AP 07: Process a recurring invoice
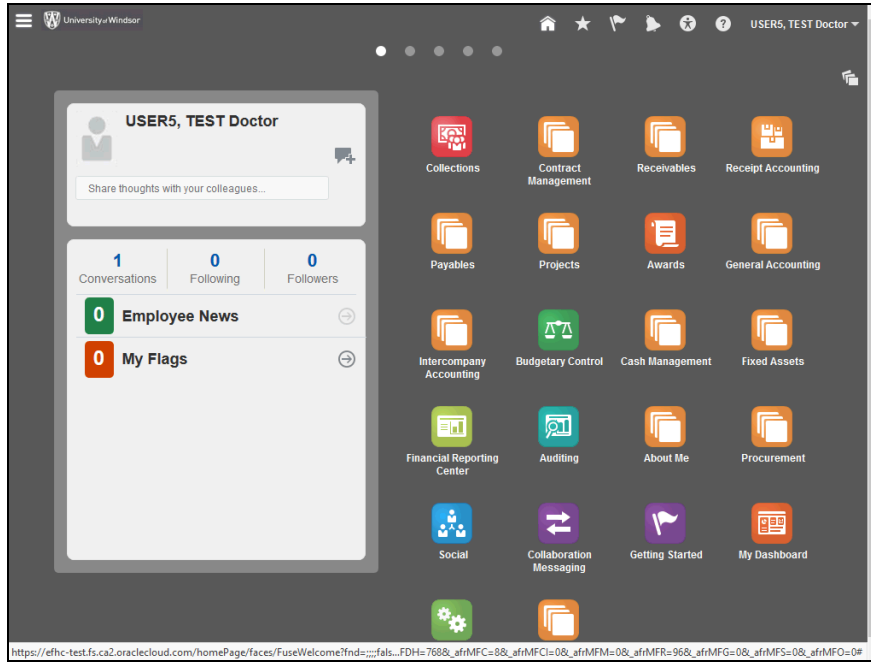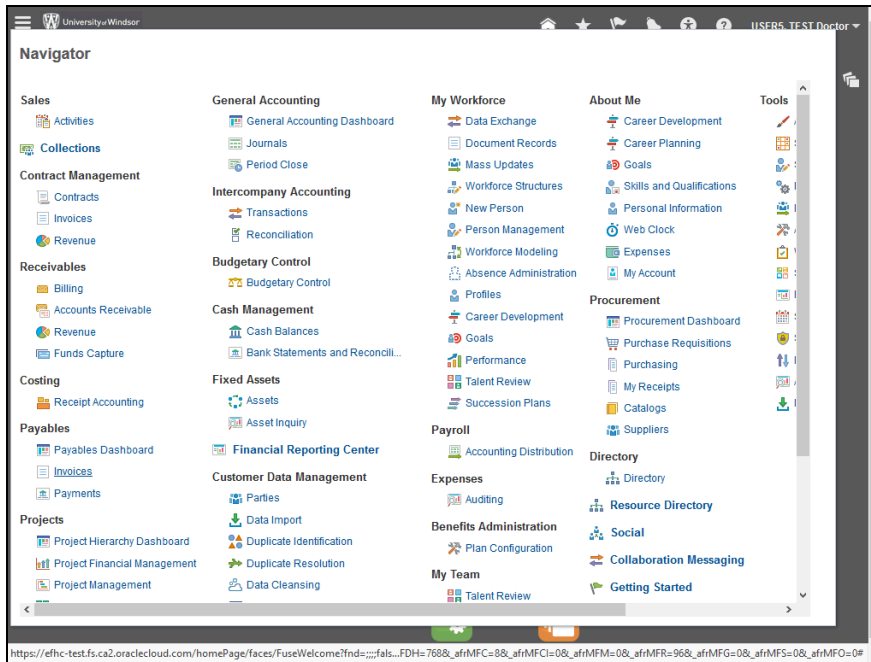**Created on 2/22/2018**

AP 07: Process a recurring invoice

Procedure

This User Guide outlines the steps required to process a recurring invoice.

