

Module : Recurring Invoice

[1.0]

Faradyana Azman

[03/11/2021]



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

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REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Faradyana Azman	05/11/2021	

Amendment Record



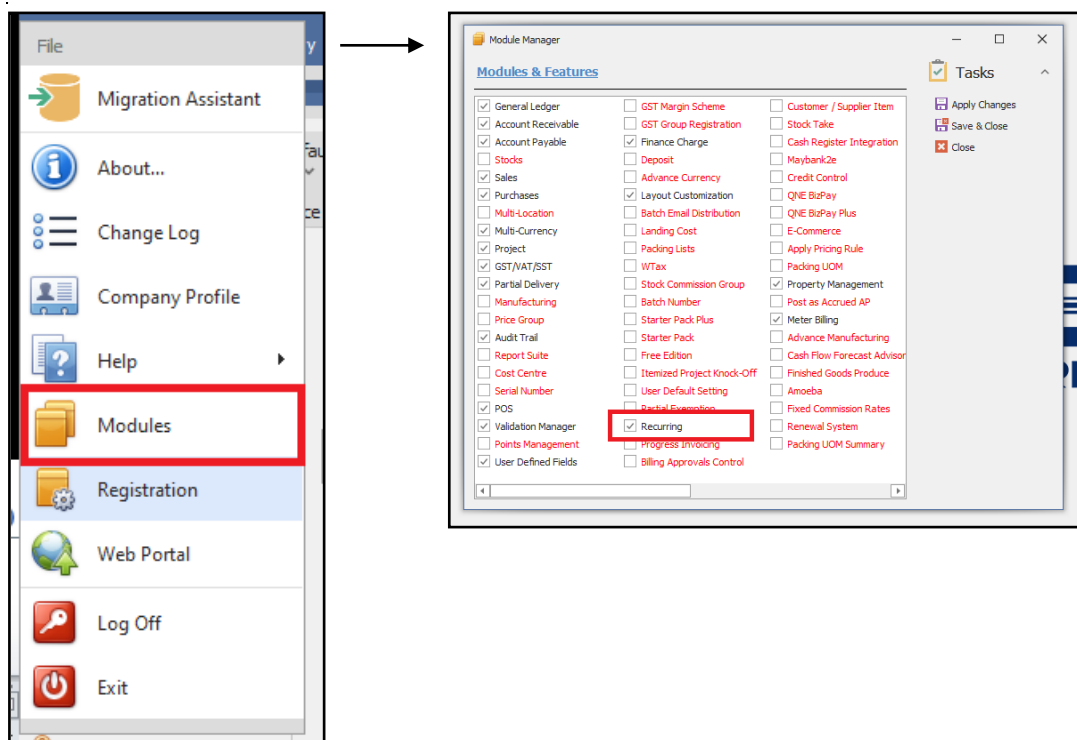
SCENARIO

ENABLING RECURRING MODULE

File – Module Selection

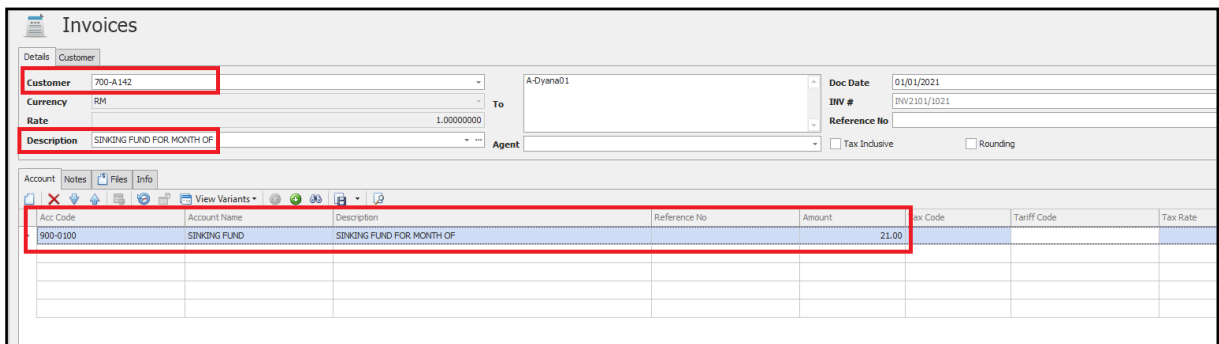
- 1) Tick 'Recurring'
- 2) Click 'Apply' button.

