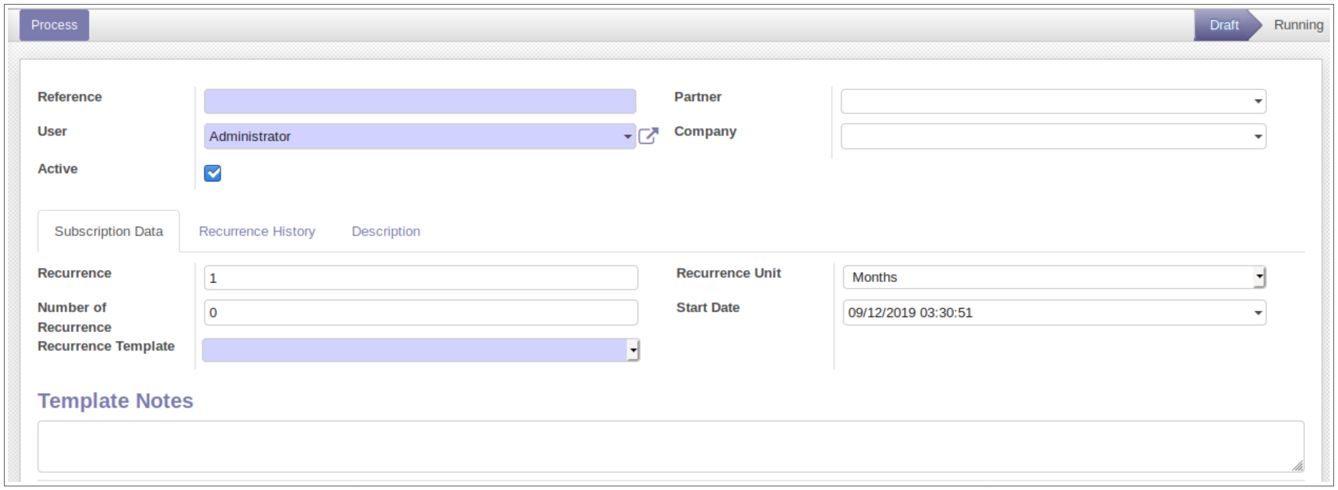
Recurring Transactions

To activate recurring transactions menu:

Activate technical feature (Developer mode) > Accounting > Advisor > Recurring Transactions > Create.



(1) Recurrence or frequency of recurrence, the value should integer number, for example if you want to set monthly transaction:

```
Recurrence => 1                    Recurrence Unit => Months
```

(2) Number of recurrence: how many transactions will be generated, for example if you set:

```
Recurrence => 1                Recurrence Unit => Months
Number of recurrence => 4          Start Date => 01/01/2017

The system will generate a monthly transaction starting from 01/01/2017
until 01/04/2017, so the number of generated transactions are 4.
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(3) Recurrence Template, go ahead and select recurring journal entries then a new drop-down list with your previous journal entries (Posted and Unposted)

(4) Recurring Unit, you can select Days, Weeks, Months.

(5) Start Date, when do you want to start the first transaction, please make sure you set future date.

(6) Process or Save, if you want to start the recurring, go ahead and click Process, if you want to review later then hit save.

Note: Remember these are not bills, invoices or expenses, these are all journal entries.