



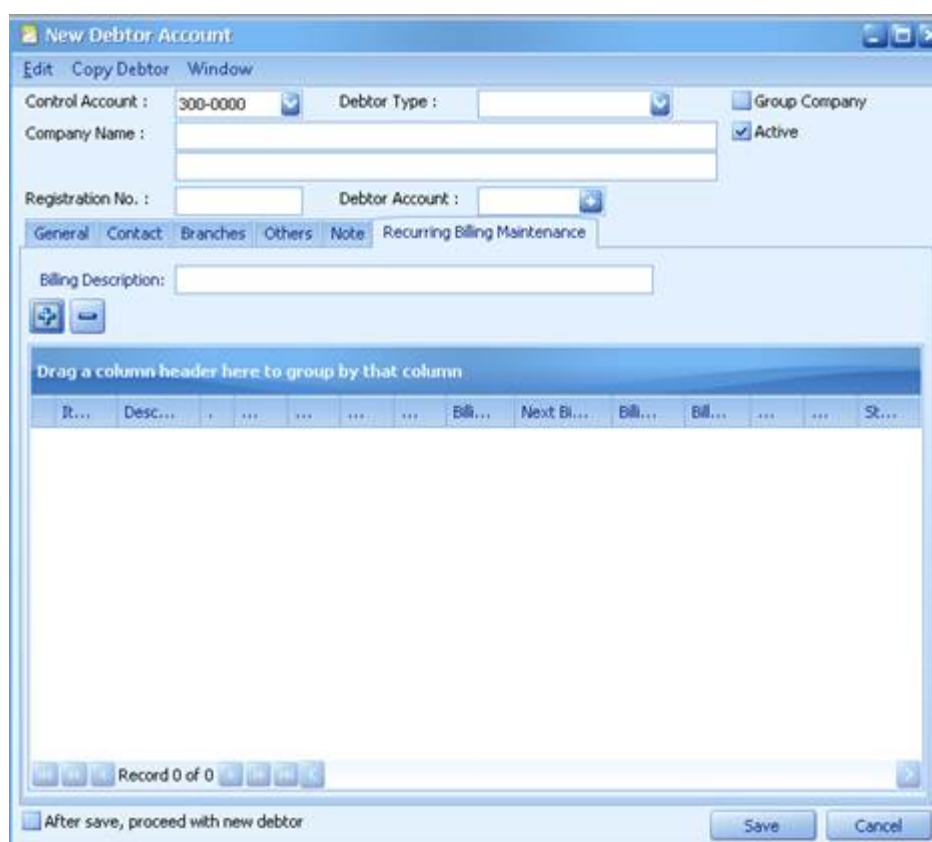
Debtor Maintenance





Navigation: New Help > Recurring Billing >

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  to view all item listing

Item Listing

Filter Option

Item Code:

Item Group:

*Note: Blank to load all data

Drag a column header here to group by that column

	Item Code	Item Group	Description
<input type="checkbox"/>	N95	PHONE	NOKIA N95
<input type="checkbox"/>	N73	PHONE	NOKIA N73
<input type="checkbox"/>	N8800	PHONE	NOKIA 8800
<input type="checkbox"/>	N50	PHONE	NOKIA E50
<input type="checkbox"/>	N70	PHONE	NOKIA N70
<input type="checkbox"/>	N80	PHONE	NOKIA N80
<input type="checkbox"/>	N93	PHONE	NOKIA N93
<input type="checkbox"/>	N91	PHONE	NOKIA N91
<input type="checkbox"/>	LG600	PHONE	LG KE600
<input type="checkbox"/>	LG800	PHONE	LG KE800
<input type="checkbox"/>	LG820	PHONE	LG KE820
<input type="checkbox"/>	LG200	PHONE	LG KG200

Record 1 of 52

Recurring Billing Maintenance

New Debtor Account

Control Account: 300-0000 Debtor Type: Group Company:

Company Name: Active: ☐

Registration No.: Debtor Account:

General | Contact | Branches | Others | Recurring Billing Maintenance

Billing Description:

Drag a column header here to group by that column

Item Code	Description	Qty	Unit Sell	Discount	Further ...	Discount In	Billing Start D...	Next Billing Date	Billing Expiry D...	Billing Schedule	Advance ...	Terminal ...	Stop Billing
N95	NOKIA N95	1	2000.00	0		Value	05/09/2012	05/09/2012	05/09/2013	Monthly			
N73	NOKIA N73	1	1300.00	0		Value	05/09/2012	05/09/2012	05/09/2013	Monthly			

Record 1 of 2

After save, proceed with new debtor

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



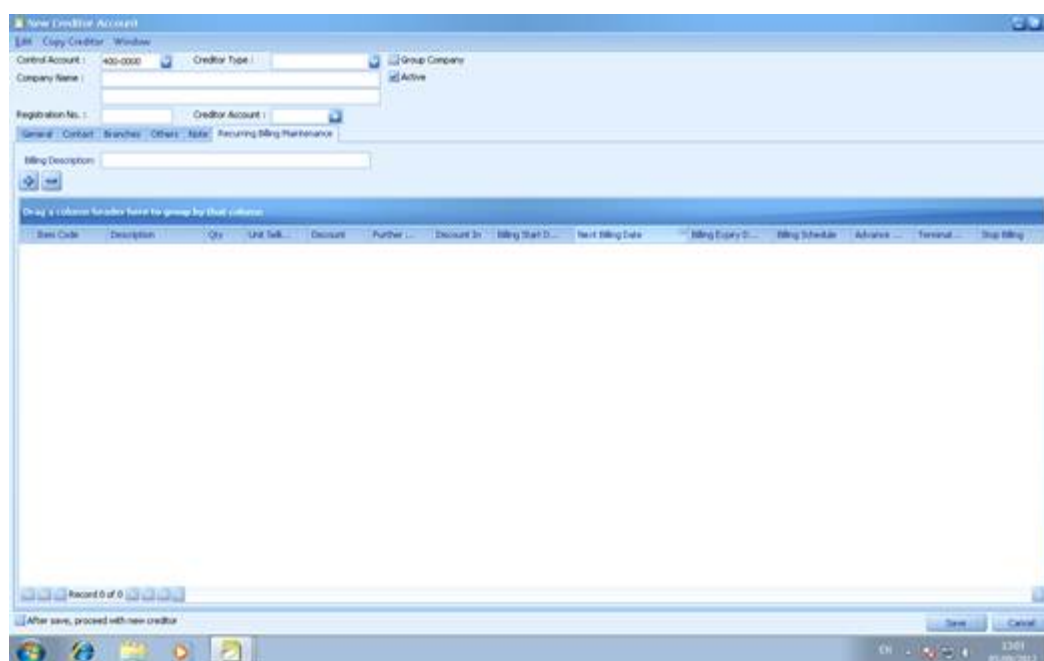
Creditor Maintenance





Navigation: New Help > Recurring 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  to view all item listing

Item Listing

Filter Option

Item Code:

Item Group:

*Note: Blank to load all data

Drag a column header here to group by that column

	Item Code	Item Group	Description
<input checked="" type="checkbox"/>	N95	PHONE	NOKIA N95
<input type="checkbox"/>	N73	PHONE	NOKIA N73
<input type="checkbox"/>	N8800	PHONE	NOKIA 8800
<input type="checkbox"/>	N50	PHONE	NOKIA E50
<input type="checkbox"/>	N70	PHONE	NOKIA N70
<input type="checkbox"/>	N80	PHONE	NOKIA N80
<input type="checkbox"/>	N93	PHONE	NOKIA N93
<input type="checkbox"/>	N91	PHONE	NOKIA N91
<input type="checkbox"/>	LG600	PHONE	LG KE600
<input type="checkbox"/>	LG800	PHONE	LG KE800
<input type="checkbox"/>	LG820	PHONE	LG KE820
<input type="checkbox"/>	LG200	PHONE	LG KG200