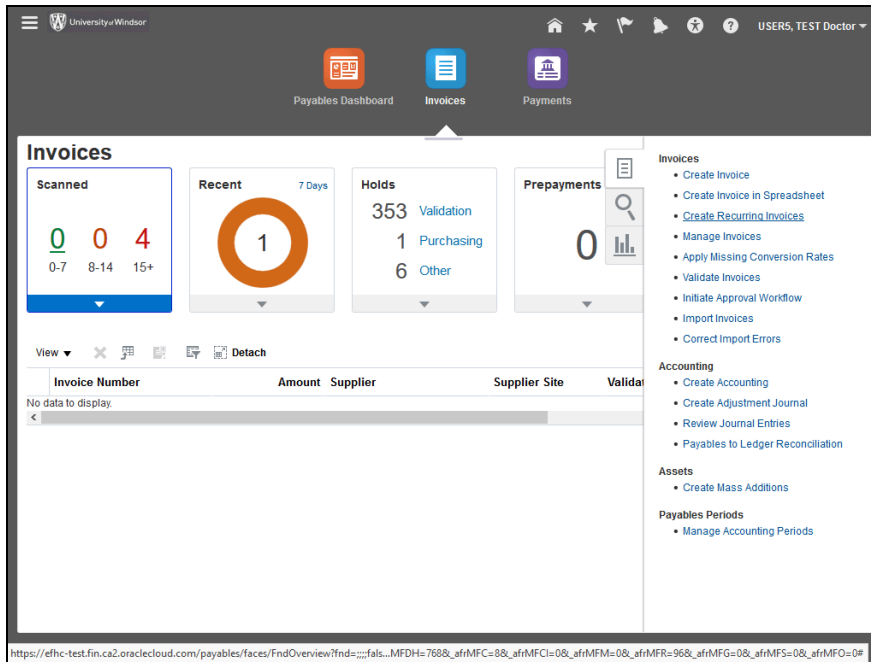| Step	Action
1.	Click the **Navigator** button.

Step	Action
2.	Click the **Invoices** link. Invoices
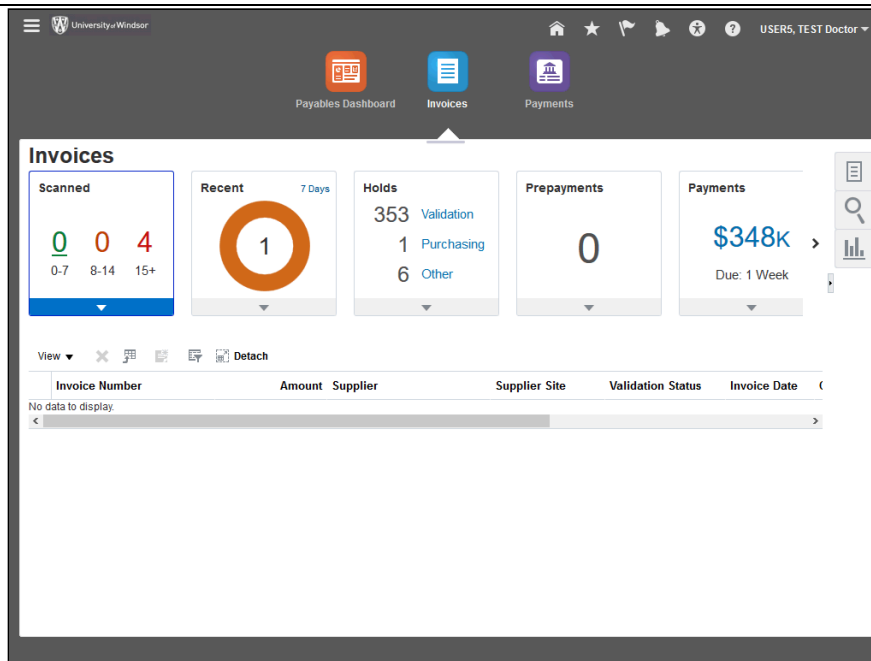
Step	Action
3.	Click the **Tasks** button. ☰

