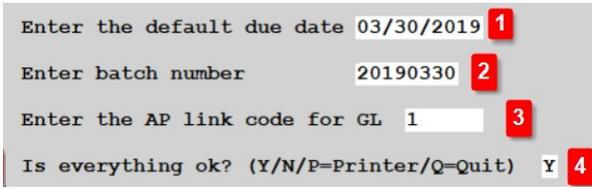


Create Recurring AP Invoices

Payments made to the same vendor on a set interval (month, week, quarter, etc.) for the same amount may be set up as Recurring Payables and generated before the payment is due. A new invoice is created each time the process is run.

This is a 2 Step process. First create the recurring invoice data in setup. The second step is to Generate (or create) the invoice every month.

Step 1 <i>Accounts Payable, File Maintenance, Recurring AP</i>	
<p>This step is only done once per recurring invoice.</p> <ol style="list-style-type: none">1. Enter the invoice date.2. The system will create a batch number based on this date.3. Enter the GL Link code.4. Enter 'Y' if the data entered is correct.	 <p>Enter the default due date 03/30/2019 1</p> <p>Enter batch number 20190330 2</p> <p>Enter the AP link code for GL 1 3</p> <p>Is everything ok? (Y/N/P=Printer/Q=Quit) Y 4</p>

1. Enter the vendor.
2. Enter the invoice number. If the invoice number does not exist, click Add.
3. Enter the Period: M for Monthly or D for Daily.
4. Enter the payment priority. The most common value is 2.
5. Enter the original invoice date.
6. Enter the frequency.
7. Enter any payment discount.
8. Confirm net due days. This is taken from the vendor master setup.
9. Due Date is calculated by the system.
10. Confirm any discount days.
11. Confirm the discount date.
12. Enter the maximum number of times this invoice will be generated. For example, enter 12 if you will pay this invoice for the next months.
13. Enter the number of invoices already generated. If this is a new invoice, leave this zero.
14. Enter the invoice amount.
15. Enter any discount amount.
16. The system will create the Amount to Pay.
17. Enter the 1099 type, if appropriate.
18. Enter the 1099 amount, if appropriate.
19. Click Save if the invoice data is correct. Click Edit to change the invoice data you just entered.

Vendor ACME 1 Acme Grocers
 Invoice 123456 2

Store No. _____
 Reference COFFEE
 Purchase Date 03/15/2019 5 Period M 3 Frequency 1 6 Payment Priority 2 4
 Net Due Days 30 8 Due Date 04/14/2019 9 Payment Disc % 0.00 7
 Disc Date 03/20/2019 11 Maximum 12 12 Disc Days 30 10
 Generated 0 13

Invoice Amount 505.00 14 Discount 0.00 15 Amt to Pay 505.00 16
 1099 Type (I/M/R) 17 1099 Amt 0.00 18

19

Edit Save Next Prev Dupe Delete

1. If the distribution is not added by the system, enter 'A' to add a distribution line. Press Enter.
2. Add as many distribution lines as required. Press Q to quit the entry.
3. Enter 'S' to Save the invoice.

Setup for a recurring invoice is complete.

For each month, you must Generate (Create) the invoice.

Inv No 123456 Vendor ACME Acme Grocers 505.00
 Bank Acct. 10200-100 Lines 1

Ln #	Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-505.00	505.00	Y

Enter line # to change A=Add line
 D=Delete Dist C=Chk. Acc. S=Save A 1
 Proof 505.00

Inv No 123456 Vendor ACME Acme Grocers 505.00
 Bank Acct. 10200-100 Lines 1

Ln #	Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-505.00	505.00	Y
2	98980-	Misc 2	505.00	0.00	Y
3	d	-	0.00	0.00	Y

Enter line # to change A=Add line
 D=Delete Dist C=Chk. Acc. S=Save S 3
 Proof 0.00

Step 2

Accounts Payable, Create Recurring AP

Usually, you would run this once a month when you need to pay these invoices.

1. Enter the date for the invoice to be created or generated.
2. The system will create a batch number based on this date.
3. Enter your GL Link code.
4. Enter 'Y' if the data entered so far is correct.

Petro-Data Inc. *** Generate Recurring Payables ***

Enter the default due date 04/30/2019 **1**

Enter batch number 20190430 **2**

Enter the AP link code for GL 1 **3**

Is everything ok? (Y/N/P=Printer/Q=Quit) **Y** **4**

The system will display a message if the invoice was created with the date entered above.

1 invoices created for a total of 505.00. Press enter.

Using menu option *AP, Change Invoices*, you can view the invoice. The system will append the count number to the end of the invoice number.

If needed, you can change the data before paying the invoice.

Vendor Number / Q=Quit ACME		Credit Limit	0.00
Company Acme Grocers		YTD Purch	1230.00
Addr 1		Open Debits	0.00
Addr 2		Current Bal	1110.00
City		Last Payment	08/01/2018
State	Zip		

InvNo(B=Back)	Inv Date	Ref	Priority	Store
12345601	04/15/2019	COFFEE	2	
Due Days		Discount %	Disc Days	Disc Date
1	04/16/2019	0.00%	5	04/21/2019
Inv Amt	Disc Due	Net Due	1099 Type	1099 Amt
505.00	0.00	0.00		0.00
Batch No.	Check Acct	Dis Amt	Cr. Card	Chk. Amt
20190430	10200-100	0.00	0.00	0.00
Description: / /				

E-Edit Invoice F-Find Next Invoice G-GL Distribution
D-Delete Invoice Q-Quit