Remark : This module is an additional module



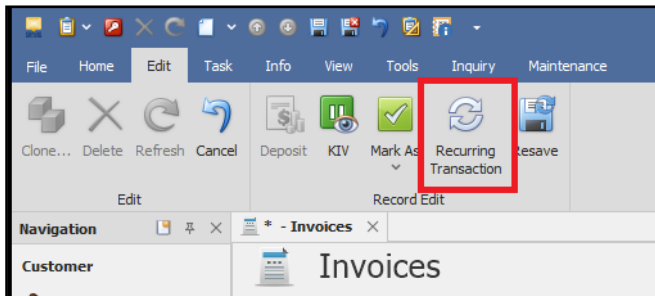
CREATE RECURRING TEMPLATE

- 1) Go to Customer → Invoice Entries
- 2) Select Debtor
- 3) Key-in description: no need to key-in the MONTH, system with auto generate
For example, key-in “SINKING FUND FOR MONTH OF”, system will auto display the MONTH and Year of generated recurring date
- 4) select GL code, update the description and Amount

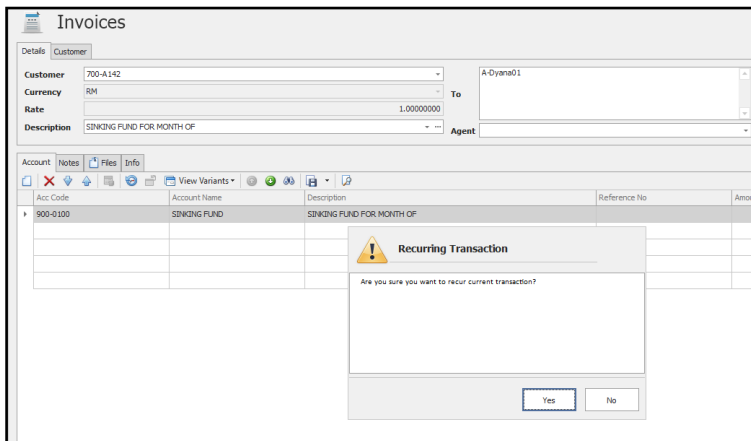



Acc. Code	Account Name	Description	Reference No	Amount	Tax Code	Tariff Code	Tax Rate
900-0100	SINKING FUND	SINKING FUND FOR MONTH OF		21.00			

- 5) Note: Do not save this invoice, go to EDIT → Recurring Transaction

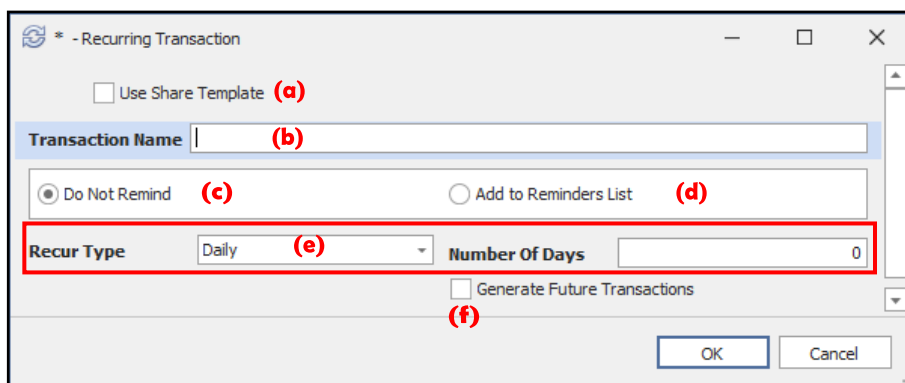


- 6) Click YES to recur the transaction



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7) On the following screen, Configure Recurring Template



a) Use Share Template : Tick this option if this template apply more than 1 customer, else it will consider as Fixed Template which apply for only 1 customer (Refer to page 11 for sample)

