

Setting up and creating recurring vendor invoices

Goal: Set up recurring vendor invoices and create them.

In this quick lesson

Step 1: Set up recurring vendor invoices	2
Step 2: Create recurring vendor invoices	4
Step 3: Pay recurring vendor invoices	6

Recurring vendor invoices are invoices that you expect to pay on a regular basis, such as every month.

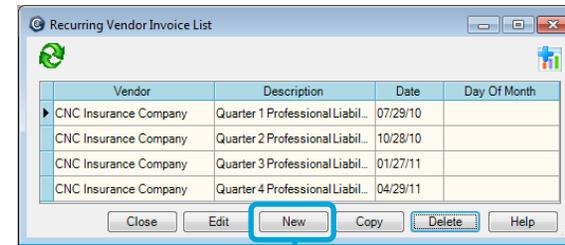
You set up recurring invoices so that you can then quickly create them for the month (or some other time period) and pay them. In this way, you avoid entering much of the same information repeatedly.



Step 1: Set up recurring vendor invoices

Follow these instructions for each recurring vendor invoice you want to set up.

1. Click **Company > Recurring > Vendor invoices**.
2. Click the **New** button.
3. Begin entering information for the recurring invoice you want to set up.



Use the Invoice Date field if you want to create the invoice for a time period other than monthly.

Set up a separate invoice for each time period. For example, you want an invoice to recur quarterly. You set up a separate invoice for each quarter. For the first invoice, in this field, you enter 01/01/2009. For the second invoice, you enter 04/01/2009, and so on for each quarter.

Enter the vendor name.

Enter the date every month when you want to create the invoice.

Enter the invoice number.

Increment Last increment: 0003

Amount		
950.00	8110 Re	
*		

To add an additional number to the end of each invoice number, select this check box.

You may want to set up the additional number to help you identify the month associated with each recurring invoice.

Ajera appends the invoice number with a 4-digit number, which it increments by 1 each time you create a successive invoice. If you were to leave the Last Increment field as 0000, Ajera would automatically append 0001 to the first invoice, 0002 to the second invoice, and so on.

In this example, the invoices will be numbered Rent-0004, Rent-0005, and so on.

Step 1: Set up recurring vendor invoices (continued)

- 4. Continue entering information for the recurring vendor invoice.

The screenshot shows a software window titled "Recurring Vendor Invoice - Monthly rent". The window contains several input fields and a table. Callout boxes provide instructions for each field:

- Effective from / through:** "If you want to start creating the invoices immediately for the indefinite future, leave these fields blank." (The screenshot shows 07/29/10 through 07/29/11).
- Bank account:** "Enter the bank account or credit card to use for the payment." (The screenshot shows Washington Mutual).
- Autopay:** "To automatically create this vendor invoice as paid (it then has no outstanding balance in Manage > Vendor Invoices), select this check box." (The screenshot shows the checkbox is checked).
- Amount:** "Enter the amount. For example, your monthly rent is \$950." (The screenshot shows 950.00).
- Account:** "Enter the financial account for the transaction." (The screenshot shows 8110 Rent).
- Department:** "For ajeraComplete or the Departments add-on only. If using departments, enter the department to charge the cost to." (The screenshot shows Admin).
- Save button:** "When finished, remember to save your work."

Additional callouts include:

- "Either enter the total amount of the invoice, or leave this field blank and Ajera enters it for you as you enter the invoice transactions in the table." (pointing to the Amount field).
- "In this way, you can skip the step of paying the invoice in Manage > Vendor Invoices or Manage > Vendor Payments." (pointing to the Autopay checkbox).

Amount	Account	Department	Allocated	Notes
950.00	8110 Rent	Admin	<input type="checkbox"/>	
*			<input type="checkbox"/>	

Step 2: Create recurring vendor invoices

In this step, you create the vendor invoice for the month. For example, you are ready to create the invoice for October, along with any other invoices you set up for the month.

1. Click **Manage > Recurring > Vendor Invoices**.

Click the month when you want to create invoices.

Select to create invoices for only a specific vendor, or click the All Vendors button to create invoices for all vendors.

After you select the vendors, Ajera displays all the recurring invoices you set up for the month.

