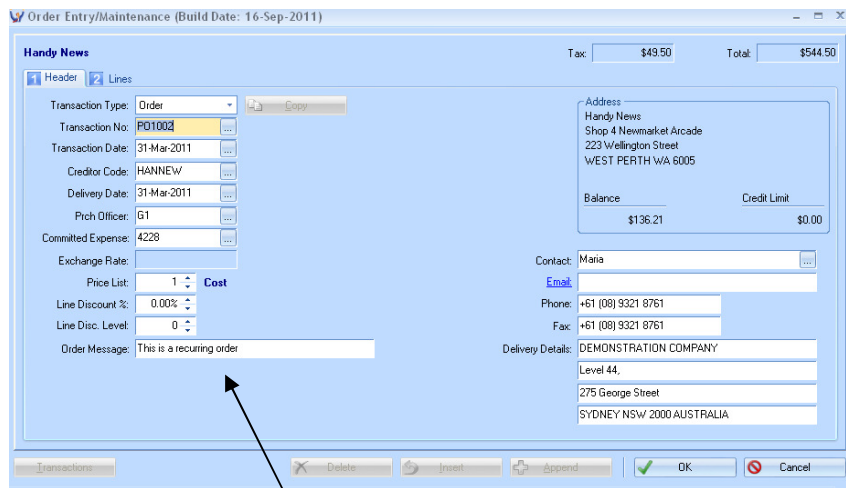


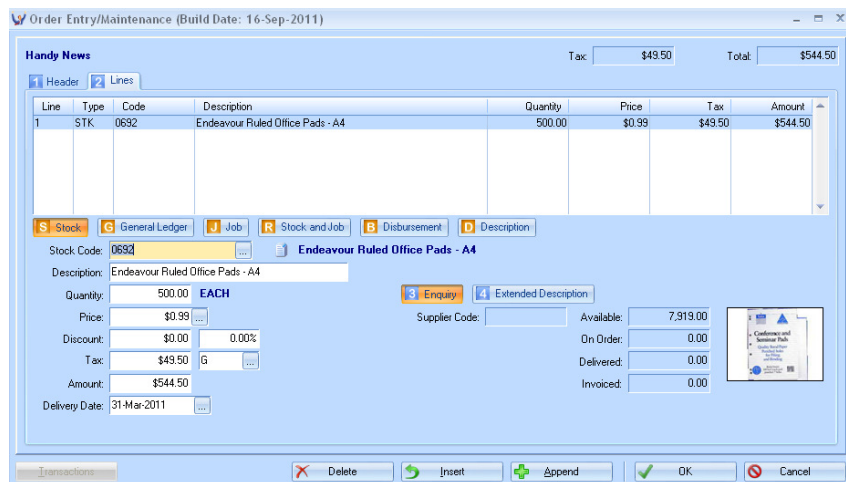
How do I create a recurring invoice in creditors through the Purchase Order module in Triumph?

Procedure to create recurring invoices in creditors through the Purchase Order module in Triumph

1. Create a Purchase Order in Creditors, Purchase Orders, Order Entry {C – T – P – O} and save the order.



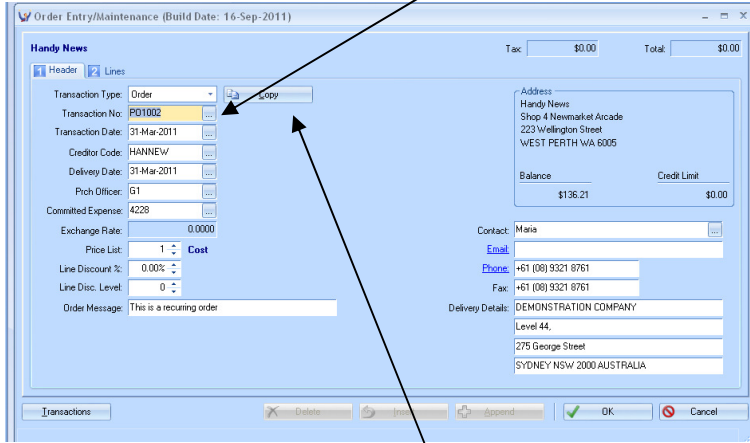
You can use the Order Message field to notate that this is a Recurring Order



Save/Complete the order

2. To Create a copy (recurring) order.

When you receive a Creditors Invoice for the same items, create a new Purchase Order and in the header screen using the search button select the original order that you wish to copy.