Step	Action
4.	Click the **Create Recurring Invoices** link. Create Recurring Invoices
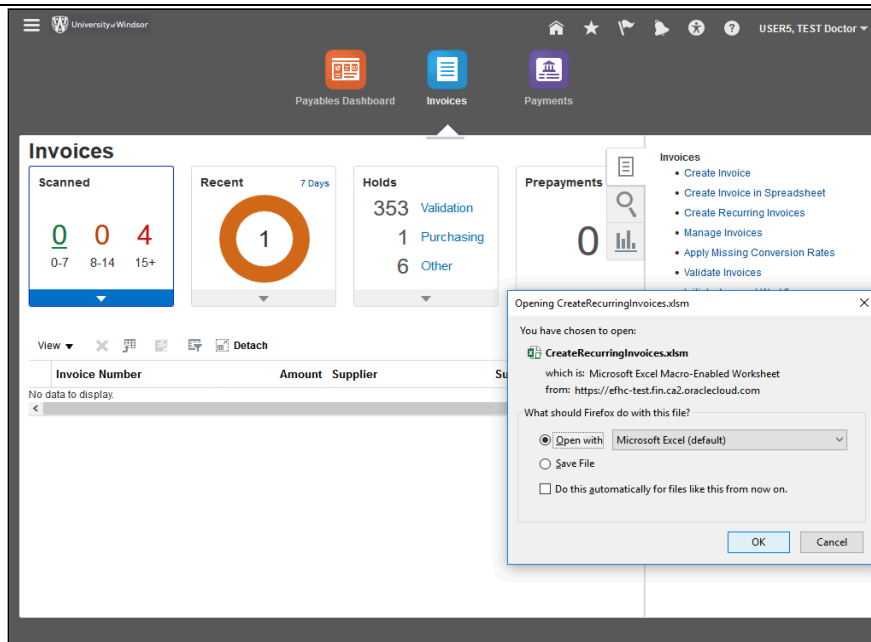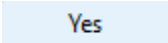
Step	Action
5.	Review the information. Click the **OK** button. OK
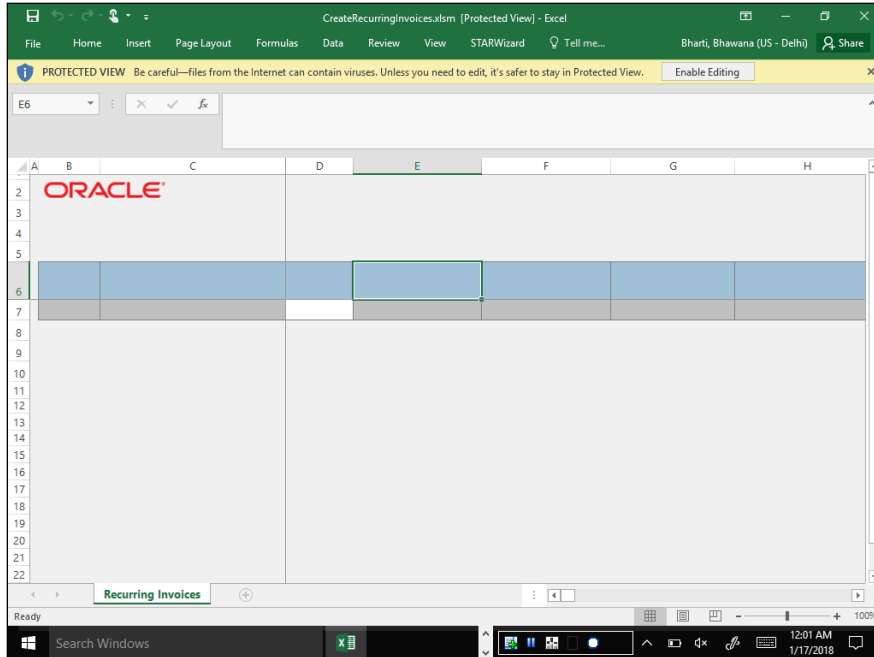
Step	Action
6.	Click the **Enable Editing** button.
