2nd Day, Every 2nd Week (Monday), Every 2nd Month – 1st day of the Month and Every 2nd Year – 1st day of the Year


Recurring Transactions
Recurring Transactions Setup
Document Type:
Invoice
Code:
SLA Monthly
Description:
SLA Monthly
Long Description:
SLA Monthly
Active:
Transaction Period Setup:
On the
Day Of Every:
On the
Day Of Every:
Every
2
Days
Weeks
Months
Years
Transaction Occurrences:
Number Of Transactions:
12

Memo Button


Save and Close
Save
Close
Memo



Search History	
View Memo	
Print All	

Recurring Invoices Security

Video training manual 2016 - Click Here

Debtors Recurring invoices on hold status to change to cancelled

Rules in on Recurring invoices regarding on hold status.

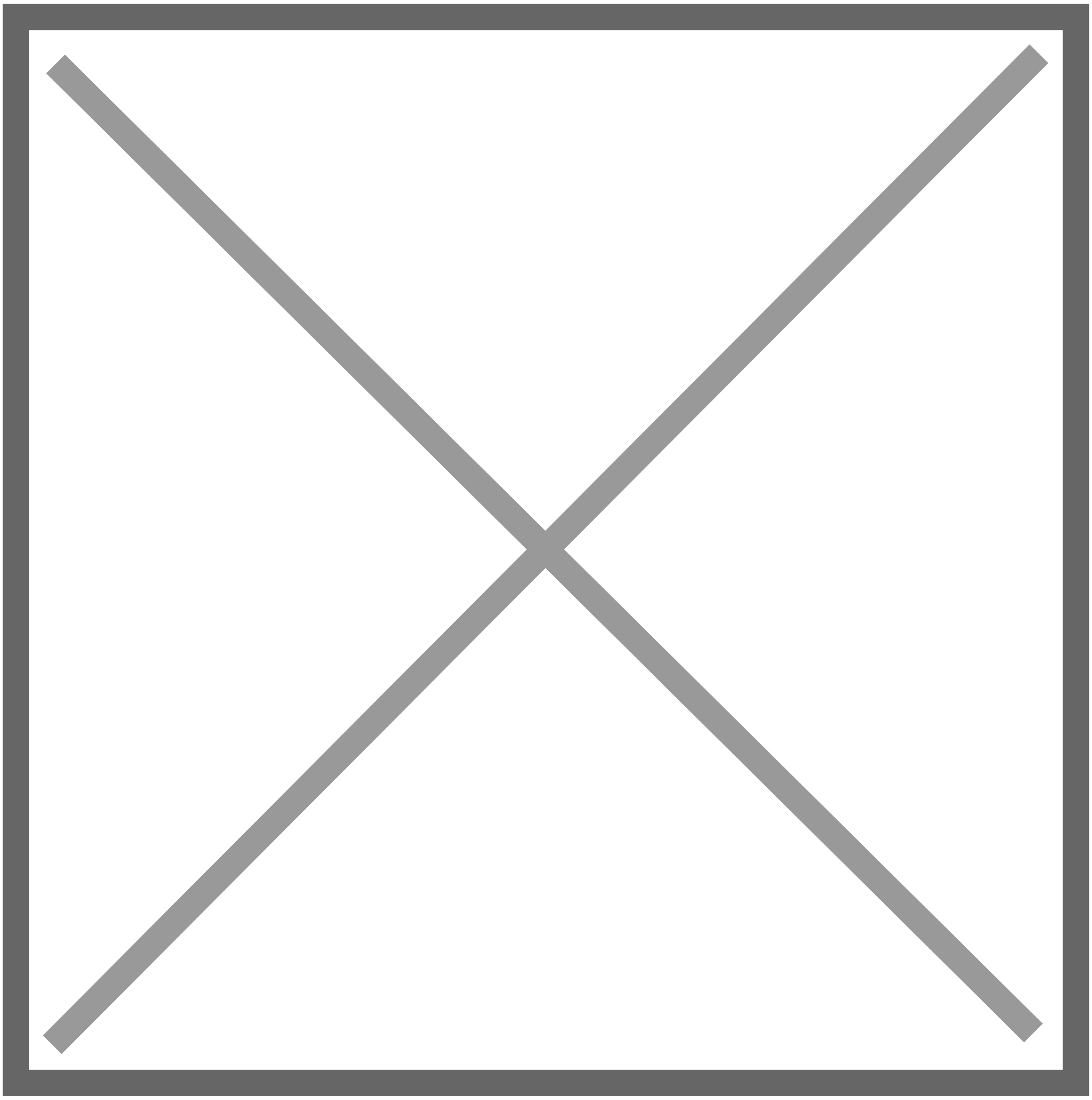
If a client is on hold when the recurring is changing the status of the debtors invoice from recurring to preparation.

