🔍 Debtor Maintenance ➡

Debtor Maintenance

Click **A/R -> Debtor Maintenance -> New Debtor Account -> Recurring Billing Maintenance**

Click ➕ button to add new item code to be added into recurring billing, you may filter by item code or item group, otherwise click **Apply** to view all item listing

Recurring Billing Maintenance

Item Code: Selected Item Code will be shown here

Description: Description of your Item Code

Qty: Key in the quantity for recurring billing

Unit Selling Price: Item's unit selling price

Discount: Key in the discount value or percentage

Further Desc: Key in further description if there is any

Discount In: Discount can be selected by either Value or Percentage

Billing Start Date: To select the billing start date

Next Billing Date: For 1st time, next billing date must be the same as billing start date **Billing Expiry Date:** To select billing's expiry date, system by default is 1 year, you may select your own expiry date

Billing Schedule: To select billing's schedule based on preset recurring type such as monthly, annually, quarterly and etc

(Its maintained under Recurring Bill Management -> Recurring Type Maintenance) **Advance Billing:** Check on ☑ button if you need to set advanced billing **Terminate Date:** To key in the terminate date if you wish to stop the recurring billing for this particular item code **Stop Billing:** If don't key in the terminate date, you may have an option to just check on ☑ button to stop the billing

Creditor Maintenance

Click **A/P -> Creditor Maintenance -> New Creditor Account -> Recurring Billing Maintenance**

Click ⊞ button to add new item code to be added into recurring billing, you may filter by item code or item group, otherwise click **Apply** to view all item listing

Recurring Billing Maintenance

Item Code: Selected Item Code will be shown here

Description: Description of your Item Code

Qty: Key in the quantity for recurring billing

Unit Selling Price: Item's unit selling price

Discount: Key in the discount value or percentage

Further Desc: Key in further description if there is any

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(Its maintained under Recurring Bill Management -> Recurring Type Maintenance) **Advance Billing:** Check on ☑ button if you need to set advanced billing **Terminate Date:** To key in the terminate date if you wish to stop the recurring billing for this particular item **Stop Billing:** If don't key in the terminate date, you may have an option to just check on ☑ button to stop the billing
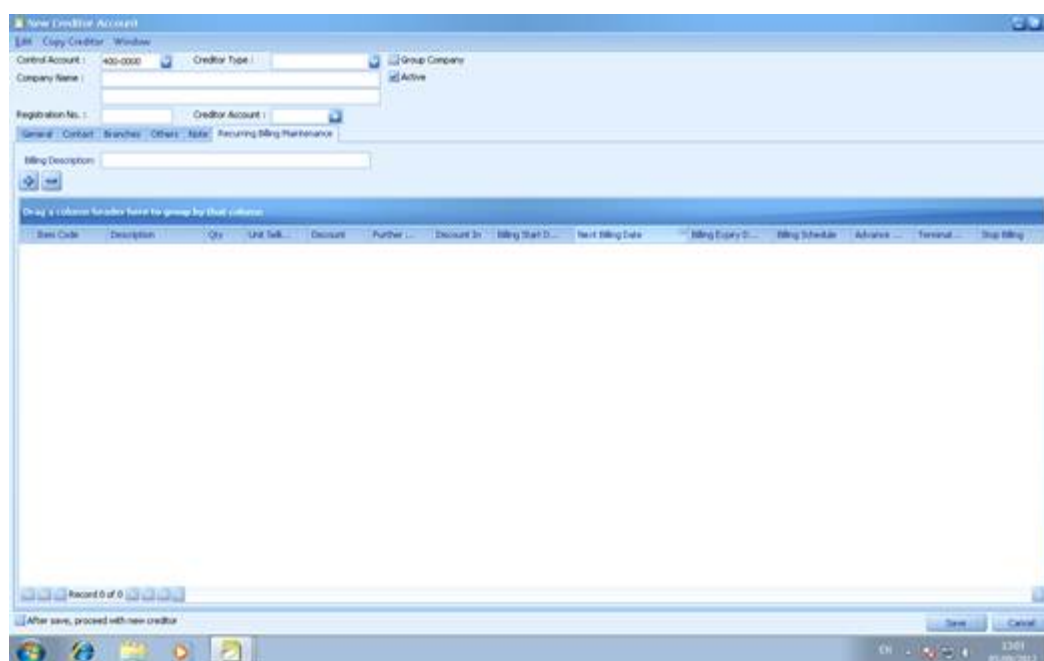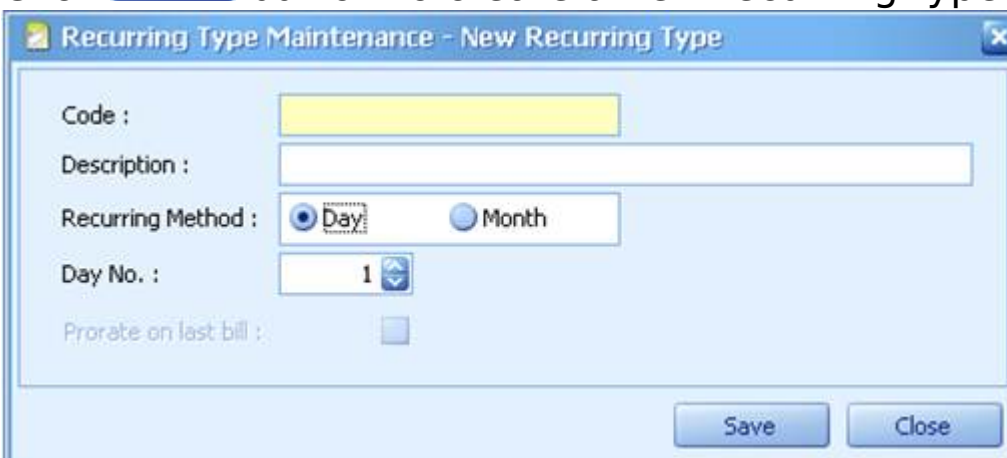
Recurring Type Maintenance

