



## Table of Contents

---

<b>Recurring Entry and Posting .....</b>	<b>3</b>
<b>Entry of Recurring Accounts Payable.....</b>	<b>3</b>
To Print a Report to Verify Recurring Entries .....	4
Tips for Recurring Accounts Payable Entry and Transfer .....	5
Transfer Recurring AP Entries into Disbursements/AP .....	6
<b>To Transfer Recurring Entries: .....</b>	<b>6</b>
<b>Entering Recurring Cash Receipts.....</b>	<b>9</b>
To Print a Report to Verify Recurring Entries .....	10
Tips for Recurring Cash Receipt Entry and Transfer .....	11
Transfer the Recurring Cash Receipt Entries into Cash Receipts .....	12
<b>To Transfer Recurring Cash Receipts: .....</b>	<b>12</b>
<b>Recurring Ledger Transaction Entries .....</b>	<b>15</b>
Entering Recurring Journal Entries .....	15
To Print a Report to Verify Recurring Entries .....	16
Transferring Recurring Journal Entries .....	16
<b>Processing Recurring Accounts Receivable Invoices .....</b>	<b>19</b>
To Create a Recurring Invoice .....	19
To Create a New Invoice from Recurring .....	20
To Edit Recurring Invoices.....	21
Printing an Invoice .....	21