The recurring invoice needs to be changed to cancelled and an email is sent to the user that these accounts were changed to cancelled because they were put on hold.

If the user needs to reinstate that recurring, there is new functionality to reinstate the invoice.

Email to User

Customer Code - Customer Name - Date - Invoice Description - Amount - On Hold and status changed to cancelled



Recurring Invoice update future invoices

Customer / Debtors Module> Activity> Invoices

There are a number of places to update the changes, here is one place to change

One will still have to change each recurring invoice, however you can then update all future invoices with ease

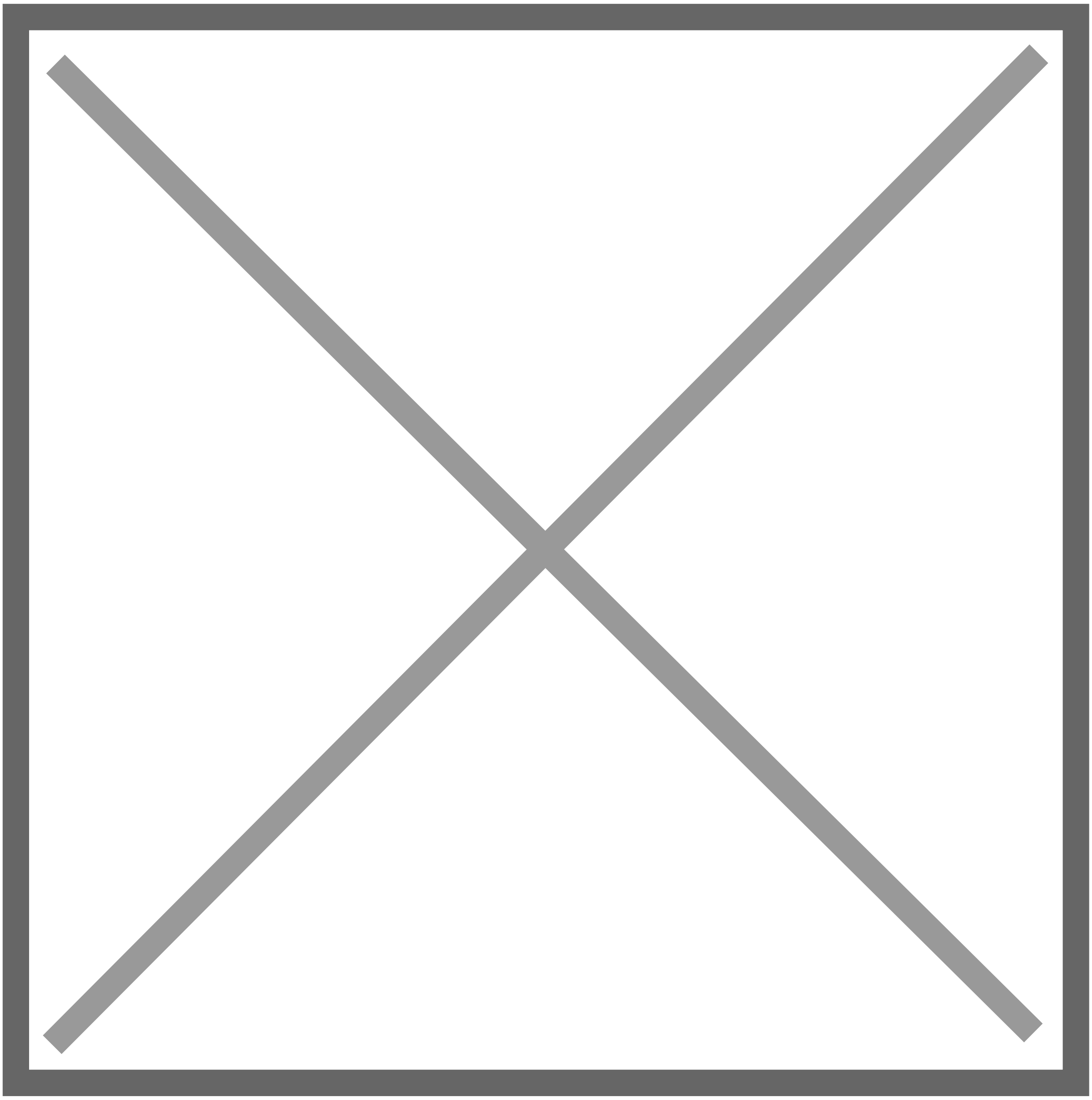
Go to Customers invoice

Select the Invoice status to be recurring transactions

Change your date to the end of the month

To make your search have better results, you can put in a key word in the description or reference