Click **Recurring Bill Management -> Recurring Type Maintenance**

Click [New] button to create a new recurring type

Code: It can be anything as you wish, such as Bi-Monthly, 7 Days and etc

Description: To describing your New Recurring Code

Recurring Method: To select either <u>Day</u> or <u>Month</u>

If you select <u>Day</u>, it will show at the bottom as Day No, kindly key in the day number for the recurring billing, Prorate on last bill will be disabled /

If you select <u>Month</u>, it will show at the bottom as Month No, kindly key in the month number for the recurring billing
Prorate on last bill: Check ☑ if you want to prorate on last bill or just leave it unchecked as ☐ if you do not need prorate on last bill

<u>Example on the Prorate:-</u>

For example, if the recurring period is 6 month, start billing date is <u>13/3/2012</u>

1st billing: 13/3 – 12/4 – Bill amount: RM100

2nd billing: 13/4 – 12/5 – Bill amount: RM100

3rd billing: 13/5 – 12/6 – Bill amount: RM100

4th billing: 13/6 – 12/7 – Bill amount: RM100

5th billing: 13/7 – 12/8 – Bill amount: RM100

6th billing: 13/8 – 31/8 – Bill amount: RM100 / 1 month X 19 Days = RM63.33

If under this circumstances, you do not select Prorate, last bill will be 13/8/2012 – 12/9/2012 and the value will be remained as RM100, which same as 1st to 5th billing

