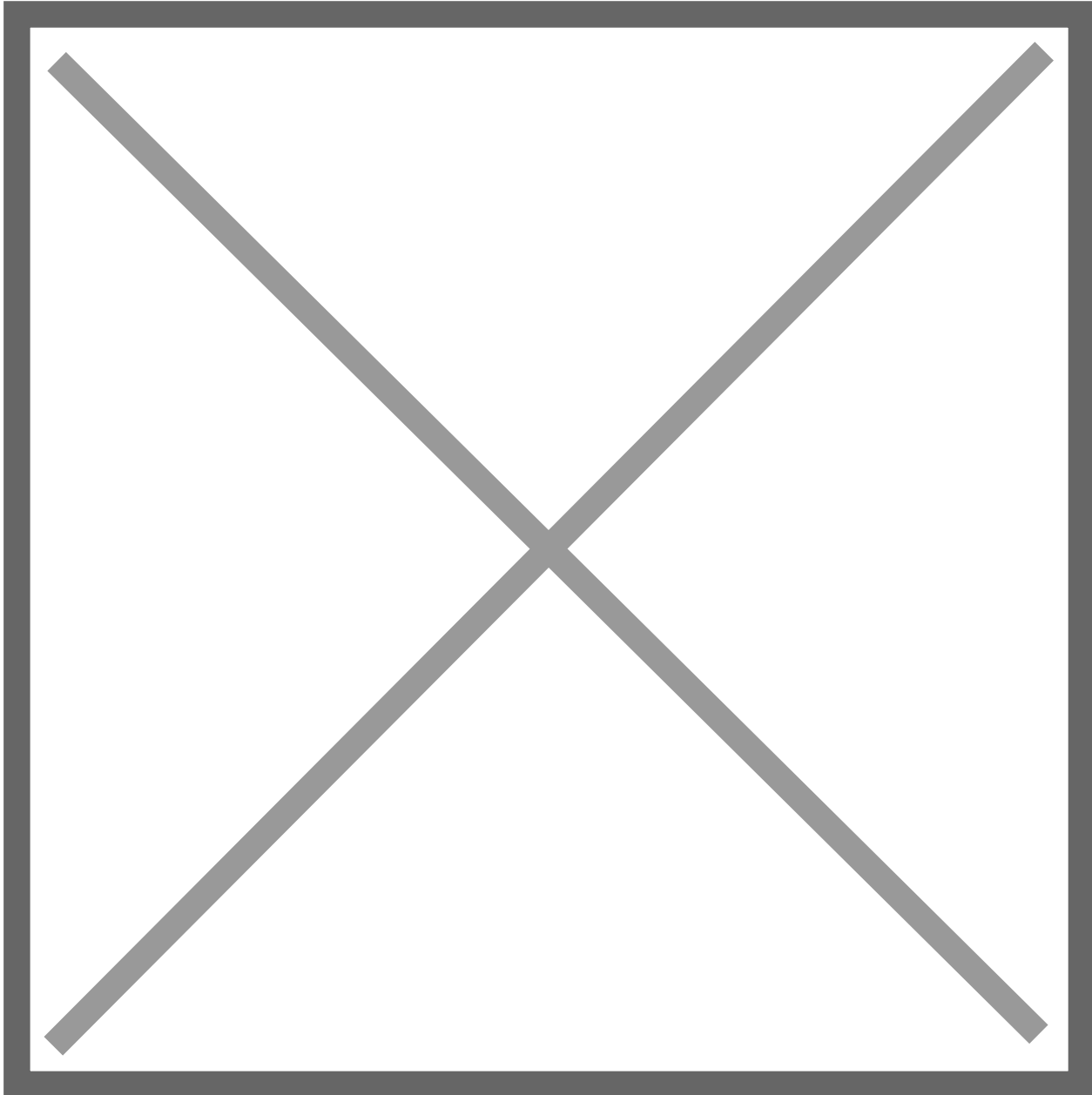


Recurring Transactions Search

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.

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