

<u>Procedure to Create Recurring Invoices in Creditors through the</u> <u>Purchase Order module</u>

1. Create a Purchase Order in C-T-P-O and save the order.

👯 Order Entry/Maint	enance			_ 🗆 🗙
Handy News	,	Tax	\$263.00	Total: \$2,893.00
📕 Header 🔁 L	ines			(
Transaction Type:	Order 💽 🖻	<u>C</u> opy Order	Address	
Transaction No:	P01016		Handy News	-da
Transaction Date:	30-Apr-2006		223 Wellington Street	
Creditor Code:	HANNEW		West Perth WA 6005	
Expiry Date:	30-Apr-2006			
Prch Officer:	G1	Phone:	(08) 9321 8761	
Committed Expense:	4228	Fax:	(08) 9321 8761	
Exchange Rate:		Contact:	Maria	
Price List:	1 Sup. Price 1	Delivery Details:	Demonstration Co	
			275 George Street	
			Sydney NSW 2000	
Order Message:	This is a recurring order		Email:accounts@democo	ompany.com.au
Iransaction Enquiry		Delete	Append	OK Cancel
Help				

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rder E	Entry/M	1ainten	ance								
andy	News					Tax:	\$263.00		Tota	al: \$2,89	93.00
1 He	eader 🚦	2 Line:	s								
Line	Туре	Code	Description		Qty		Price	Tax		Amount	A
1	STK	0692	Endeavour Ru	led Office Pads	5	500.00	\$5.26		\$263.00	\$2,893.	00
											-
line Ty	ype		Code: 🚺	92	End	eavour	Ruled Office Pa	ds			
• <u>S</u> to	ock		Quantity:	500.00 EA	CH	3	Image 🛃 E	nquiry	5 E>	ktended Desci	ription
О <u>G</u> e	en. Ledge	er	Price:	\$5.26					_		
O <u>J</u> ob	Ь									* 🛗 🔺	7
C Sto	o <u>c</u> k/Job			\$203.00 Ju						Conference and Seminar Pads Outer headPaper Restart Aur	
🔿 Dis	s <u>b</u> urseme	ent	Amount:	\$2,893.00						· An Plane and Stockey	
		De	liveru Deter 30	I-Apr-2006						Contract and	

2. When you receive a Creditors Invoice for the same order, click "Copy Order" button to make a copy of that order PO1016

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			CA N SERV	IANAGEN ICES PT	MENT Y LTD		TECHNOLOGY SUP	PORT BI	USINESS CONSUL	TING
	Drder Entry/Main Header Pransaction Type Transaction No	Lines	ance	▼ <u>⊫</u> Copy 0	T a Irder	x: \$	0.00	Total:	\$0.00	<u>R</u>
	Transaction Data Order File Search	, İsr).Apr.2001	_						×
	Order No.		Date	Creditor	Alt. Code	Prch Officer	Del. Date	Amount	Description	
	P01010		16-Mar-2005	CITMAN	CITY MANAG	G1	21-Mar-2005	\$2,310.00		
	P01011		16-Mar-2005	CITMAN	CITY MANAG	G1	16-Mar-2005	\$110.00		
	P01012		30-Apr-2005	CITMAN	CITY MANAG	G1	01-May-2005	\$534.96		
	P01013	\mathbf{X}	30-Apr-2005	SWISTA	SWIFT STAT	G1	07-May-2005	\$36,338.50		
	P01014		30-Apr-2003	CADBURY	CADBURY	G1	30-Apr-2005	\$2,893.00		
	P01015		30-Apr-2005	CADBURY	CADBURY	G1	30-Apr-2005	\$2,820.62		
	P01016)	30-Apr-2006	HANNEW	HANDY NEWS	G1	30-Apr-2006	\$2,893.00	This is a recurri	ng order
	RT-01		30-Apr-2005	CADBURY	CADBURY	G1	07-May-2005	\$396.00		•
	•									•
-	Delivery Details: 							Order Type © Order	C General	C Quote
Hele							_	<u>0</u> K	<u>C</u> ancel	<u>S</u> earch

3. The system will now allocate a new order number ie: PO1017 with the same information as PO1016. At this point you can edit any information on the header or line details if required.

