

sage Pastel Accounting

Creating Recurring Customer Invoices

Overview



This feature is not available in Sage Xpress Start – Up or Sage Xpress

Recurring Invoices are created when regular billing to the same customers happens frequently. Examples of this is telephone accounts.

These Invoices will be saved in a batch and displayed per user, this allows each user to copy these Invoices to a Normal Invoice batch that can be updated.

Recurring Invoices do not reserve inventory quantities, quantities will only be affected when you copy over to a Normal Invoice batch.

Each Invoice that is created from the Recurring batch will receive their own unique Invoice Number.



Please ensure your batches are set to update in batch mode. Select Setup > Customer > Documents > Invoice Tab

This is also done per user

The screenshot shows a user interface with a dropdown menu for 'User' set to '00 - Test1'. Below it are two radio buttons: 'Update on Completion of Document' (unselected) and 'Update in Batch Mode' (selected).

Selling prices don't get updated on Recurring Invoices, this can result in Invoices being created with incorrect amounts. There are 2 automatic price setting features that can assist in this regard:

- Don't enter selling prices on the Recurring Invoices. When you copy the Recurring Invoice to the Normal Invoice batch, it will add the current selling price for the customer on all zero Invoices. This could be a customer price, a discount matrix price, or a standard price list price, whichever is applicable.
- When you copy Recurring Invoices to the Normal Invoice batch, you can choose to override any existing prices in the Recurring batch, this will use the current prices
- If you have Invoices that recur for periods rather than monthly. You need to set the year field to 1980. The system will only copy Invoices if the month on the Recurring Invoice is the same as the month in which you are copying.

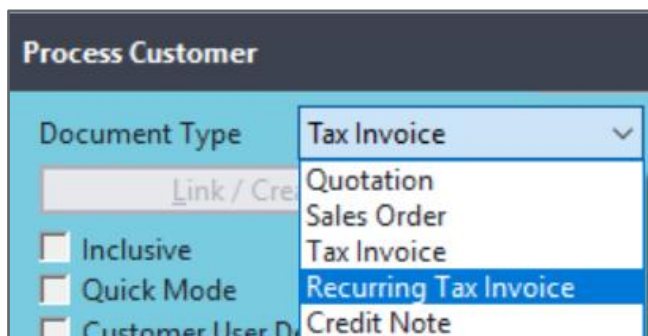
Example:

| Invoice | Date | When it Copies |
|---------|-------------|-----------------|
| 1 | 1 Jan 2018 | Every month |
| 2 | 1 Jan 1980 | Only in January |
| 3 | 1 July 1980 | Only in July |

This means if the same customer was created on Invoices 2 and 3, the system will create two Invoices each year, one in January and one in July. Similarly, for quarterly invoices, create four separate invoices.

Creating Recurring Invoices

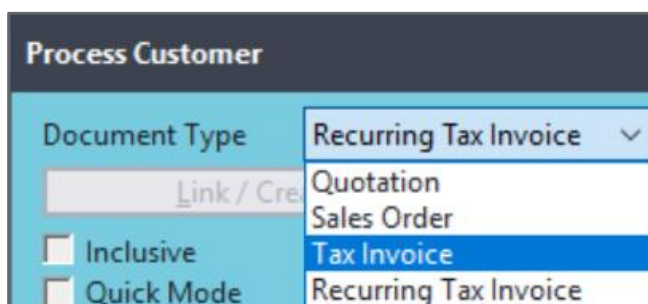
- Select Process > Customers
- Select the drop down at Document Type and select Recurring Tax Invoice



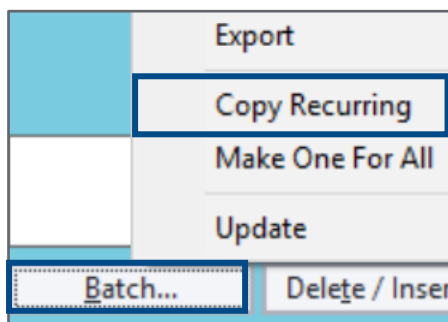
- Select the Customer
- Select the date
 - If you only want an Invoice to copy in a month, set the date to contain that month and set the year to 1980
- Complete the rest of the Invoice
 - If you wish the system to set the selling price on a line to the customer's current price at the time you process the invoice, enter the selling price as zero
- Select Next Document to create other Recurring Invoices

