

<b>Application</b>	Chreos Client
<b>Module</b>	Clients
<b>Access</b>	"Clients   Recurring Invoices"
<b>Minimum service pack</b>	SP45
<b>This document</b>	Recurring Invoices Ref 3.14 Release 1 Published March 2009

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## Overview

Recurring Invoices can be used to create invoices that occur on a regular basis automatically or manually.

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## Details Displayed

- **Ready.** The column displaying an X beside the invoice ready for processing according to the system date.
- **Invoice name.** The name given to the recurring invoice.
- **Automatic.** This column will display a T or F (true or false) as to whether or not the recurring invoice is Manual or Automatic.
- **Day.** The date of the month chosen for the invoice to be created.
- **Freq.** The number of times a year the invoice is to be produced. (1 = every month, 2 = every 2<sup>nd</sup> month)
- **Profile name.** The name of the profile chosen for this invoice to be produced.
- **Client name.** The name of the client chosen for this invoice to be produced.

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## To create a Recurring Invoice

- Click on Create
- Enter chosen details.
- Click on Open Invoice
- Click on Save

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## To Process Recurring Invoices

- Select invoices for processing.
- Click process now.
- If you wish to process the invoice earlier than the preset due date click [Early] and the invoice will not be available to process until the next time. If you wish to process an extra invoice click [Extra] and the invoice may process again on the preset due date.
- To edit the information on the selected invoice click yes to open invoice then press F10 to Reopen existing Invoice.
- Select Invoice and click Open.
- Edit invoice as required and click save, then yes to confirm.

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