Record 1 of 52

Recurring Billing Maintenance

New Creditor Account

Control Account: 400-0000

Company Name:

Registration No.: Creditor Account:

General | Contact | Branches | Others | **Recurring Billing Maintenance**

Billing Description:

Drag a column header here to group by that column

Item Code	Description	Qty	Unit Sell	Discount	Further	Discount In	Billing Start D	Next Billing Date	Billing Expiry D	Billing Schedule	Advance	Terminal	Stop Billing
N95	NOKIA N95	1	2000.00	0.00	0.00	0.00	01/01/2012	01/01/2012	01/01/2012	Monthly			

Record 1 of 1

After save, proceed with new creditor

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

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

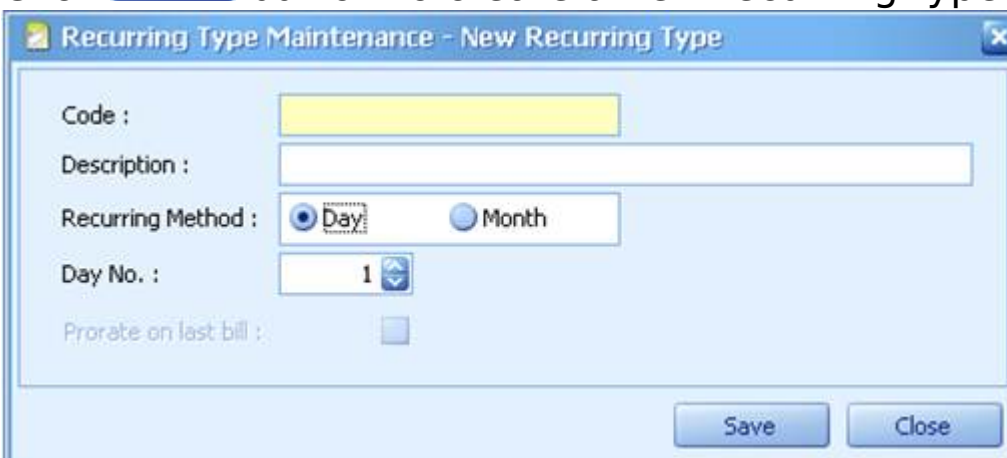


Recurring Type Maintenance

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



Click  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 Day or Month

If you select Day, 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 Month, 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

Example on the Prorate:-

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

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



Navigation: New Help > Recurring Billing >

Recurring

Sales Invoice Generator

This

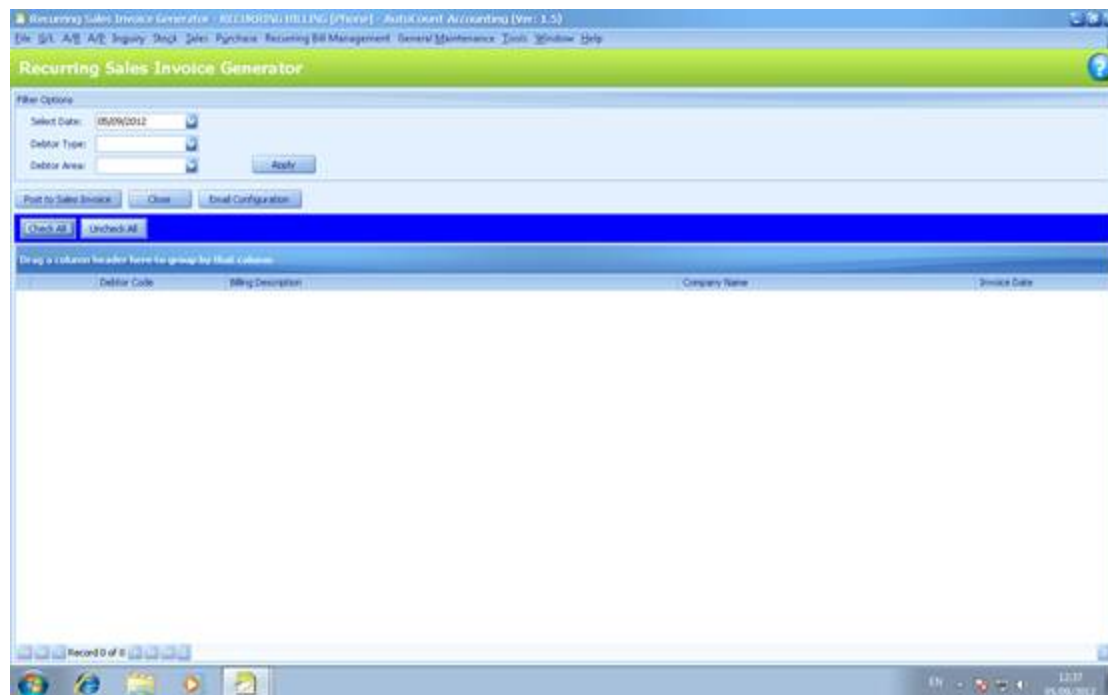
recurring billing's feature allowed system to do auto-routine job for the sales