Click on search to find all recurring invoices that will be processed on the 25th April



Open up the invoice

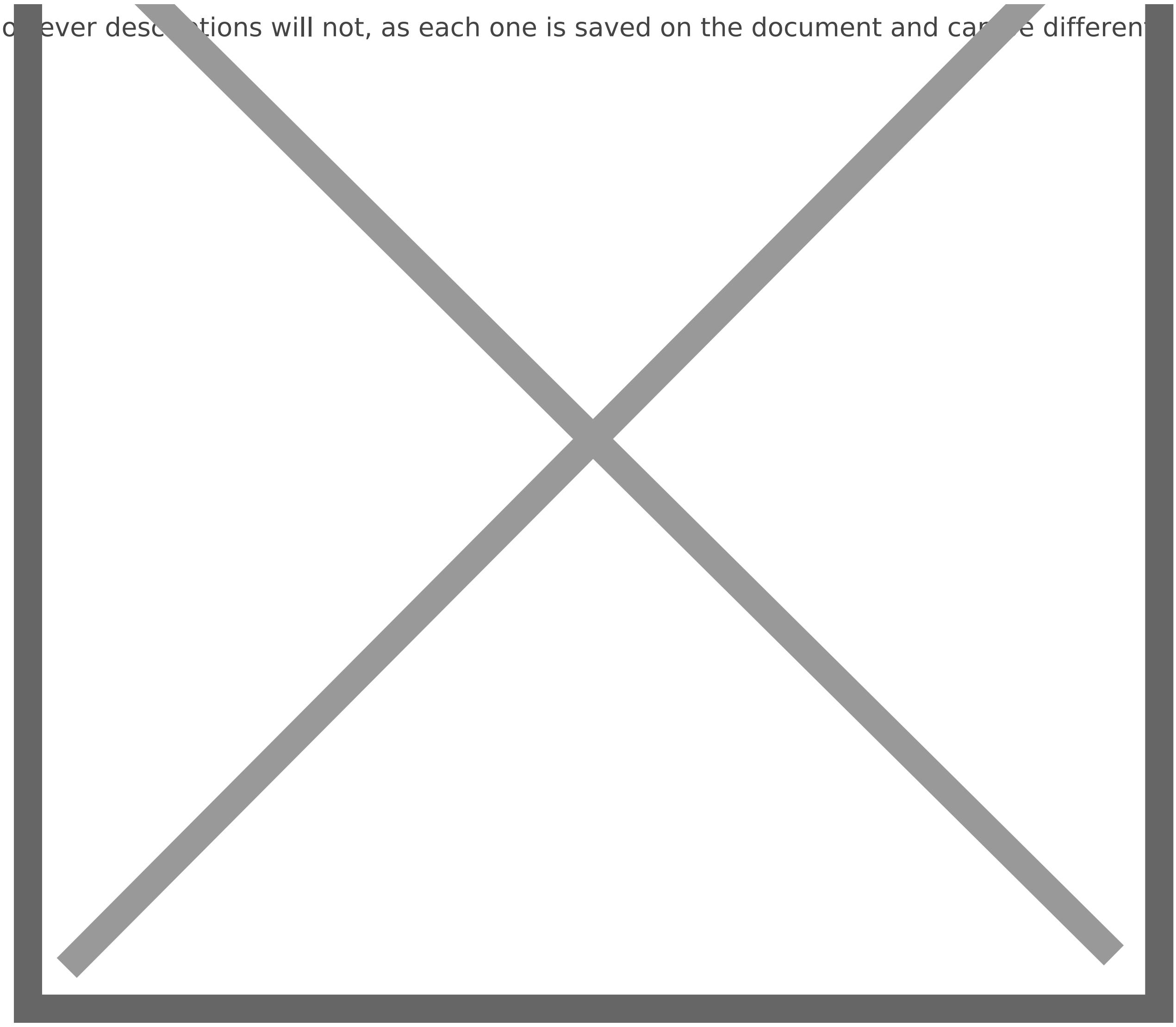
1	Make the relevant changes to the line descriptions
2	Click on Update Recurring
3	Click on Lines – this will update all future recurring invoices
4	Close invoice and then open next one

If you have changed any description on the header, you can use Header button or Both to change Header and Lines of the future invoices.

This change looks at the current recurring invoice and then allows you to change future ones

Item codes can be changed at inventory setup and will update all documents active.

However descriptions will not, as each one is saved on the document and can be different.



Invoice Status

Recurring Documents

Customer invoices creating contracts against customers and then automatically generate future invoices.

These invoices can either be automatically invoiced, processed and then emailed off to the customer, a report will then be sent to you showing you what was sent off.

This will also show you where contracts are coming to an end.