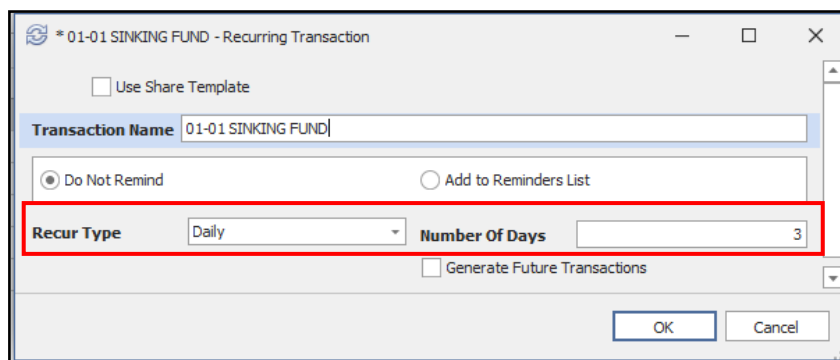
b) Transaction name : Keyin name for this template as reference purpose

c) Do Not Remind – System will not prompt any notification when user login.

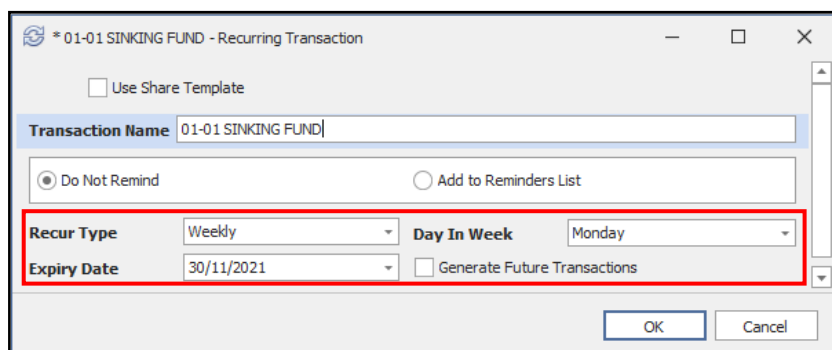
d) Add to Reminder List – System will prompt notification on right bottom when user login.

e) Recur Type :

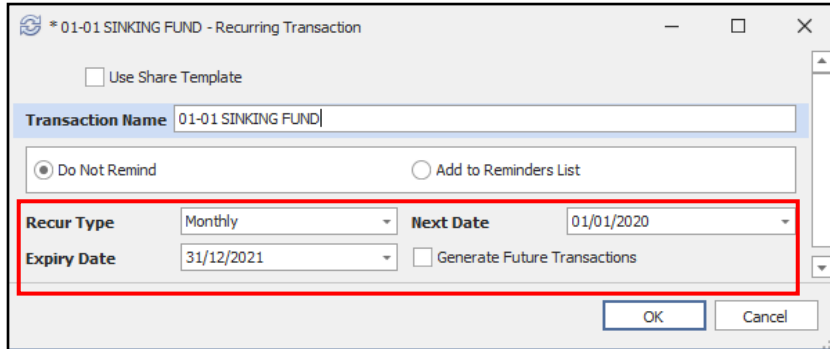
- Daily – Recur the transaction daily base on number of day updated
Example number of days = 3, system will allow to recur the template for 3 times