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**

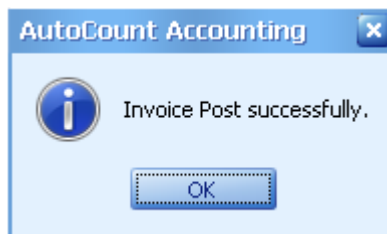
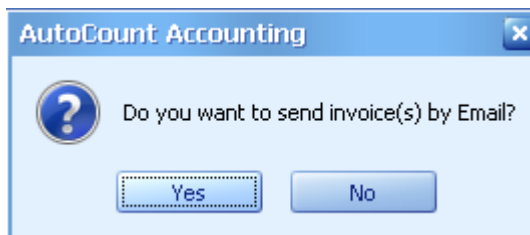
Once you

clicked button on above, another box will pop out to

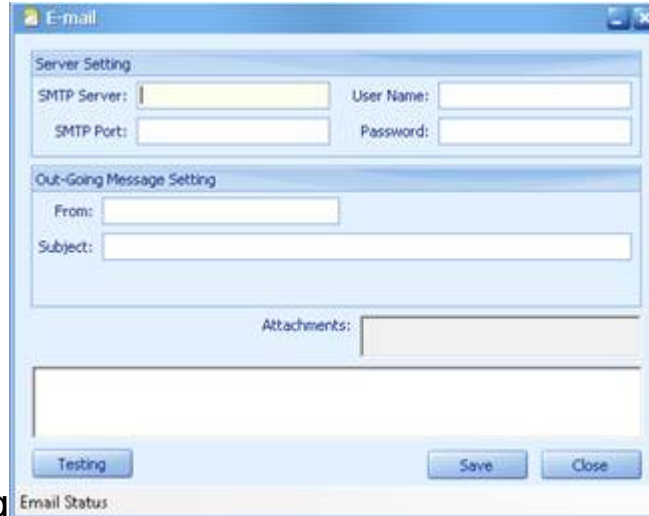
ask whether you want to send invoice (s) by email? Click again if you need this invoice to be send out

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



as below, key in your server setting and



The screenshot shows a window titled "E-mail" with the following sections:

- Server Setting:** Includes fields for SMTP Server, SMTP Port, User Name, and Password.
- Out-Going Message Setting:** Includes fields for From and Subject.
- Attachments:** A text area for specifying attachments.
- Buttons:** Testing, Save, and Close.
- Email Status:** A status bar at the bottom.

out-going message setting

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

Email Document Format

Copyright (c)



