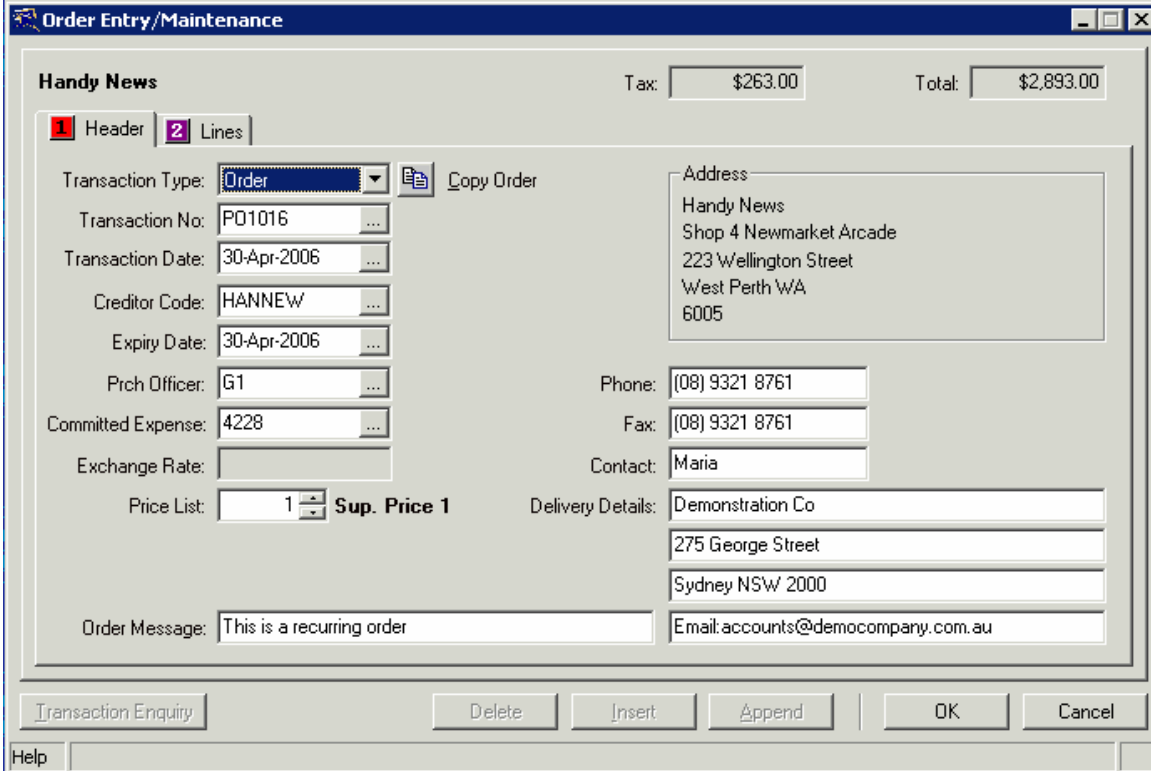


Procedure to Create Recurring Invoices in Creditors through the Purchase Order module

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



Order Entry/Maintenance

Handy News Tax: \$263.00 Total: \$2,893.00

1 Header 2 Lines

Transaction Type: Order

Transaction No: PO1016

Transaction Date: 30-Apr-2006

Creditor Code: HANNEW

Expiry Date: 30-Apr-2006

Prch Officer: G1

Committed Expense: 4228

Exchange Rate:

Price List: 1 **Sup. Price 1**

Address:
Handy News
Shop 4 Newmarket Arcade
223 Wellington Street
West Perth WA
6005

Phone: (08) 9321 8761

Fax: (08) 9321 8761

Contact: Maria

Delivery Details: Demonstration Co
275 George Street
Sydney NSW 2000

Order Message: This is a recurring order

Email: accounts@democompany.com.au

Transaction Enquiry Delete Insert Append OK Cancel

Help

Order Entry/Maintenance Tax: \$263.00 Total: \$2,893.00

Handy News

1 Header 2 Lines

Line	Type	Code	Description	Qty	Price	Tax	Amount
1	STK	0692	Endeavour Ruled Office Pads	500.00	\$5.26	\$263.00	\$2,893.00

Line Type: Stock Gen. Ledger Job Stock/Job Disbursement Description

Code: 0692 Endeavour Ruled Office Pads

Quantity: 500.00 EACH Image Enquiry Extended Description

Price: \$5.26 Tax: \$263.00 G Amount: \$2,893.00 Delivery Date: 30-Apr-2006

Transaction Enquiry Delete Insert Append OK Cancel

Help

- When you receive a Creditors Invoice for the same order, click “Copy Order” button to make a copy of that order PO1016