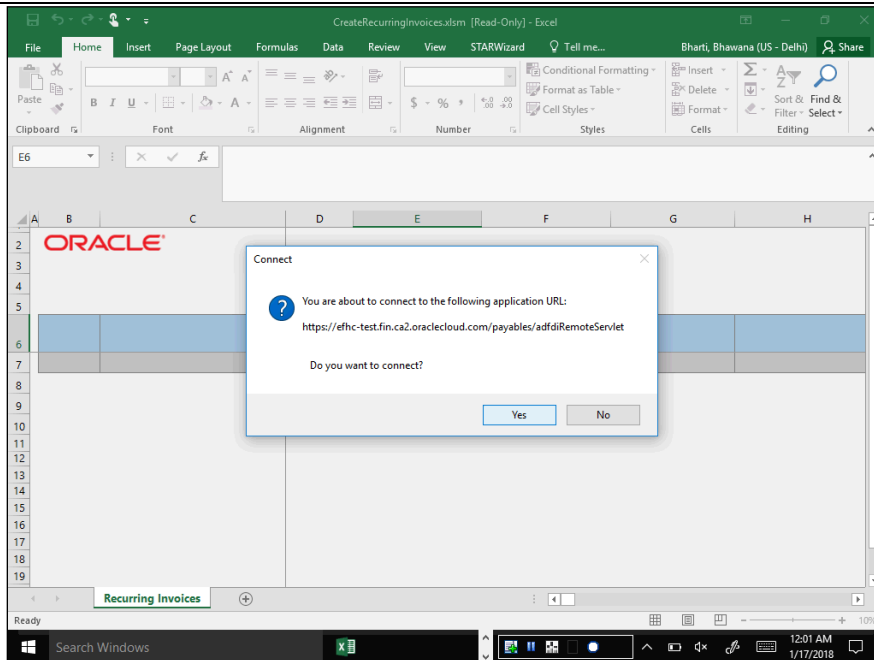
Step	Action
7.	Review the information. Click the **Yes** button.
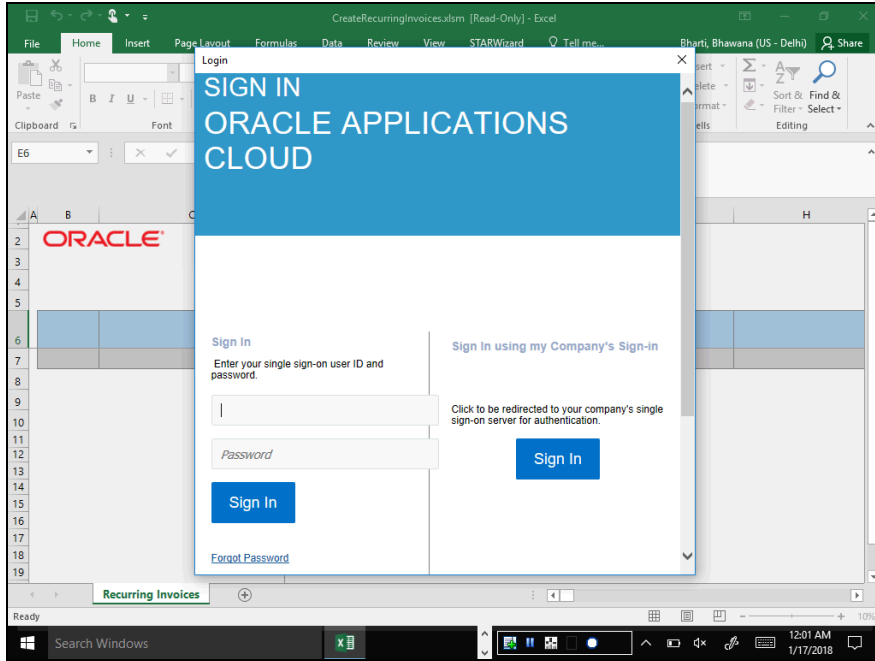
Step	Action
8.	Enter the required **User ID** and **Password.**
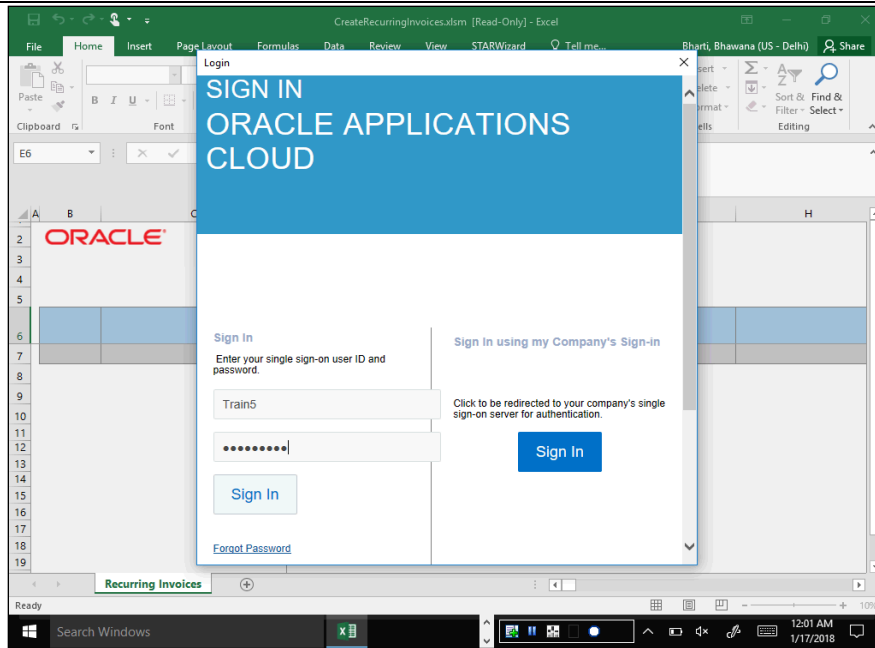
Step	Action
9.	Click the **Sign In** button.

