SHERKETYERP

Recurring payments and statutory configuration

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Recurring payments and recurring templates

A recurring template is a reusable settings record for recurrence and journal choices. A recurring payment is a dated record that applies those settings to a partner, amount, payment type, and date range.

Configure recurring payment records and recurring templates.

Prepare a reusable recurrence, create the payment record that uses it, or turn an eligible recurring entry into a payment. Statutory destinations are covered in Electronic invoicing and local reporting.

If you need to…	Go to
Prepare the recurrence settings	Prepare and confirm a recurring template
Create the dated recurring record	Create and complete a recurring payment
Work through generated entries	Review recurring entries and create payments
Continue with payment work	Payments and follow-ups
Work with statutory destinations	Electronic invoicing and local reporting
Resolve a validation message	When a recurring payment action fails

Before you start

Prerequisites

- You have Accounting user or Accounting manager access.

- A recurring template exists in the `done` state before you select it for a recurring payment.
- You have the partner, amount, payment type, journal, start date, end date, recurrence period,
recurrence interval, and journal-generation choice for the payment.
- You have the name, journal, recurrence period, recurrence interval, journal-generation choice,
company, and description for a template.

The recurring template starts with a recurrence interval of `1`, journal generation in `draft`,
and the current company. The recurring payment requires a partner, journal, payment type, start
date, end date, template, recurrence interval, and journal-generation value.

These prerequisites lead into the lists where you prepare the template and then create the dated
payment.

Find a recurring payment or template

Recurring payments and templates are Accounting configuration records. Use the corresponding list
to open an existing record or start a new record.

Steps

1. Open the Accounting area.
2. Open the **Recurring Payment** menu.
3. Choose the list that matches your task.

If you need to…	Choose
Open or create a payment record	**Recurring Payment**
Open or create the reusable settings record	**Recurring Template**

4. Choose how to continue.

If you need to…	Action
Review a saved record	Open an existing row.
Enter a new record	Start a new record.

Result: The selected recurring-payment or recurring-template list is open, ready for you to
open an existing record or begin a new one.

Understand the recurring payment and template screens

The screen separates template settings, payment details, and the recurring entries area.

Recurring template fields

Field	What it controls
Template name	Identifies the reusable template.
Journal choice	Selects the journal used by the recurrence.
Recurrence period	Selects the unit used for each recurrence.
Recurrence interval	Sets the number of selected periods between entries.
Journal-generation choice	Sets how the journal is generated.
Company choice	Sets the company for the template.
Description text	Stores explanatory text for the template.
Status value	Shows whether the template is in `draft` or `done`.

The template list shows record name, journal, and status columns.

> **Note:** A bank or cash journal is the permitted journal choice for recurring payments and
> their entries.

Recurring payment fields

Field	What it controls
Completed template choice	Selects the template whose recurrence settings apply.
Partner choice	Identifies the party connected to the payment.
Payment-type choice	Sets the payment direction.
Amount value	Sets the amount for each entry.
Journal choice	Selects a bank or cash journal.

Field	What it controls
Start-date value	Sets the first date in the range.
End-date value	Sets the end of the range.
Recurrence period value	Shows the selected template's period.
Recurrence interval value	Shows the selected template's interval.
Journal-generation value	Shows the selected template's journal-generation choice.
Description text	Stores explanatory text for the payment.
Status value	Shows whether the payment is in `draft` or `done`.

The payment list shows record name, partner, journal, and status columns. The payment form also
contains a recurring entries area. Each entry carries a date, amount, journal, currency for users in the
multi-company group, and status. A bank or cash journal is the permitted journal choice in the
payment and entry forms.

Prepare the timing and journal setup before entering the recurring payment details.

Prepare and confirm a recurring template

Prepare the timing and journal setup before creating the dated payment record.

Prerequisites

- You have Accounting user or Accounting manager access.
- You know the journal, recurrence period, recurrence interval, journal-generation choice, and
  company for the template.

Steps

1. Open the **Recurring Template** list.
2. Start a new template.
3. Enter the template name.
4. Select the journal.
5. Select the recurrence period.
6. Enter the recurrence interval.

7. Select the journal-generation choice.
8. Select the company.
9. Enter a description.
10. Select **Confirm** while the template is in `draft` state.

The **Confirm** action changes the template to `done`. The **Set To Draft** action is shown after
the template reaches `done`, so use it when you need to return the template to `draft` before
changing its setup.

Result: The recurring template is in `done` state and can be selected for a recurring payment.

Create and complete a recurring payment

Use the prepared template to create dated entries for a partner and amount.

Prerequisites

- A recurring template is in `done` state.
- You have the partner, payment type, amount, journal, start date, end date, and recurrence details.

Steps

1. Open the **Recurring Payment** list.
2. Start a new payment record.
3. Select the completed recurring template.
4. Select the partner.
5. Select the payment type.

If the payment is for…	Select
Money leaving the company	The outbound payment option.
Money entering the company	The inbound payment option.

6. Enter an amount greater than zero.
7. Select a bank or cash journal.
8. Enter the start date.

9. Enter the end date.
10. Review the recurrence period, recurrence interval, and journal-generation choice inherited from
the template.
11. Select **Done** while the payment is in `draft` state.

The **Done** action then sets the recurring payment to `done`.

After the payment reaches `done`, **Set To Draft** is shown. Returning it to `draft` removes its
unfinished entries unless one of its entries is already `done`.

Result: The recurring payment is in `done` state and its recurring entries area is available.

Review recurring entries and create payments

A recurring entry is one dated amount generated from a recurring payment. Use the entry action
when the entry is eligible for payment creation.

Prerequisites

- The recurring payment has generated entries.
- The entry you are working on is not in `done` state.

Steps

1. Open the **Recurring Payment** record.
2. Open the recurring entries area.
3. Review the entry date, amount, journal, currency when shown, and status.
4. Select **Create Payment** on an entry whose status is not `done`.

Result: The entry action has been selected for the eligible recurring entry.

If an action produces one of the listed messages, follow the matching correction below.

When a recurring payment action fails

Use the message on screen to correct the value or choose an action that matches the record's status.

Message	Meaning	What to do
`Amount Must Be Non-Zero Positive Number`	The amount is zero or negative.	Enter an amount greater than zero.
`You cannot Set to Draft as one of the line is already in done state`	At least one recurring entry is already complete.	Keep the recurring payment complete instead of returning it to `draft`.
`Cannot delete done records !`	The recurring payment is complete.	Keep the completed record, or use an unfinished record for correction.

Know what is next

For payment work, continue in Payments and follow-ups.
For statutory destinations, continue in Electronic invoicing and local reporting.

Result: You know whether to continue with payment work or move to the electronic-invoicing
reference page for statutory destinations.