Vendor	Invoice Number	Invoice Date	Description	Amount	Autopay	Bank Account	
+	Davis Properties	Rent-0004	10/01/10	Monthly rent	950.00	<input checked="" type="checkbox"/>	Washington Mutu...
+	CNC Insurance Company	QTR2	10/21/10	Quarter 2 Profess...	3,200.00	<input type="checkbox"/>	

2. To review or change distributions for an invoice, expand it by clicking the plus sign. To close it, simply click the minus sign.

If this were a charge with distribution amounts that changed monthly, you would change the amounts for this month's invoice here. For example, you may need to change the amounts for principal and interest on an invoice for a mortgage payment.

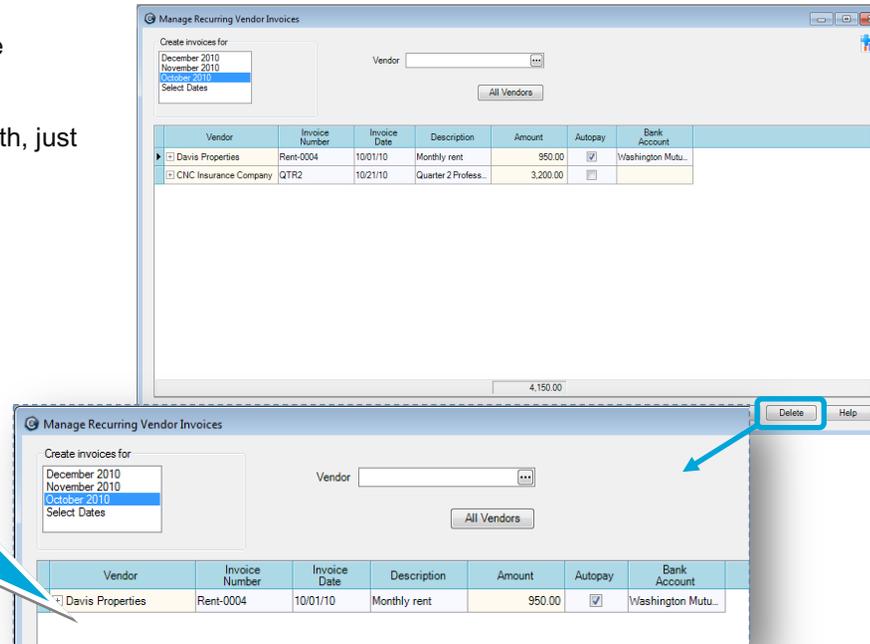
Vendor	Invoice Number	Invoice Date	Description	Amount	Autopay	Bank Account	
-	Davis Properties	Rent-0004	10/01/10	Monthly rent	950.00	<input checked="" type="checkbox"/>	Washington Mutu...
	+	Amount	Account	Department			
		950.00	8110 Rent	Admin			
	*						
+	CNC Insurance Company	QTR2	10/21/10	Quarter 2 Profess...	3,200.00	<input type="checkbox"/>	

Step 2: Create recurring vendor invoices (continued)

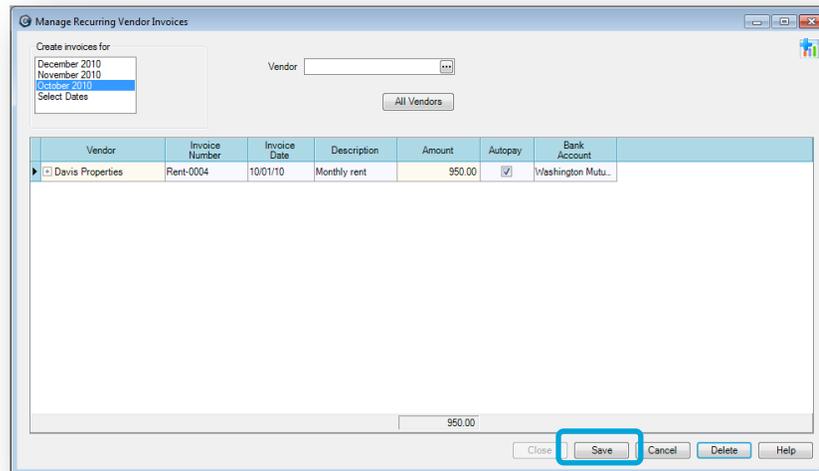
- If needed, you can also make any other one-time changes to the invoice.
- If you don't want to create an invoice for the month, just click it, and click the **Delete** button.