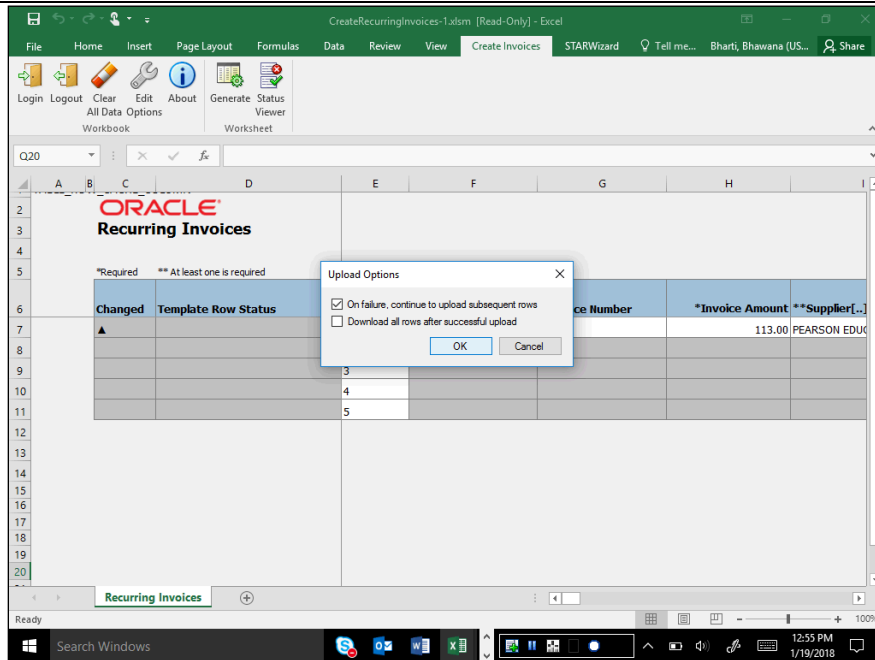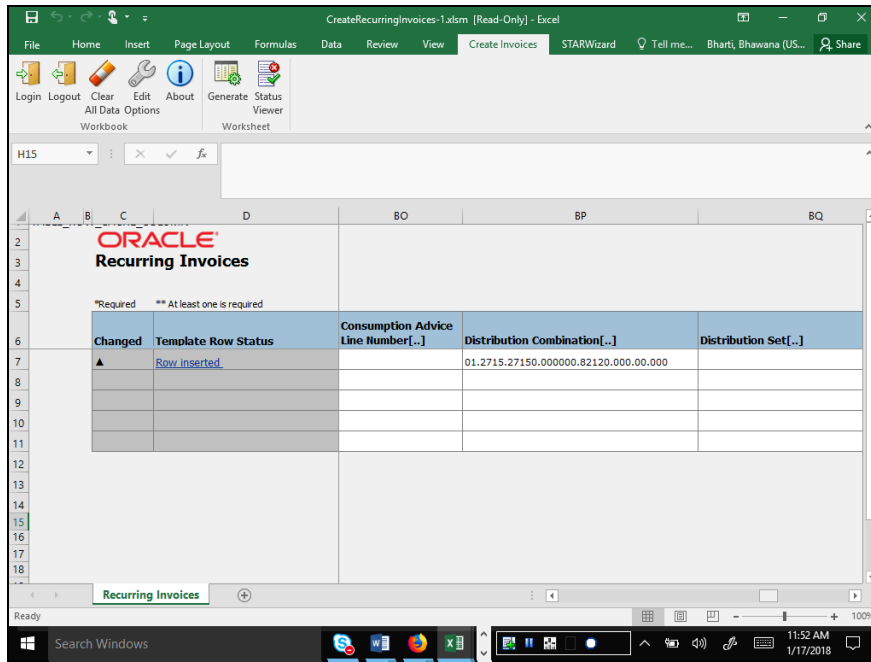| Step	Action
10.	Enter the required information in the following cells: **- Business Unit** **- Invoice Number** **- Invoice Amount** **- Supplier[..]** **- Supplier Number (auto-populated post entering the supplier)** **- Supplier Site[..]