

# Accounting Core: Accounts Payable – Create Recurring Invoice

## Introduction

In the Accounts Payment module, the Recurring Invoice feature is designed for situations where a vendor's invoice remains consistent each month. This feature notifies the user when it's time to process the recurring invoice and eliminates the need to manually input a new invoice each time. The steps below detail how to generate invoices.

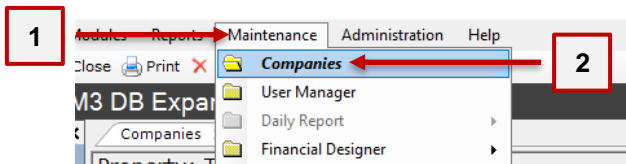
## Objective

Learn how to create an invoice from the Recurring Invoice template.

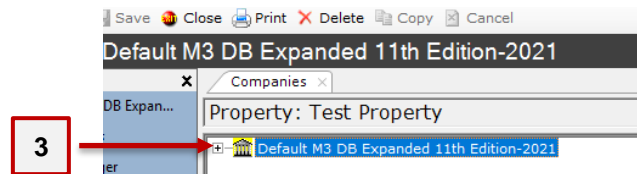
## Steps

Follow the steps below to generate an invoice from a recurring invoice template.

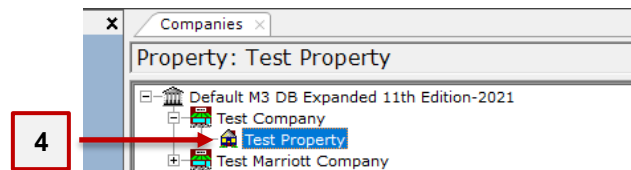
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



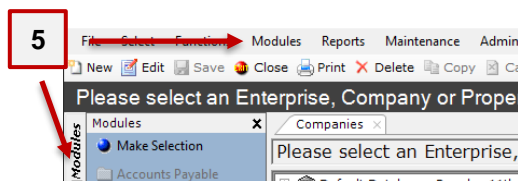
3. Expand the company / property tree by clicking on the (+) symbol.



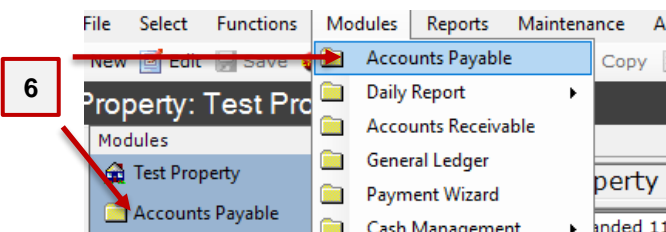
4. Click on the **desired property**.



5. Click **Modules**.

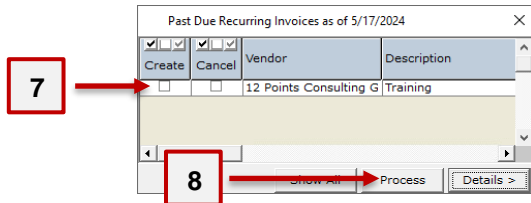


6. Click **Accounts Payable**.

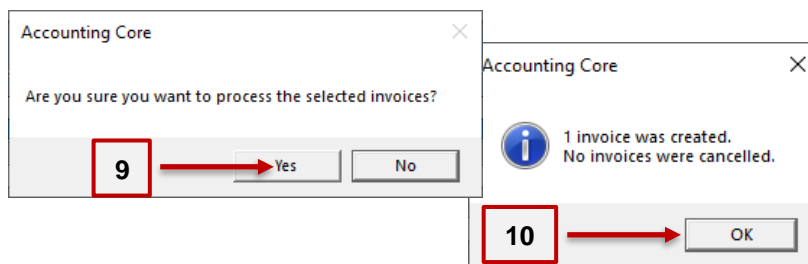


## Accounting Core: Accounts Payable – Create Recurring Invoice

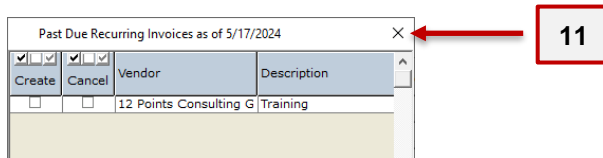
- If the "Past Due Recurring Invoice" notification box appears upon entering the module, it will show any recurring invoices that are due for creation in the Accounts Payable module. Select the invoice(s) to create by checking the box for each vendor under the **Create** column. If desired, click on **Details** and update the Invoice #.
- Click **Process**.



- Click **Yes** to the message "Are you sure you want to process the selected invoices?" Note: If the due date is in the past, click **Yes** to the messages that populates.
- Click **OK** to the notification message regarding the invoice creation.



- Click on the **X** to close out of the recurring notification box.



Note: Invoice will be created and will appear in the Pending invoices under the appropriate vendor(s). Details of the invoice can be edited to reflect correct information, such as invoice number and coding of the invoice (including descriptions and amounts).

If the notification box does NOT appear when entering the Accounts Payable module, go to the Recurring Invoice tab, click **Show Due**, then click **Show all**, and follow steps 7 - 10 above.

Recurring invoices can also be cancelled for the month by selecting the vendor in the dialog box and checking the box in the Cancel column and clicking Process. If the X in the top right corner of the dialog box is clicked, the notification will appear the next time the Accounts Payable module is opened.