Recurring

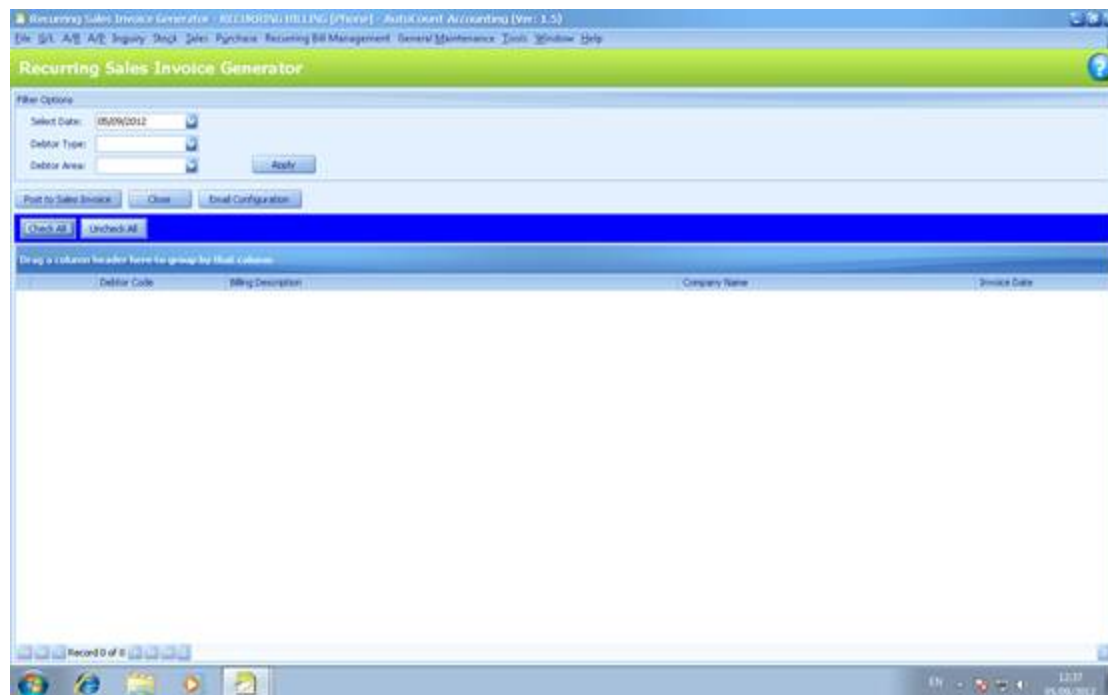**Sales Invoice Generator**

This

recurring billing's feature allowed system to do auto-routine job for the sales

invoice to be generated to their debtor based on pre-set recurring type such as

monthly, yearly, annually and etc

Click **Recurring Bill Management -> Recurring Sales**

Invoice Generator

Filter

Options: You may select by Date for the recurring billing and click on Apply button, system will list down all the debtor

code that supposed to do recurring billing

Click check

button ☑ on the debtor code that wish to generate

invoice

Click on Post to Sales Invoice button, continue with Post to sales Invoice?

Click Yes

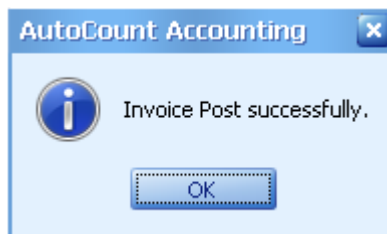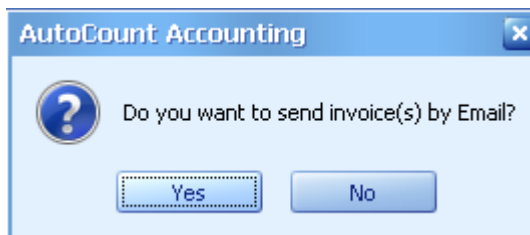Once you

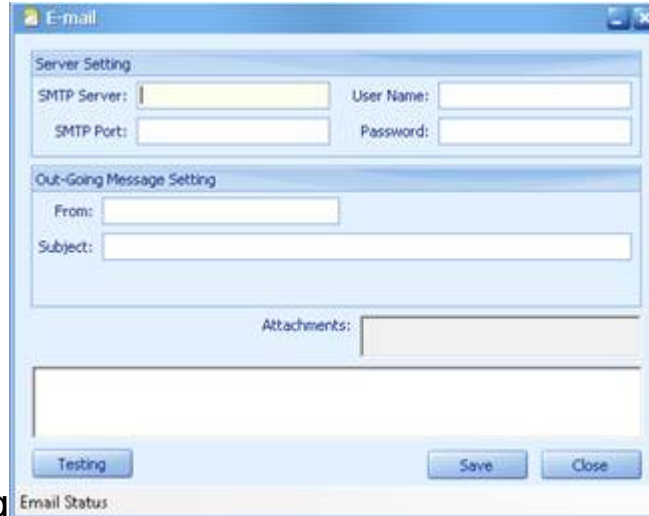clicked [Yes] button on above, another box will pop out to

ask whether you want to send invoice (s) by email? Click
[Yes] again if you need this invoice to be send out

by email, but first of all, you will need to set-up your email configuration

before allow system to send out your invoice by email

AutoCount Accounting

Do you want to send invoice(s) by Email?

[Yes]   [No]

AutoCount Accounting

Invoice Post successfully.