Order Entry/Maintenance (Build Date: 16-Sep-2011)

Handy News

Transaction Type: Order

Transaction No: P01002

Transaction Date: 31-Mar-2011

Creditor Code: HANNEW

Delivery Date: 31-Mar-2011

Prch Officer: G1

Committed Expense: 4228

Exchange Rate: 0.0000

Price List: 1 Cost

Line Discount %: 0.00%

Line Disc. Level: 0

Order Message: This is a recurring order

Tax: \$0.00 Total: \$0.00

Address: Handy News, Shop 4 Newmarket Arcade, 223 Wellington Street, WEST PERTH WA 6005

Balance: \$136.21 Credit Limit: \$0.00

Contact: Maria

Phone: +61 (08) 9321 8761

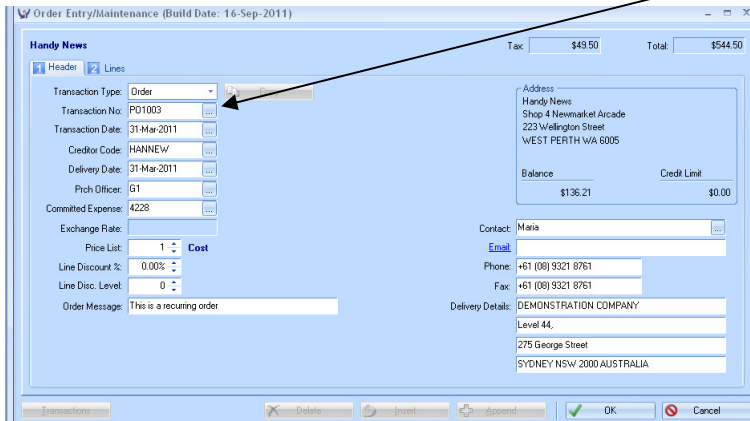
Fax: +61 (08) 9321 8761

Delivery Details: DEMONSTRATION COMPANY, Level 44, 275 George Street, SYDNEY NSW 2000 AUSTRALIA

Buttons: Transactions, Delete, Insert, Append, OK, Cancel

And then select (click on) the "Copy" button

This will create a duplicate Purchase Order with a new Transaction Number



Order Entry/Maintenance (Build Date: 16-Sep-2011)

Handy News

Transaction Type: Order

Transaction No: P01003

Transaction Date: 31-Mar-2011

Creditor Code: HANNEW

Delivery Date: 31-Mar-2011

Prch Officer: G1

Committed Expense: 4228

Exchange Rate:

Price List: 1 Cost

Line Discount %: 0.00%

Line Disc. Level: 0

Order Message: This is a recurring order

Tax: \$49.50 Total: \$544.50

Address: Handy News, Shop 4 Newmarket Arcade, 223 Wellington Street, WEST PERTH WA 6005

Balance: \$136.21 Credit Limit: \$0.00

Contact: Maria

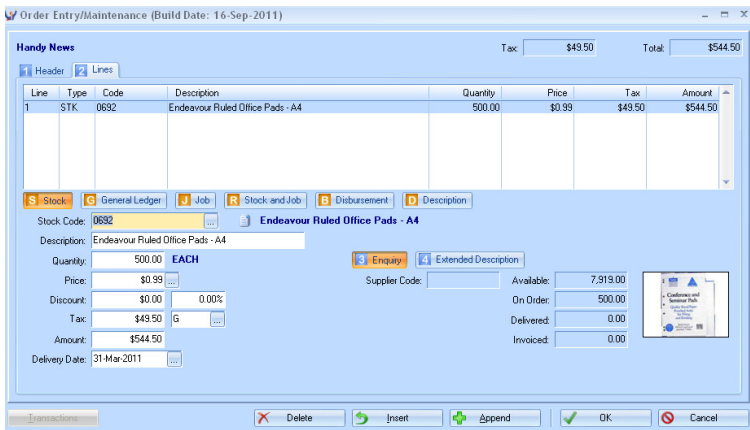
Phone: +61 (08) 9321 8761

Fax: +61 (08) 9321 8761

Delivery Details: DEMONSTRATION COMPANY, Level 44, 275 George Street, SYDNEY NSW 2000 AUSTRALIA

Buttons: Transactions, Delete, Insert, Append, OK, Cancel

and identical Lines details



Order Entry/Maintenance (Build Date: 16-Sep-2011)

Handy News

Tax: \$49.50 Total: \$544.50

Line	Type	Code	Description	Quantity	Price	Tax	Amount
1	STK	0692	Endeavour Ruled Office Pads - A4	500.00	\$0.99	\$49.50	\$544.50

Buttons: S Stock, G General Ledger, J Job, R Stock and Job, E Disbursement, D Description

Stock Code: 0692 Endeavour Ruled Office Pads - A4

Description: Endeavour Ruled Office Pads - A4

Quantity: 500.00 EACH

Price: \$0.99

Discount: \$0.00 0.00%

Tax: \$49.50 G

Amount: \$544.50

Delivery Date: 31-Mar-2011

Supplier Code: Available: 7,219.00 On Order: 500.00 Delivered: 0.00 Invoiced: 0.00

Buttons: Transactions, Delete, Insert, Append, OK, Cancel

At this point you can change/edit any Header or Details information for the new order.