Recurring Purchase Invoice Generator

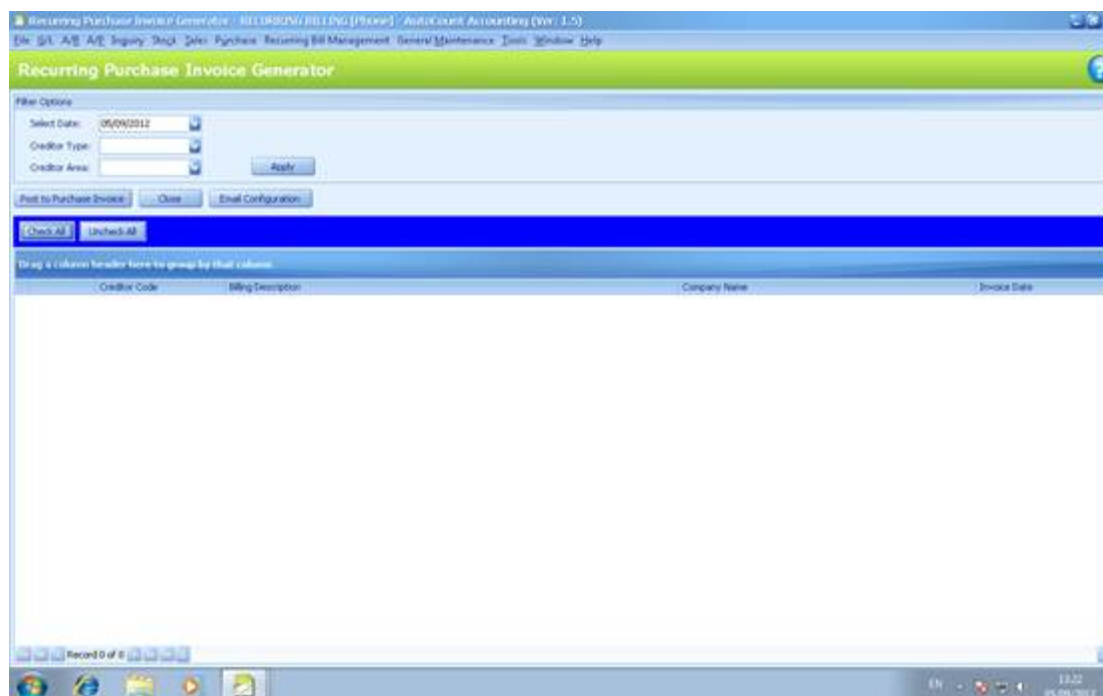


Navigation: New Help > Recurring Billing >

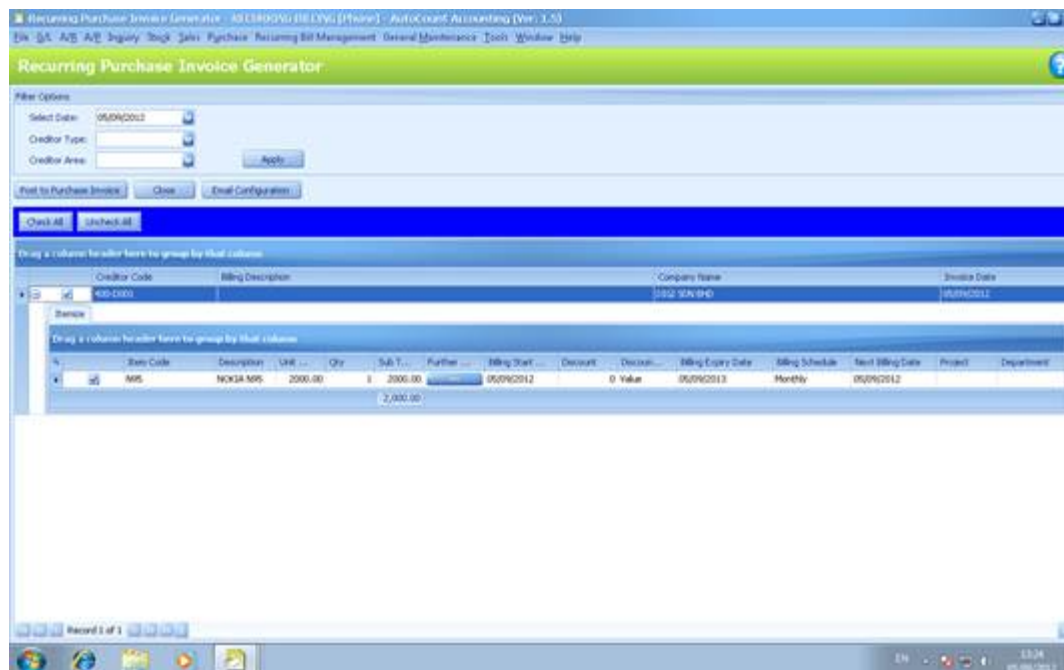
Recurring Purchase Invoice Generator

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



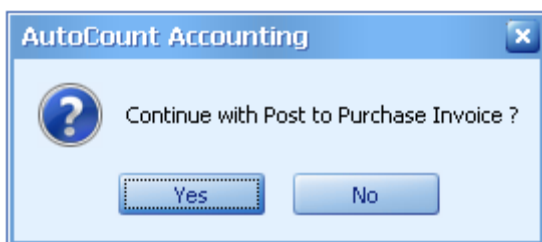
Creditor Code	Billing Description	Company Name	Invoice Date
400-0001		1002 TAN BHD	05/09/2012

Item Code	Description	Unit	Qty	Sub T	Further	Billing Start	Discount	Billing End Date	Billing Schedule	Next Billing Date	Product	Department
MPS	NOKIA MPS		2000.00	0	2000.00	05/09/2012	0 Value	05/09/2013	Monthly	05/09/2012		
						2,000.00						