[OK]

[Email Configuration] as below, key in your server setting and

out-going message setting

For the email document format, it can be set under **Recurring Bill Management -> Recurring Billing Setting -> Under**

Email Document Format

Recurring Purchase Invoice Generator

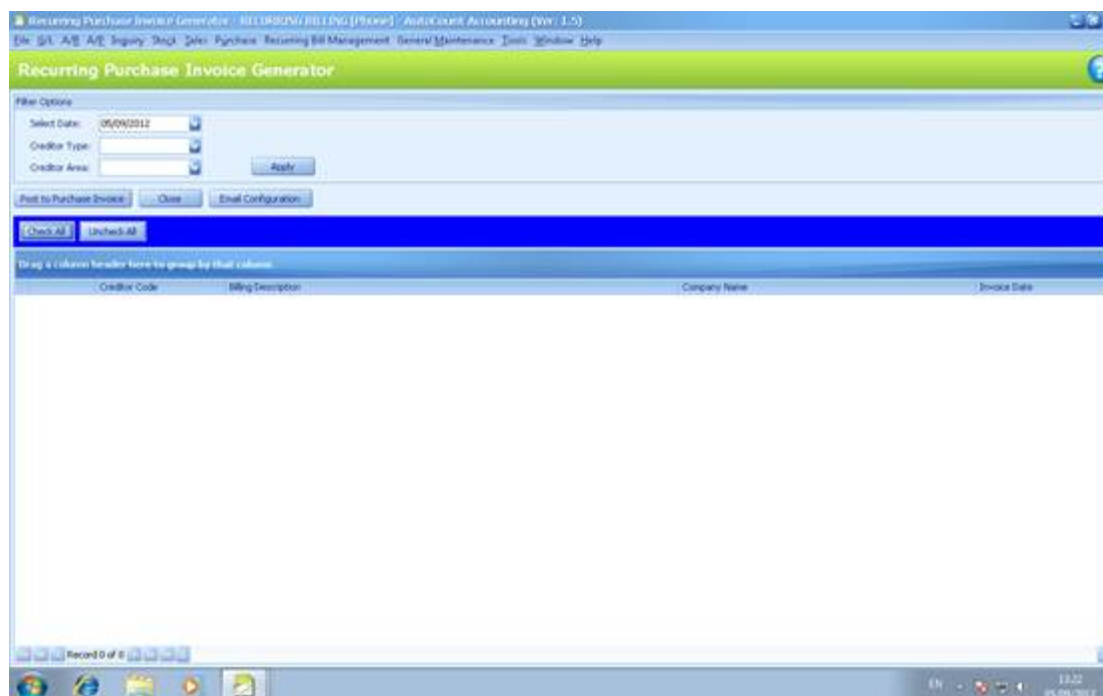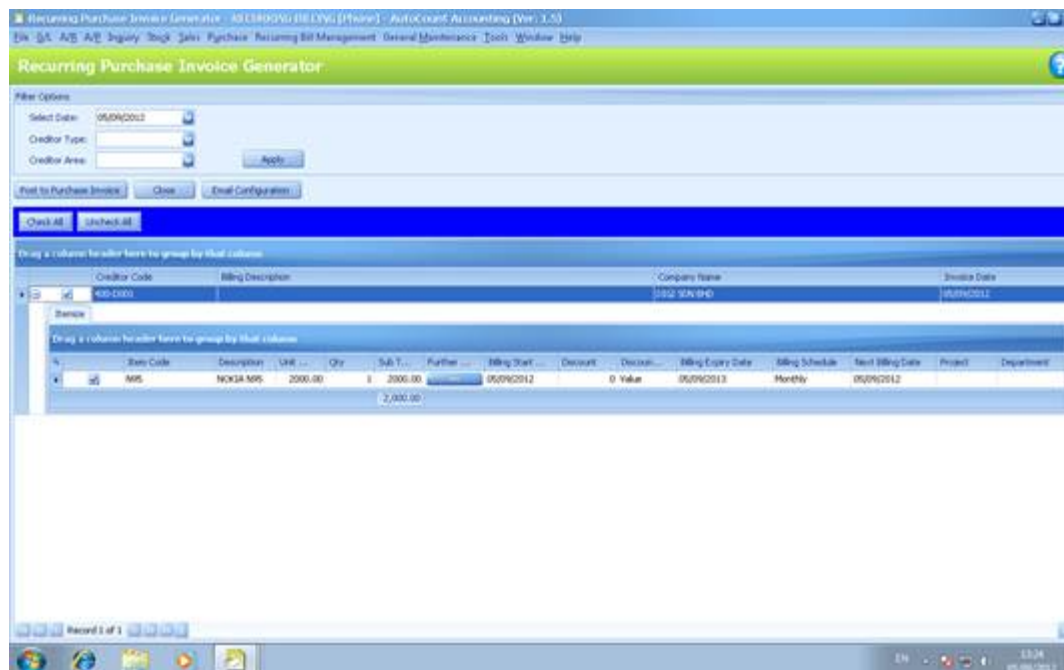## Recurring Purchase Invoice Generator

This recurring billing's feature allowed system to do auto-routine job for the purchase invoice to be generated to their creditor based on pre-set recurring type such as monthly, yearly, annually and etc.