3. Processing the supplied order

3a. Separate Invoice and Delivery method

Go to menu option Creditor Invoice Entry {C – P – T – I}

Header Tab

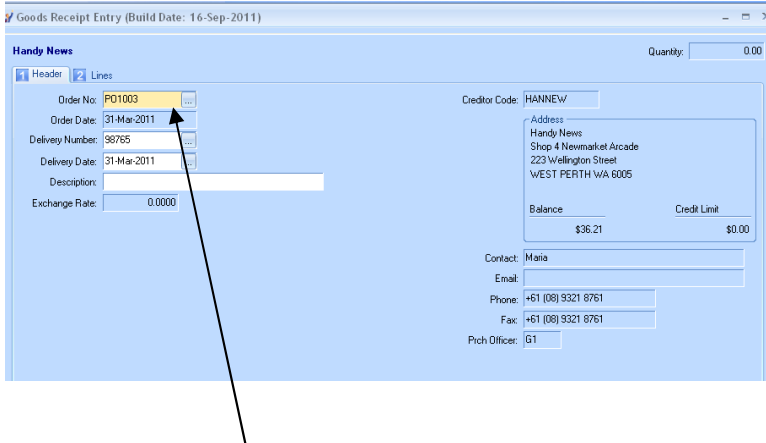
Select the Purchase Order you saved previously and enter the new Creditor Invoice number.

Lines Tab

Save the Invoice (OK button)

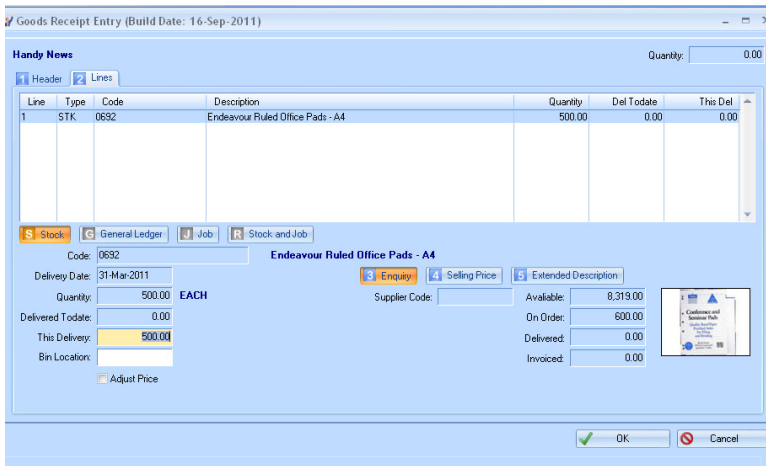
Go to menu option Goods Receipt Entry {C – P – T – R}

Header Tab



Select the Purchase Order you saved previously and enter the delivery details

Lines Tab

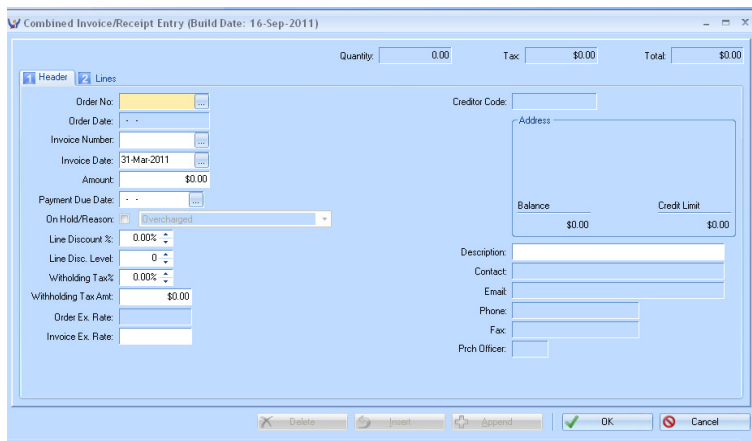


Save the Goods Receipt (OK button)

3b Combined Invoice and Delivery method

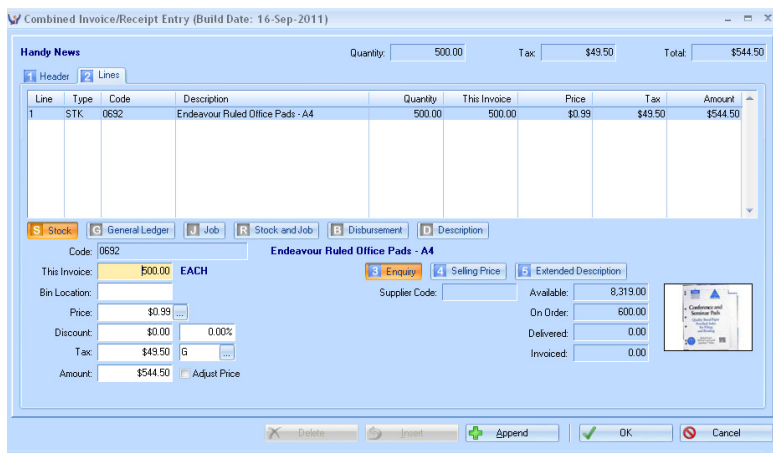
Go to menu option Combined Invoice/Receipt Entry {C – P – T – C}

Header Tab



Select the Purchase Order you saved previously and enter the new Creditor Invoice number and enter the delivery details

Lines Tab



Line	Type	Code	Description	Quantity	This Invoice	Price	Tax	Amount
1	STK	0632	Endeavour Ruled Office Pads - A4	500.00	500.00	\$0.99	\$49.50	\$544.50

Save (OK button)

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