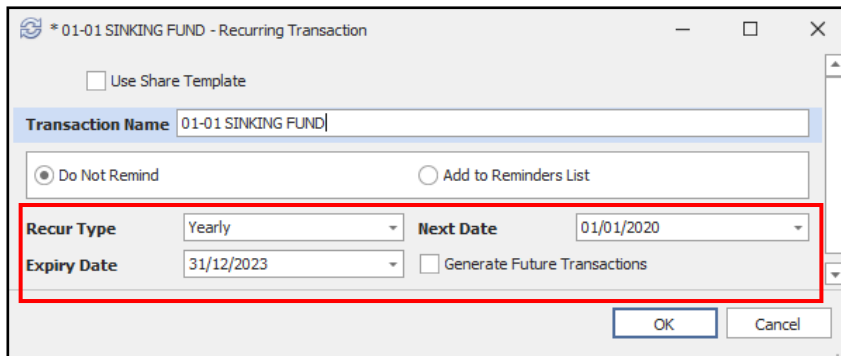
- Weekly – Recurr the transaction by weekly. Defined day in week.
Example Day In Week = Monday, system will recur the template follow date on every Monday.
Expiry Date = System will stop recur transaction untill 30/11/2021 follow Expiry Date



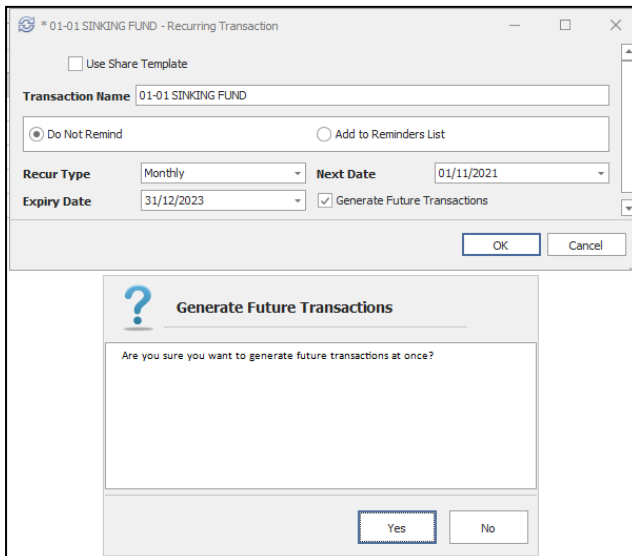
- Monthly – Recurr the transaction by monthly. Define the next date to recur the invoice. Example if you want to generate next invoice on 01/01/2021, please set the Next date as 1/12/2020 (Which 1 month before 1/1/2021)



- Yearly - Select a date to generate Yearly. Set Next Date as 01/01/2020, system will recur transaction start from 01/01/2021 untill 01/01/2023



- f) Generate Future Transaction: system will prompt a message. Click YES
System will auto generate the recurring transactions **immediately** once you click ok for every month from 01/12/2021 untill 01/12/2023.





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VIEW RECURRENCE LIST

In Navigation Panel, Select Recurring → Recurrence List

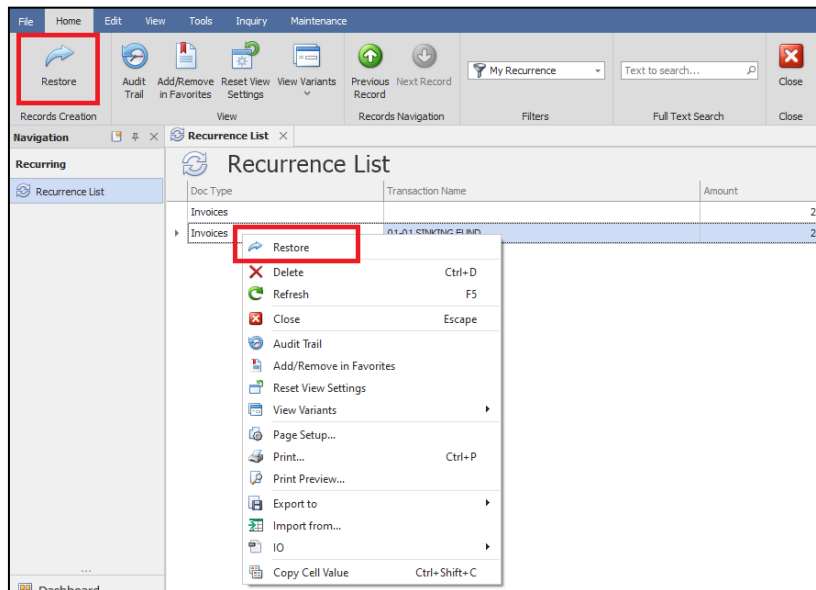
System displays all templates that you created in a list