Copy Recurring batch to Normal batch

- Select the drop down at Document Type
- Select Tax Invoice



- At the bottom of the screen select Batch > Copy Recurring



- The Copy Recurring Assistant will open
- Select the period you want to create the Invoices in and select the date you want to show on the Invoices

Period to Create Invoices In

Recurring Invoices: You can enter invoices which recur at regular intervals into a recurring batch. You can then copy the recurring batch into the normal invoice batch, thereby reducing data entry and eliminating entry errors. Use this facility, for example, to process regular invoices such as maintenance agreements, even if they recur at different intervals (monthly, annually, and so on).

Please choose the period in which you wish to create the invoices.

11 - 01/01/2018 - 31/01/2018 January ▼

Please choose a date for the invoices.

31/01/2018 ▼

- Select Next to proceed
- If you do not allow negative inventory quantities and the system encounters insufficient inventory quantities, the **Allow Negative Quantities** screen displays
 - Read through all the options below and make your selection

Allow Negative Quantities

You do not normally allow inventory to move into negative quantities on hand. Please specify what Pastel should do if there are insufficient quantities on hand for the invoices which are created:

Delete all invoices which were created. As soon as Pastel detects a negative inventory value, the operation stops, invoices which have already been created are deleted, and you are notified of the inventory item which went into negative.

Do not create invoice lines for items once there is insufficient quantity on hand. Once the operation completes, you can view or print a list of invoices numbers and the inventory lines which were not processed.

Allow inventory quantities to go into negative values. Once the operation completes, you can view a list of inventory items which have moved into negative quantities.

- Select Next
- The Update Selling Prices screen will display: If you wish to override all the prices on the Recurring Invoices with current prices on the system, select **Update Selling Price**

The system will insert the current selling price for each customer into each Invoice line. This could be a customer price, a discount matrix price, or a standard price list price.

Update Selling Prices

When selecting to update selling prices Pastel will update the prices on the customer invoice based on the following:

If there is a customer specific price, Pastel will use this price first.

If there is no customer specific price, the system checks to see if there is a discount matrix in effect.

If there is a special price, the system uses the lower of the discount matrix price and the special price.

If there is no special price, the system uses the discount matrix price.

If there is no customer price and no discount matrix price, the system checks to see if there is a special price. If there is, the system uses the special price.

Finally, if no above checks yield a price, the system uses the item based price list price assigned to that customer.

Update Selling Prices

- Select Next to proceed
- The **Confirm Operation** screen will display, showing you of the period and date you have selected

Confirm Operation

Pastel is now ready to proceed with the operation. To leave this screen without processing, click the Cancel button. To process, click the Process button.

You are about to copy the recurring invoice batch to the normal invoice batch, in period 11 - 01/01/2018 - 31/01/2018 January.

- Select **Process** to complete or **Back** to the make changes
- When you see the below screen, you will know all Recurring Invoices have been copied over

Operation Complete

The operation has completed successfully. Click the Finish button to leave the Assistant.

If you would like to use the Assistant again, click the Start button.

- Select **Finish**
- Select the magnifying glass next to **Number** on top of the Invoice screen. All your Recurring Invoices will display in the **Tax Invoice Zoom** screen. You can now view, print and or update your Invoice batch

The screenshot shows the 'Process Customer' window with the 'Tax Invoice Zoom' dialog box open. The dialog box has a search bar with 'INA10008' and a magnifying glass icon. Below the search bar, there are radio buttons for 'Number', 'Code', and 'Reference', and a 'Zoom From' field. A 'Find' button is visible. The main window shows a table of recurring invoices.

| Number | Customer Accounts/Description | Amount | Date | Reference | Printed | Str Number |
|----------|-------------------------------|----------|------------|-----------|---------|------------|
| INA10004 | 001 - test | 1,000.00 | 04/01/2018 | | No | |