Recurring Customer Invoices

Document Processing Overview

Recurring invoices are invoices that you enter once and then use many times. The system stores these invoices in a separate recurring batch per user, which you then copy to the normal invoice batch prior to updating them.

You use recurring batches for any type of regular billing. However, if you bill many or all of your customers the same values, such as is the case with maintenance billing, you should first investigate the Make One For All function, which lets you apply a single invoice to a group of customers.

> **Note This feature works via invoice batches. You cannot use this feature if you are updating in on-line mode as opposed to batch mode. You set this mode per user in the Invoice tab of the Customer Documents function.**

Recurring invoices do not reserve inventory quantities until you copy the recurring batch into the normal batch. At that time, the system allocates invoice numbers as well.

If you use recurring invoices over a considerable amount of time, you have the issue of ensuring that the selling prices are always up to date. The system has two automatic price-setting feature that can help you with this issue:

- You do not have to enter selling prices for recurring invoices. When the system copies the recurring invoices to the normal invoice batch, it will put the current selling price for the customer into each zero invoice line. 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, and use the current prices for the customer.

Another feature the system has is that you can use invoices that recur for periods other than monthly. You do this by setting the year field to 80. If you do this, the system only copies invoices if the month on the recurring invoice date is the same as the month in which you are copying. For example:

Invoice	Date	When it Copies
1	1 Jan 2006	Every month
2	1 Jan 1980	Only in January
3	1 July 1980	Only in July

If you create the same invoice details for the same customer in invoices 2 and 3 above, the system will generate two invoices each year, one in January and one in July. Similarly, for quarterly invoices, create four separate invoices.

To use recurring invoices

1. In the Document Type field, choose the recurring invoice option.
2. If you wish to restrict an invoice to copy only in a particular month, set the date to contain that month and set the year to 80.
3. 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.
4. When you wish to invoice the recurring invoices, click the Batch button and choose the Copy Recurring option. If this option is not available, then you are either using on-line updating or the recurring batch is empty.
5. The Copy Recurring Assistant window opens. For details about using Assistants, click here:

    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.

    `06 - 01/08/17 - 31/08/17 August`

    Please choose a date for the invoices.

    `31/08/17`

    Select the period in which you wish to process, and enter the date to appear on the invoices. Click the Next button to continue.
6. If you do not allow negative inventory quantities, the Allow Negative Quantities screen displays:

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.

If the system encounters insufficient inventory, it can do one of three things. Choose one of these:
- The system can roll back the copy as a whole, without creating any invoices. The system informs you which item went into negative quantities.
- The system can create the invoice batch but delete lines that would create negative quantities, and show you a list of these lines.
- The system can allow inventory quantities to become negative, and show you a list of inventory items that have negative quantities.

7. The Update Selling Prices screen displays:

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

If you wish to override all the prices in the recurring invoices with current prices, check the Update Selling Prices check box. The system will put the current selling price for the customer into each invoice line. This could be a customer price, a discount matrix price, or a standard price list price, whichever is applicable.

8. The Confirm Operation screen displays. Click the Process button to copy the invoices, or click the Cancel button to abort the operation without copying.
9. Once the operation completes, you can edit, print, and/or update the batch as normal.

Version Information Pastel Xpress does not support recurring customer invoices.

Setting up Document Processing

Document Types

Working with Document Headers and Footers

Linking Documents

Working with Document Lines

Document Printing

Document User Defined Fields

Using and Updating Document Batches

Make One for All Invoices