The screenshot shows the QNE Optimum software interface. The left navigation panel has 'Recurring' and 'Recurrence List' highlighted with red boxes. The main window displays a table of recurrence templates.

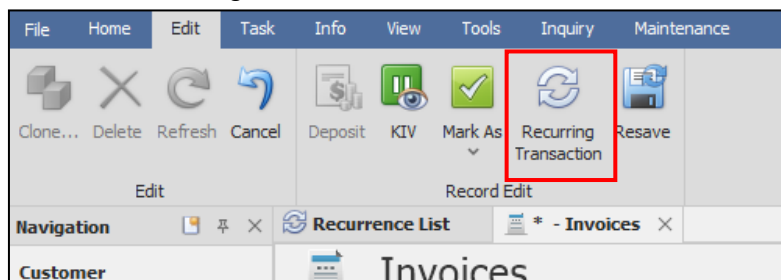
Transaction Name	Amount	Recur Type	Next Date	Number Of Days	Status	Expiry Date
0000	22.00	Monthly	01/12/2021	0	EXPIRE	31/12/2021
Invoices 01-01 SIKWING FUND	22.00	Monthly	01/12/2021	0	EXPIRE	31/12/2021

EDIT CREATED RECURRENCE LIST

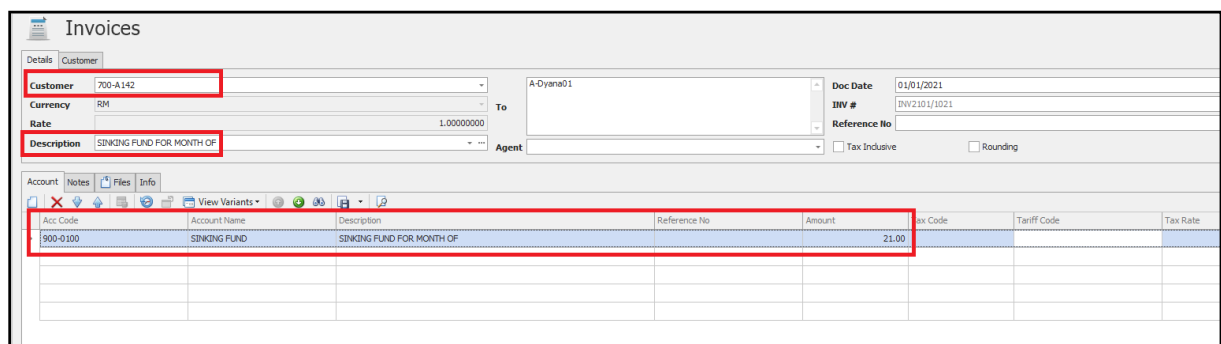
1. For example, the charges for sinking fund change for the next invoice date, user can amend created recur list.
2. Go to Recurrence List → home → click restore
3. Or right on the selected list and click restore