** **- Invoice Currency** **- Calendar Name[..]** **- From Period[..]** **- To Period[..]** **- Amount** **- Distribution Combination[..]**
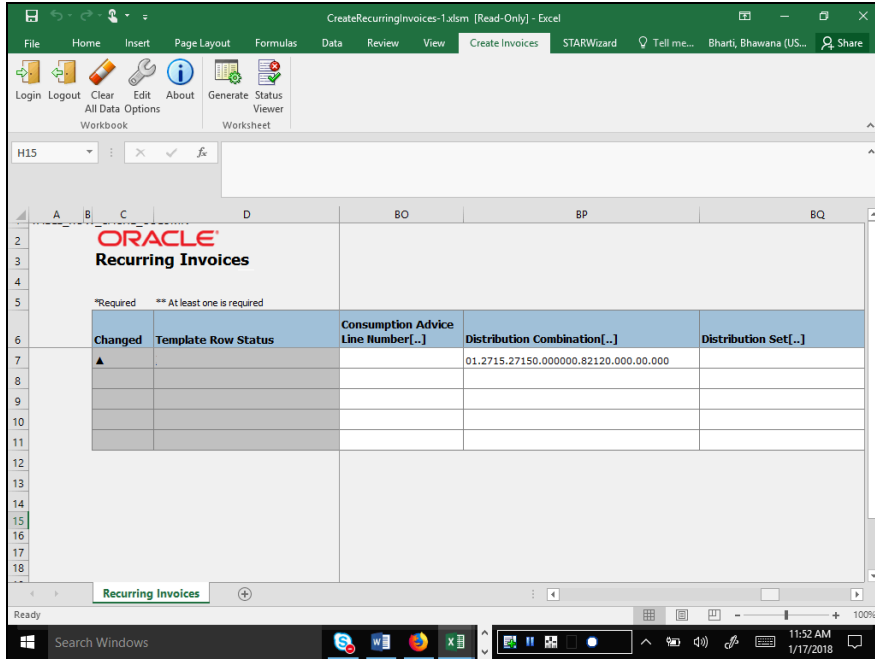
Step	Action
11.	Click the **Generate** button.

Step	Action
12.	Review the information. Click the **OK** button.
	OK