Click **Recurring Bill Management -> Recurring Purchase Invoice Generator**

Filter Options: You may select by Date for the recurring billing and click on [Apply] button, system will list down all the creditor code that supposed to do recurring billing
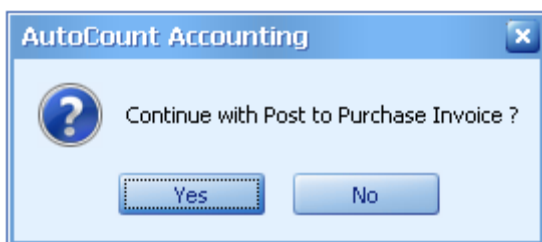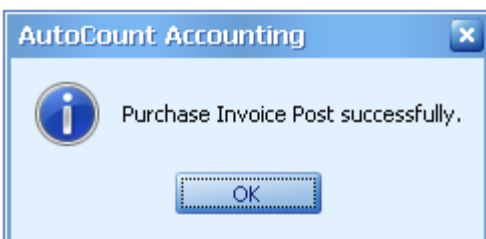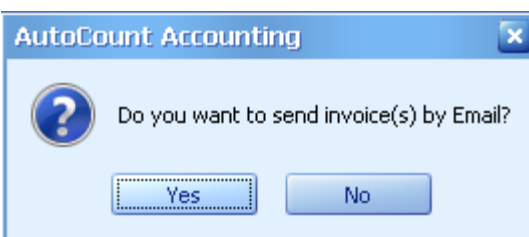

Click check button ☑ on the creditor code that wish to generate invoice

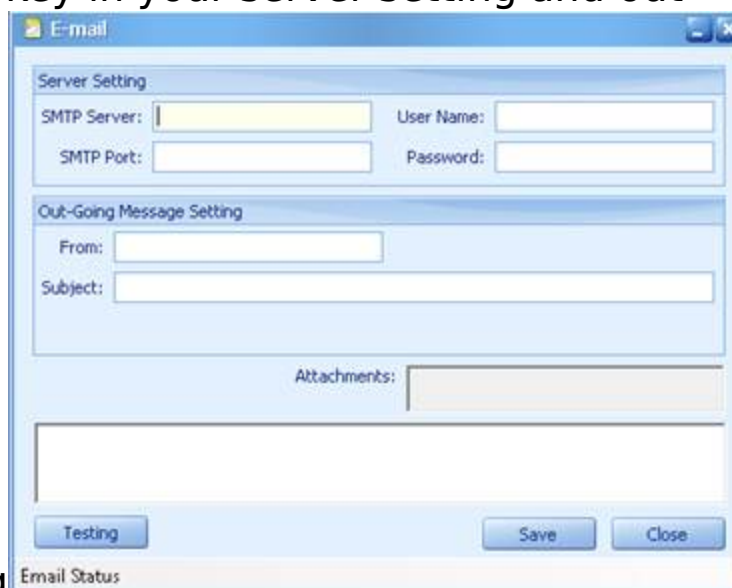Click on [Post to Purchase Invoice] button, continue with Post to sales Invoice?

Click [Yes]

AutoCount Accounting

Continue with Post to Purchase Invoice ?

Yes   No

Once you clicked Yes button on above, another box will pop out to ask whether you want to send invoice (s) by email? Click Yes again if you need this invoice to be send out by email, but first of all, you will need to set-up your email configuration before allow system to send out your invoice by email

AutoCount Accounting

Do you want to send invoice(s) by Email?

Yes   No

AutoCount Accounting

Purchase Invoice Post successfully.

OK

Email Configuration as below, key in your server setting and out-

going message setting

For the email document format, it can be set under **Recurring Bill Management -> Recurring Billing Setting -> Under Email Document Format**