The invoice no longer appears in the list.

Remember, you did not delete the invoice from the setup in Company > Recurring > Vendor Invoices so it is still available to create. In the future, it will appear in this list.



- To create all the vendor invoices you see in the list, click **Save**.

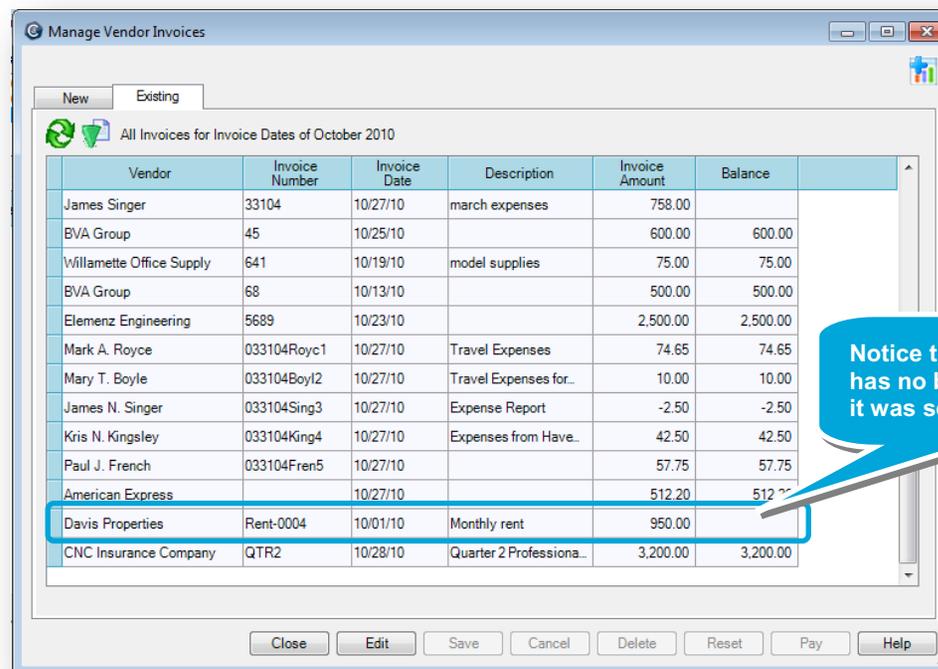


Step 3: Pay recurring vendor invoices

Ajera creates the invoices, and they now appear in Manage > Vendor Invoices > Existing tab, and in Manage > Vendor Payments, where you can edit and pay them as you would any vendor invoice.

Or, if you selected the **Autopay** check box when setting up the recurring invoice (Company > Recurring > Vendor Invoices), the invoice appears with no balance to indicate it is already paid. If you selected to autopay, the payment entry also appears on the bank register.

Here's a quick look at the invoice after selecting the **Manage > Vendor Invoices > Existing** tab.



Vendor	Invoice Number	Invoice Date	Description	Invoice Amount	Balance
James Singer	33104	10/27/10	march expenses	758.00	
BVA Group	45	10/25/10		600.00	600.00
Willamette Office Supply	641	10/19/10	model supplies	75.00	75.00
BVA Group	68	10/13/10		500.00	500.00
Elemenz Engineering	5689	10/23/10		2,500.00	2,500.00
Mark A. Royce	033104Royc1	10/27/10	Travel Expenses	74.65	74.65
Mary T. Boyle	033104Boyl2	10/27/10	Travel Expenses for..	10.00	10.00
James N. Singer	033104Sing3	10/27/10	Expense Report	-2.50	-2.50
Kris N. Kingsley	033104King4	10/27/10	Expenses from Have..	42.50	42.50
Paul J. French	033104Fren5	10/27/10		57.75	57.75
American Express		10/27/10		512.20	512.20
Davis Properties	Rent-0004	10/01/10	Monthly rent	950.00	
CNC Insurance Company	QTR2	10/28/10	Quarter 2 Professiona..	3,200.00	3,200.00

Summary

In this quick lesson, you learned how to streamline the way you handle invoices that you pay regularly.