Order Entry/Maintenance

Tax: \$0.00 Total: \$0.00

1 Header 2 Lines

Transaction Type: Order Copy Order Address

Transaction No: Transaction Date: 30-Apr-2001

Order File Search

Order No.	Date	Creditor	Alt. Code	Prch Officer	Del. Date	Amount	Description
PO1010	16-Mar-2005	CITMAN	CITY MANAG	G1	21-Mar-2005	\$2,310.00	
PO1011	16-Mar-2005	CITMAN	CITY MANAG	G1	16-Mar-2005	\$110.00	
PO1012	30-Apr-2005	CITMAN	CITY MANAG	G1	01-May-2005	\$534.96	
PO1013	30-Apr-2005	SWISTA	SWIFT STAT	G1	07-May-2005	\$36,338.50	
PO1014	30-Apr-2003	CADBURY	CADBURY	G1	30-Apr-2005	\$2,893.00	
PO1015	30-Apr-2005	CADBURY	CADBURY	G1	30-Apr-2005	\$2,820.62	
PO1016	30-Apr-2006	HANNEW	HANDY NEWS	G1	30-Apr-2006	\$2,893.00	This is a recurring order
RT-01	30-Apr-2005	CADBURY	CADBURY	G1	07-May-2005	\$396.00	

Delivery Details: Order Type: Order General Quote

OK Cancel Search...

- 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.



Order Entry/Maintenance

Handy News Tax: \$0.00 Total: \$0.00

1 Header 2 Lines

Transaction Type: Order

Transaction No: PO1017

Transaction Date: 30-Apr-2006

Creditor Code: HANNEW

Expiry Date: 30-Apr-2001

Prch Officer: G1

Committed Expense: 4228

Exchange Rate: 0.0000

Price List: 1

Order Message: This is a recurring order

Address: Handy News
Shop 4 Newmarket Arcade
223 Wellington Street
West Perth WA
6005

Phone: (08) 9321 8761

Fax: (08) 9321 8761

Contact: Maria

Delivery Details: Demonstration Co
275 George Street
Sydney NSW 2000
Email: accounts@democompany.com.au

Transaction Enquiry Delete Insert Append OK Cancel

Help

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

Invoice Entry

Handy News Tax: \$0.00 Total: \$0.00

1 Header 2 Lines

Order No: PO1017 Creditor Code: HANNEW

Order File Search

Order No.	Date	Creditor	Alt. Code	Prch Officer	Del. Date	Amount	Description
PO1014	30-Apr-2003	CADBURY	CADBURY	G1	30-Apr-2005	\$2,893.00	
PO1015	30-Apr-2005	CADBURY	CADBURY	G1	30-Apr-2005	\$2,820.62	
PO1016	30-Apr-2006	HANNEW	HANDY NEWS	G1	30-Apr-2006	\$2,893.00	This is a recurring order
PO1017	30-Apr-2001	HANNEW	HANDY NEWS	G1	30-Apr-2001	\$2,893.00	This is a recurring order
RT-01	30-Apr-2005	CADBURY	CADBURY	G1	07-May-2005	\$396.00	

Delivery Details: Demonstration Co
 275 George Street
 Sydney NSW 2000
 Email: accounts@democompany.com.au

Buttons: Delete, Insert, Append, OK, Cancel, Search...

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



Invoice Entry Tax: \$0.00 Total: \$0.00

Handy News

1 Header 2 Lines

Order No: PO1017 ... Creditor Code: HANNEW

Order Date: 30-Apr-2001

Invoice Number: 555 ...

Invoice Date: 30-Apr-2006 ... (FUT)

Amount: \$0.00

Payment Due Date: 31-May-2006 ...

Description: this is a recurring invoice

Withholding Tax%: 0.00%

Withholding Tax Amt: \$0.00

Order Ex. Rate: 0.0000

Invoice Ex. Rate:

Address: Handy News, Shop 4 Newmarket Arcade, 223 Wellington Street, West Perth WA 6005

Phone: (08) 9321 8761

Fax: (08) 9321 8761

Contact: Maria

Prch Officer: G1

Buttons: Delete, Insert, Append, OK, Cancel

Help

Invoice Entry Tax: \$0.00 Total: \$0.00

Handy News

1 Header 2 Lines

Line	Type	Code	Description	Qty	This Inv	Price	Tax	Amount
1	STK	0692	Endeavour Ruled Office Pa	500.00	0.00	\$5.26	\$0.00	\$0.00

Line Type: Stock Gen. Ledger Job Stock/Job Disbursement Description

Code: 0692 Endeavour Ruled Office Pads

This Invoice: 500.00 EACH

Price: \$5.26 ...

Tax: \$263.00 G ...

Amount: \$2,893.00

Adjust Price:

Buttons: Delete, Insert, Append, OK, Cancel

Help

MORE BUSINESS SUPPORT THAN YOU EXPECT...

88 Burswood Road,
Burswood WA 6100
PO Box 590,
South Perth WA 6951

T: (08) 9470 9922
F: (08) 9470 9955
W: www.caman.com.au
E: enquiries@caman.com.au