4. System will open invoice. Change the amount in the invoice.
5. Click edit → recurring Transaction → YES

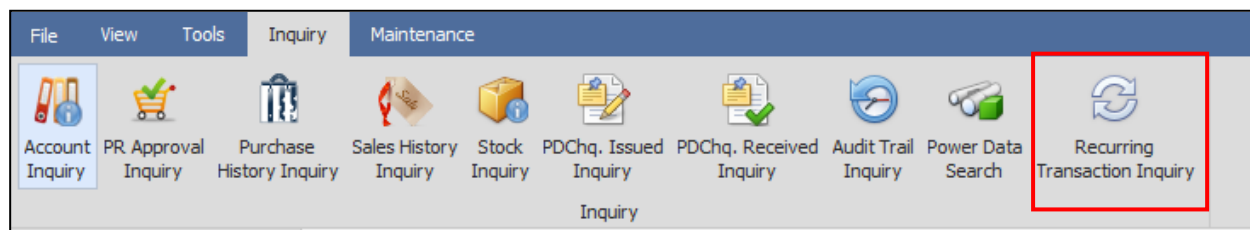


6. Edit the details and click Edit Recur again in order to save the record



GENERATE RECURRENCE TRANSACTION.

1. To Generate Recurring Transaction, Go to Inquiry > Recurring Transaction Inquiry

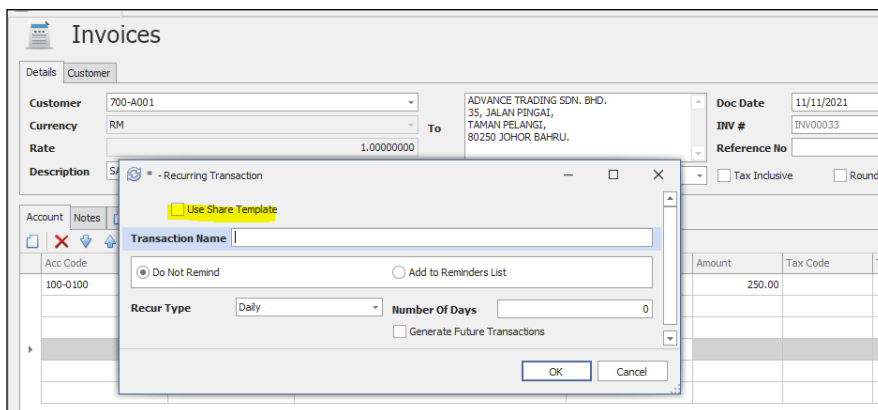


2. Filter recurring screen

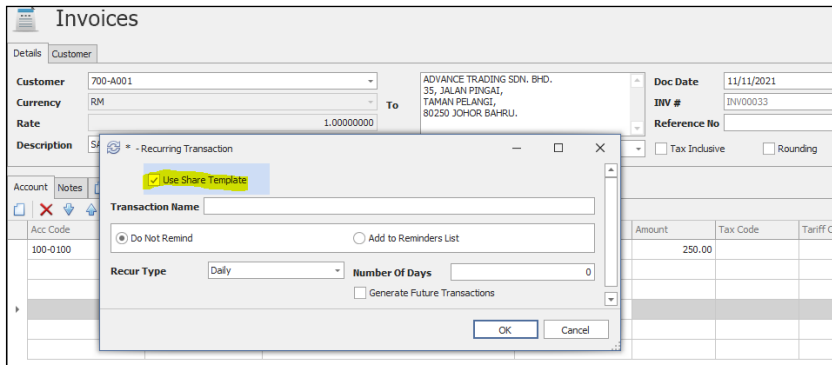
Recurring Transaction Inquiry									
Date From	01/01/2021 (a)	To	11/11/2021	Recur Types	All (c)	Data Type	Quotations, Sales Orders, Delivery Orders, Sales Invoices, Sales Debit Notes, Sales Credit Notes, Cash Sales, Purchase Requisitions, Purchase Order...		
Status	Active (b)	Tranx Recur Type	All (d)	Fixed Template	(f)	Shared Template	(g)		
<input checked="" type="checkbox"/> Generate Recurrence Transaction <input checked="" type="checkbox"/> Tick All <input checked="" type="checkbox"/> Untick All <input type="checkbox"/> View Variants <input type="checkbox"/> My Recurrence									
Doc Type	Transaction Name	Amount	Recur Type	Next Date	Status	Recur	Expiry Date		
Invoices	QNEFARA - SINKING FUND	55.00	Monthly	01/01/2021	ACTIVE	<input type="checkbox"/>			
Invoices	FARA - CLEANING	100.00	Monthly	01/01/2021	ACTIVE	<input type="checkbox"/>			

