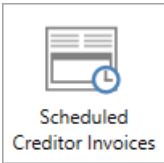


# Scheduled Creditor Invoices

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The instructions in this article relate to **Scheduled Creditor Invoices**. The menu option is available as part of **New Creditor Invoices** and is accessible from the desktop when **New Creditor Invoices** has been activated.

**Scheduled Creditor Invoices** provides a way to create creditor invoices for recurring or future transactions and schedule them for manual or automatic posting.

This helps reduce manual entry and provides greater control, visibility, and centralised management of ongoing creditor invoices.

Scheduled creditor invoices can be created, edited, viewed, processed, and printed. They can be processed manually from the **Scheduled Creditor Invoices** screen or automatically by the overnight scheduler when the scheduled date is due.

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## Set up a Scheduled Creditor Invoice

1. Search or select **Scheduled Creditor Invoices**.
2. The *Scheduled Creditor Invoices* screen will open in search view. Click *Add*.
3. On the *Scheduled Creditor Invoice* screen, select the creditor.
4. If compliance is enabled, creditors that are not valid cannot be selected, and scheduled invoices will not generate until compliance has been verified.
5. Enter the *Invoice Number* (25 characters) and *EFT Reference*, if required. These fields are optional.
6. Enter a *Description* (50 characters) for the scheduled creditor invoice. This field is mandatory and is displayed in the search results only. It does not appear on the invoice. This can also be set for *Hold - Do Not Process*.
7. Select whether the schedule is *Once Only* or *Repeating*.
8. If *Repeating* is selected, enter both a *From date* and an *Until date* and the schedule that is to be repeated.
9. If required, *Select* and attach a document to the scheduled invoice.  
If a document is attached to a scheduled invoice, it cannot be attached to any other creditor invoice going forward.
10. Complete the remaining creditor invoice details, including *Account*, *Amount*, and *Details*.
11. Click *Save*.



## Edit Scheduled Creditor Invoice

If an edit is required to an existing scheduled creditor invoice, the following steps will adjust the remaining schedule with the noted fields available for editing.

1. Search or select Scheduled Creditor Invoice.
2. Using the fields of restriction, locate the scheduled creditor record. Click *Edit*. The fields available for editing include:
  - *Invoice Number* (25 characters) and *EFT Reference*, if required. These fields are optional.
  - *Description* (50 characters) for the scheduled creditor invoice. This field is mandatory and is displayed in the search results only. It does not appear on the invoice. This can also be set for *Hold - Do Not Process*
  - Adjustment to the remaining schedule and frequency.
  - Account, Amount, Details, More Info, OK to Pay flag and Bill to Owner.
3. Once the required field has been edited, click *Save* to update the remaining scheduled creditor invoices.

## View Logs

The **View Logs** option is available to review actions that occur when scheduled invoices are processed and will be available using the SchedCrInv category. This log can be exported to Excel using *Export*.

1. Scheduled Creditor Invoice creation records
2. Scheduled Creditor Invoice generation records
3. Scheduled Creditor Invoice update records
4. Errors that prevent scheduled invoice generation

## DocMax Integration

Additional options are available in **DocMax Document Properties** for scheduled creditor invoices.

- When adding a new invoice in **DocMax**, a new option is available to create a scheduled creditor invoice.
- When **Create Scheduled Invoices** is selected, the **Scheduled Creditor Invoice** module opens so creditor details can be entered and the schedule can be configured.
- A **Scheduled Invoice** option is also available for documents that have already been added.
- When **Scheduled Invoice** is selected, the **Scheduled Creditor Invoice** screen opens so invoice details can be viewed and updated.

## Security

A new security permission is available for **Scheduled Creditor Invoices**, with options to **Allow**, **Deny**, or inherit permissions for the module.

If a user is not granted permission, access will be denied. By default, users will have access if **iNew Creditor Invoices** is being used.

## Transferred Buildings with Active Schedules

If a building is transferred from another company and has active scheduled creditor invoices at the time of transfer, those schedules will automatically be placed on hold.

They will remain visible in **Scheduled Creditor Invoices** so they can be reviewed and accepted as required.

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