

D. Generating Recurring Invoices

When you are ready to cut your payables check run, prior to running the Payment Selection you will do the following in order to generate your recurring invoices.

- a.** Enter **Dynamics SL**.
- b.** Select Module and Accounts Payable.
- c.** Select Generate Recurring.
- d.** Enter the payment date (i.e. 1st or 30th)
- e.** Review your Period to Post making sure it is the correct period.
- f.** Review the selected invoices as shown on the screen – clear any you do not want to post at this time.
- g.** Select Begin Processing.
- h.** Click OK when finished.

Once this process has been complete you can proceed with the Vendor Invoice Payment Procedures. Any recurring invoice that you have selected during this process should be in your Edit/Select Documents for Payment batch.

NOTE: Recurring invoices will still follow all other accounts payable procedures, such as required signatures and processing of invoices – this step will save in the entering of the invoice each month.