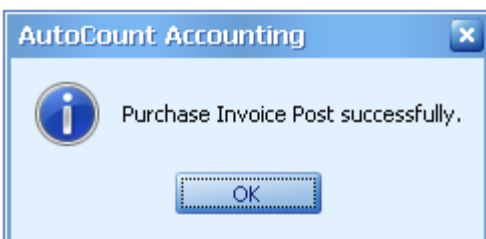
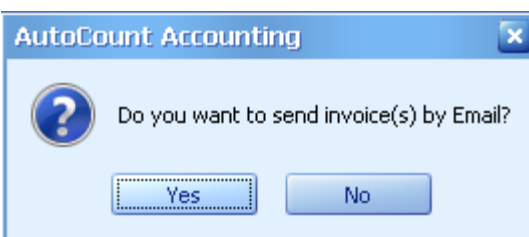
Click check button ☒ on the creditor code that wish to generate invoice

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

Click **Yes**

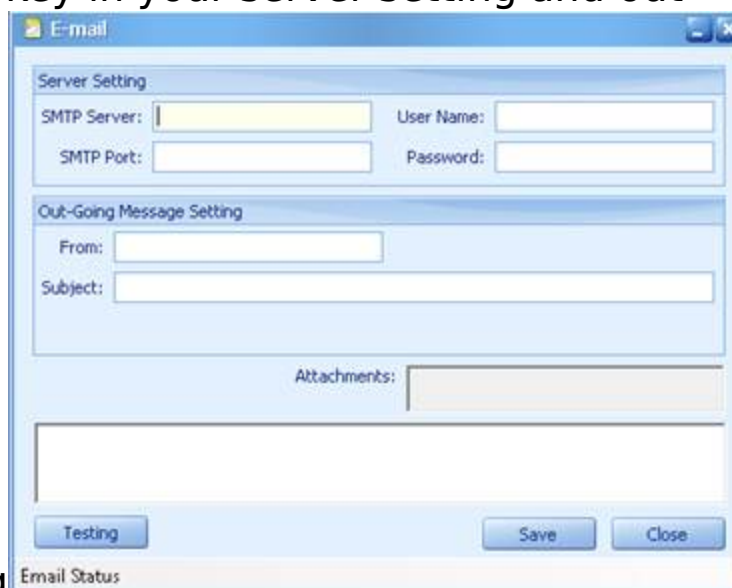


Once you clicked button on above, another box will pop out to ask whether you want to send invoice (s) by email? Click again if you need this invoice to be send out by email, but first of all, you will need to set-up your email configuration before allow system to send out your invoice by email



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**