

Recurring Invoices

Please note: You cannot set up a recurring date prior to the current date

Example: If today's date is 09/02/2012 You cannot set your invoice to recur before, or on, this date.

First go to Sales and Invoices and select the invoice you want to set to recur.

Customer: Test

Invoice No: 23 Currency: Euro

Note:

Sequence No:

Details

Add New Line

Item	Description	Nominal	Margin %	VAT rate	Quantity	Price	Net	VAT	Job	Gross
Service	Test Job 99999	Sales	50	Zero	1	100.00	100.00	0.00	Text Republic	100.00
Subtotal:										100.00
VAT total:										0.00
Profit Margin:										50.00%
Total:										100.00
Amount due:										€100.00

Duplicate Preview Send Email History Credit Note

OK Cancel

At the top of the screen you will see you have a "Recurring" tab, select this option.

invoice recurringsale

Recurring: - Recurring

Recurring frequency: Monthly

Recurring Start Date: 01/10/2011

Recurring End Date: 31/10/2012

OK Cancel

Click the "Recurring" box and then select your start and finish date and select the frequency of the invoice. Now click the OK button.