	CA MANA SERVICES	AGEMENT 5 PTY LTD	((TECHNOLOGY SUPPORT	BUSINESS CONSULTING PCWORKS.COM.AU
🕅 Order Entry/Maint	enance				
Handy News			Tax:	\$0.00	Total: \$0.00
1 Header 2 Li	ines				
Transaction Type: Transaction No: Transaction Date: Creditor Code: Expiry Date: Prch Officer: Committed Expense: Exchange Rate: Price List:	Order ▼ P01017 30-Apr-2006 HANNEW 30-Apr-2001 G1 4228 0.0000	Copy Order	Phone: Fax: Contact: ary Details:	Address Handy News Shop 4 Newmarket Arca 223 Wellington Street West Perth WA 6005 (08) 9321 8761 (08) 9321 8761 (08) 9321 8761 Maria Demonstration Co	ade
Order Message:	This is a recurring ord	an Deirve	ery Decails.	275 George Street Sydney NSW 2000 Email:accounts@democo	ompany.com.au
Iransaction Enquiry		Delete	[nsert	Append	OK Cancel

4. Then go to C-P-T-I and select the purchase order that you just copied ie PO1017.

	CA M SERVI	ANAGEI CES PT	MENT Y LTD	(TECHNOLOGY SU	PPORT BI	JSINESS CONSUL	TING
nvoice Entry andy News	Lines		Τa	IX:	\$0.00	Total:	\$0.00	
-	r No: P01017		Creditor Cod	e: HANN	EW			-
Order No.	Date	Creditor	Alt. Code	Prch Of	ficer Del. Date	Amount	Description	
P01014	30-Apr-2003		CADBURY	G1	30-Apr-2005	\$2,893.0)	
P01015 P01016	30-Apr-2005	HANNEW		G1	30-Apr-2005	\$2,820.6	∠) This is a recur	ring order
P01017	30-Apr-2000	HANNEW	HANDY NEWS	61	30-Apr-2000	\$2,893.0	This is a recur This is a recur	ring order
RT-01	30-Apr-2005	CADBURY	CADBURY	G1	07-May-2005	\$396.0)	
•								
Delivery Details:	Demonstration Co							<u> </u>
	275 George Street							
	Sydney NSW 2000							
	Email:accounts@dem	ocompany.com	au			<u>o</u> k	<u>C</u> ancel	<u>S</u> earch.
		Ue	ete inse	art	Annend		Lancel L	L

5. Proceed to enter the new Invoice Number ie 555 and save the invoice.

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	SERVICES P	TY LTD		RECRUITMENT	& HR		PCWORKS.COM
nvoice Fotev							
andy News			Tax:	\$0.00		Total:	\$0.00
1 Header 2 Lin	es						
Order No:	P01017	Credito	or Code:	HANNEW	-		
Order Date:	30-Apr-2001			Address			
Invoice Number:	555			Handy News Shon 4 Newmarke	t Arcade		
Invoice Date:	30-Apr-2006 (FUT)		223 Wellington Str	eet		
Amount	\$0.00			West Perth WA 6005			
Payment Due Date:	31-May-2006						
Description:	this is a recurring invoid	e	Phone:	(08) 9321 8761			
Witholding Tax%	0.00%		Fax:	(08) 9321 8761			
Withholding Tax Amt:	\$0.00	(Contact:	Maria			
Order Ex. Rate:	0.0000	Prch	Officer:	G1			
Invoice Ex. Rate:							
		1					
		Delete	Insert	Append		OK	Canc
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woice Entry	_						-
andy News	-	-	Tax:	\$0.00		Total:	\$0.00
andy News		-	Tax	\$0.00	-	Total:	\$0.00
woice Entry andy News Header 2 Line	15		Tax:	\$0.00		Total:	\$0.00
andy News Header 2 Line	ss	Qty	Tax: This Inv	\$0.00 Price	Tax	Total:	
woice Entry andy News Header 2 Line Line Type Code 1 STK 0692	ss Description Endeavour Ruled Offic	Qty (ce Par 500.00	Tax: This Inv	\$0.00 Price 0.00 \$5.2	Tax 6	Total: \$0.00	
nvoice Entry andy News Header 2 Line Line Type Code STK 0692	es Description Endeavour Ruled Offic	Qty ce Par 500.00	Tax: This Inv	\$0.00 Price 0.00 \$5.2	Tax 6	Total: \$0.00	\$0.00 Amount \$0.00
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andy News Header 2 Line Line Type Code STK 0692	ss Description Endeavour Ruled Offic	Qty ce Par 500.00	Tax:	\$0.00 Price 0.00 \$5.2	Tax 6	Total:	
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ine Type Stock	ss Description Endeavour Ruled Offic Code: 0692	Qty 2000 28 Par 500.00	Tax: This Inv Endeave	\$0.00 Price 0.00 \$5.2 our Ruled Office	Tax 6 Pads quiry	Total: \$0.00	
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