Step	Action
13.	Review the status. Click the **Close** button.
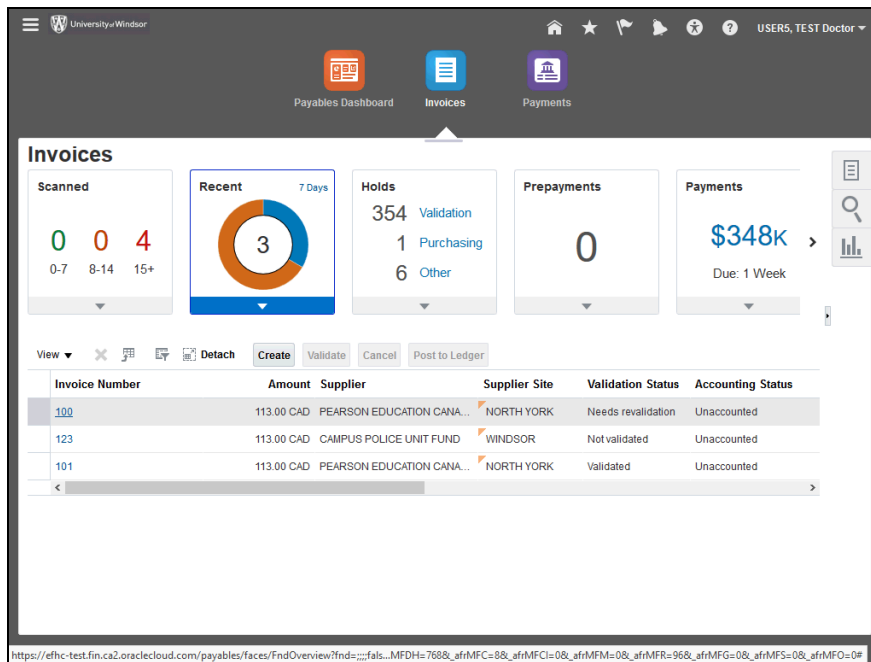
Step	Action
14.	Click the appropriate **Invoice Number**.
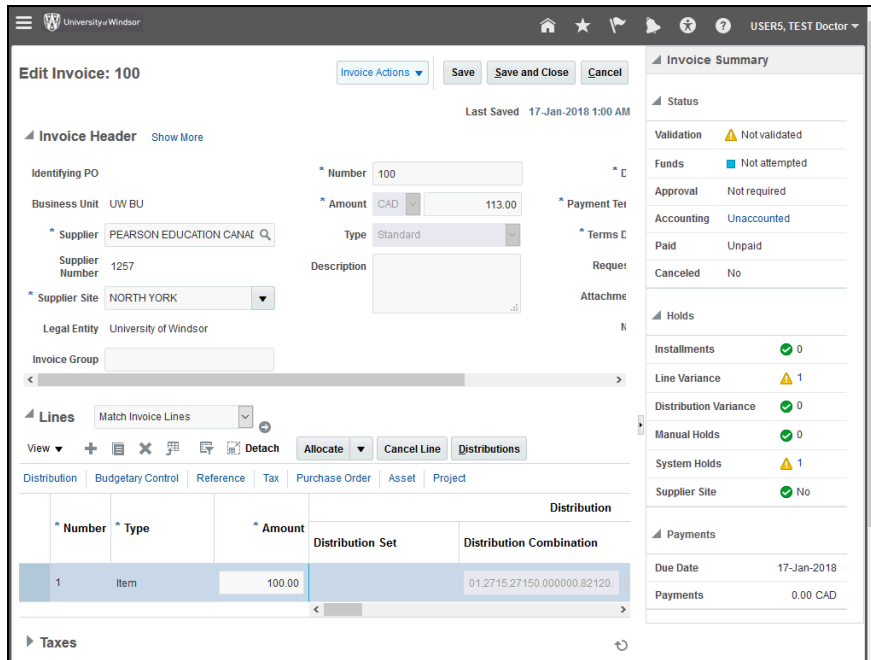
Step	Action
15.	Click the **Invoice Actions** drop-down button. ▼
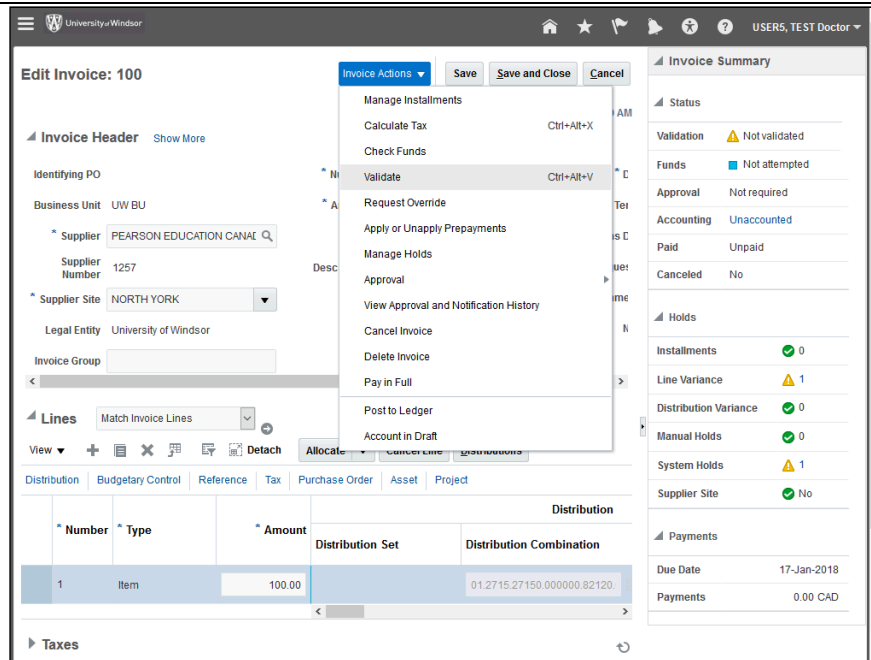
Step	Action
16.	Select the **Validate** option from the drop-down list.

Step	Action
17.	**End of Procedure.**