

Create a Recurring Sales Invoice

Recurring Invoices are periodic billings for things likes monthly rentals (gas tanks, rent, etc..). Recurring invoice items must exist in the inventory file.

Billing cycles may be monthly, quarterly, semiannual, annual, or number of days. When it is time to create the billing for a specific cycle, invoices are generated, printed, and updated.

Step 1

Jobber, Sales Invoice Entry, Recurring Invoices, Add/Change Recurring Invoices

1. Use the Recurring Lookup button to view existing setup.
2. Enter the customer number.
3. If the invoice is specific to a Ship To location, enter it here. Otherwise, you can leave this blank.
4. Enter an ID number to uniquely identify this setup record. If the ID does not exist, you will be prompted to Add it.
5. Enter the Original date if this is a Tank installation. Otherwise, you can leave this blank.
6. Choose 'A' for an Active record or 'I' to inactivate existing recurring invoices.
7. Enter the location if the recurring invoice is for equipment. Codes are 'I' for Inhouse, 'R' for a recurring Repair invoice or 'C' for at Customer site.
8. Choose a Billing Type code. Most common code used is 'S' for a recurring Sales invoice.
9. Enter the location of the inventory item, based on your inventory setup.
10. Enter the inventory item number.
11. Choose a billing cycle to represent how often the invoice will be created.

The screenshot shows a software interface for creating a recurring sales invoice. The interface is divided into two main sections: 'Billing Data' and 'Other Data'. The 'Billing Data' section includes fields for Customer Number (PM1), Ship to (486 FOREST ROAD PM1 TX), Item (TANKRENT), and Location (1). The 'Other Data' section includes fields for Bill Cycle (M), Bill Freq (1), Max Bill (13), Next Date (12/01/2019), Bill Qty (1.00), Bill Amt (350.00), Bill Cat (0), Last Bill (//), PO Num, Taxable (checked), Salesman (JB), Descr (Tank Rent for 12 Months), Terms (1), Comment, Serial No, Tank Size, Deposit, Route, Seq. Num, Keep Full, and Notes (I usually talk to Joe about this invoice.). A 'Recurring Lookup' button is visible in the top right corner.

12. Enter the billing frequency. For example, if Cycle is 'M' (Month), enter a value of '1' for the invoice to be created once a month.
13. Enter the number of invoices to be created. For example, if you want to create an invoice for 12 months, Cycle is 'M' (Month), frequency is '1', enter '12' as the number of times.
14. Enter the Next (or First) date for this invoice to be created.
15. Billing quantity is normally set to '1' but this may depend on the inventory item.
16. Enter the invoice amount.
17. Bill Cnt represents how many times the invoice has been created. For new setup, this should be Zero.
18. Last Bill represents the last date when the invoice was created. For new setup, this should be blank.
19. Optional: Enter a PO number if you wish.
20. Enter 'Y' if the item is subject to sales tax.
21. Confirm the Salesman code.
22. Enter a small description of the invoice.
23. Enter the Terms for this invoice.
24. Enter a Comment code for the invoice if you want one.
25. Optional: For equipment, you may enter the serial number for reference only.
26. Optional: For Tanks, enter the Tank size.
27. Optional: Enter any deposits collected.
28. Optional: Enter a Route number for reports or delivery scheduling
29. Optional: Enter a Sequence number for reports.
30. Optional: For tank setup, you can enter a 'Y' to designate that the tank should be kept full.
31. Optional: Enter any notes for your personal reference.

| Billing Data | | Other Data | |
|--|---|------------------------|----------------------|
| Cust No: | PM1 2 | Petro-Market #1 | |
| Ship to: | 3 | 486 FOREST ROAD PM1 TX | |
| Id No: | TANKRENT 4 | Org Date: | // 5 |
| Loc: | 1 9 | Item: | TANKRENT 10 |
| Active: | A 6 | Status: | C 7 |
| Bill Type: | S 8 | | |
| Bill Cycle: | M 11 | Bill Freq: | 1 12 |
| Max Bill: | 13 13 | Next Date: | 12/01/2019 14 |
| Bill Qty: | 1.00 15 | Bill Amt: | 350.00 16 |
| Bill Cnt: | 0 17 | Last Bill: | // 18 |
| PO Num: | 19 | Taxable: | Y 20 |
| Descr: | Tank Rent for 12 Months 22 | Terms: | 1 23 |
| Serial No: | 25 | Tank Size: | 26 |
| Route: | 28 | Seq. Num: | 29 |
| Deposit: | 27 | Keep Full: | 30 |
| Notes: | I usually talk to Joe about this invoice. 31 | | |
| <input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Next"/> <input type="button" value="Prev"/> <input type="button" value="Delete"/> <input type="button" value="Exit"/> | | | |

Other Data

Optional:

For equipment, there is Other Data that you can enter for reference. All these fields are optional and to be used only for reference.

Billing Data

Other Data

Cust No: PM1 Petro-Market #1 Serial No:

Manufact Make
Model Year
Supplier Pur Date

Avg Sales Avg Sales Override
Seasonal Avg Seasonal Override
Deg Factor Qty Delivered
Last Sale

Safety Inspection

Test Date Service Man
Start Pressure End Pressure Time Hold
 Paint Gauge Valve Lockup Pigtail Fittings System Ok

Step 2

Jobber, Sales Invoice Entry, Recurring Invoices, Generate Recurring Invoices

As required by the Billing Cycle, create the invoices.

1. Enter the Due Date for invoices to be created as required by the Billing Cycle. After you click the menu item, the system will compute the number of invoices to be billed and display it in a message box.
2. Leave Invoice Number blank to have the system assign the invoice number. You may also enter a specific number manually.
3. Press Enter to confirm your User ID.
4. If needed, enter a Comment code for this invoice.
5. Confirm the batch number to be assigned for these invoices.
6. Enter the invoice due date.
7. Click 'Create Invoices'.

Generate Recurring Invoices

Send Report to: HP DESKJET F300 SERIES

Enter due date 01/30/2020 1

Enter beginning invoice number 2

Verify User ID 1 3

Comment code for invoice 4

Enter invoice batch number 20200130 5

Enter invoice date 01/30/2020 6

7 Create Invoices Edit Printers Exit

1. The system will display the Update Confirmation screen.
2. The system will display the update report.
3. Click View Errors. If there are any errors, cancel the update, fix the data and generate the invoices again.
4. If there are no errors, click Finish Update.

| Custno | Shipto | Item | Due Date | Code | Bill Qty | Bill Amt |
|--------|-------------------|--------------|-------------|------|----------|----------|
| ACME | ALLEN, ELDA M | LPTANK250 | 07/01/2010 | A | 1.00 | 80.00 |
| | P O BOX 3692 | | MIDLAND | | | |
| ACME | TANKRENT | | 05/10/2007 | M | 1.00 | 30.00 |
| | Acme Construction | Main Offices | Castroville | | | |