Filter List:-

- | | |
|---------------------|---------------------------------------------------------------------------------------|
| a) Date From - To | : Select Date to proceed recurring |
| b) Status | : You can filter by Status (Active, Cancel, Delete, Expire) |
| c) Recur Type | : You can filter by Recur Type (Daily, Weekly, Monthly, Yearly) |
| d) Tranx Recur Type | : You can filter by the type (Do not remind, Remind, All) |
| e) Data Type | : Select Document Type |
| f) Fixed Template | : Apply this setting if you create untick "Use Share Template" when creating template |

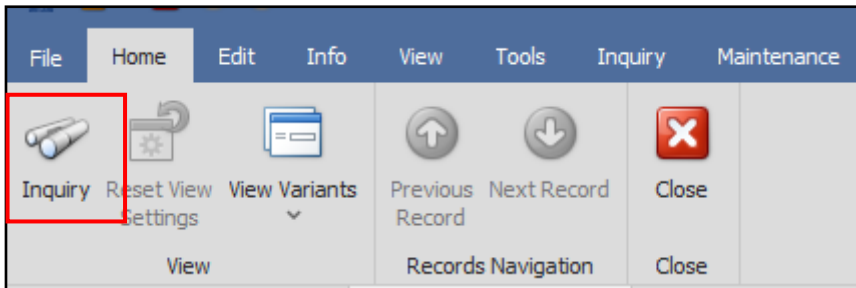


g) Shared Template : Apply this setting if you create the template and tick as “Use Share Template”



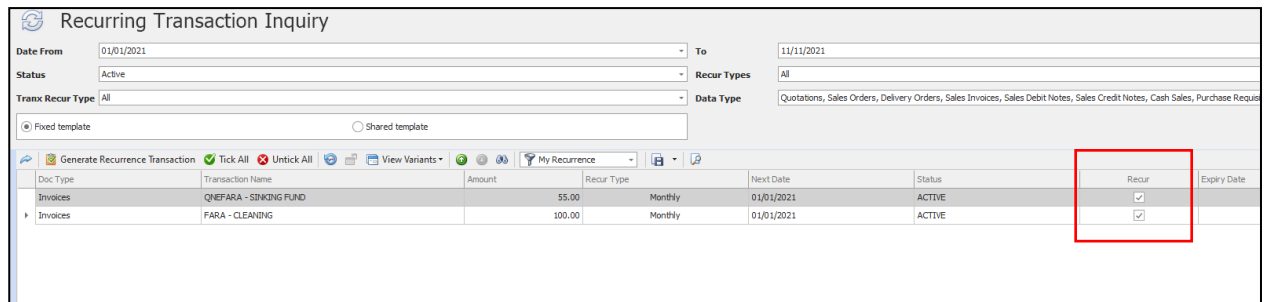
The screenshot shows the 'Invoices' form with a 'Recurring Transaction' dialog box open. The dialog box has a checkbox labeled 'Use Share Template' which is checked. Other fields in the dialog include 'Transaction Name', 'Recur Type' (set to 'Daily'), and 'Number Of Days' (set to '0').

h) Press Inquiry after done filtering



The screenshot shows the software's top menu bar with options: File, Home, Edit, Info, View, Tools, Inquiry, and Maintenance. The 'Inquiry' menu item is highlighted with a red box.

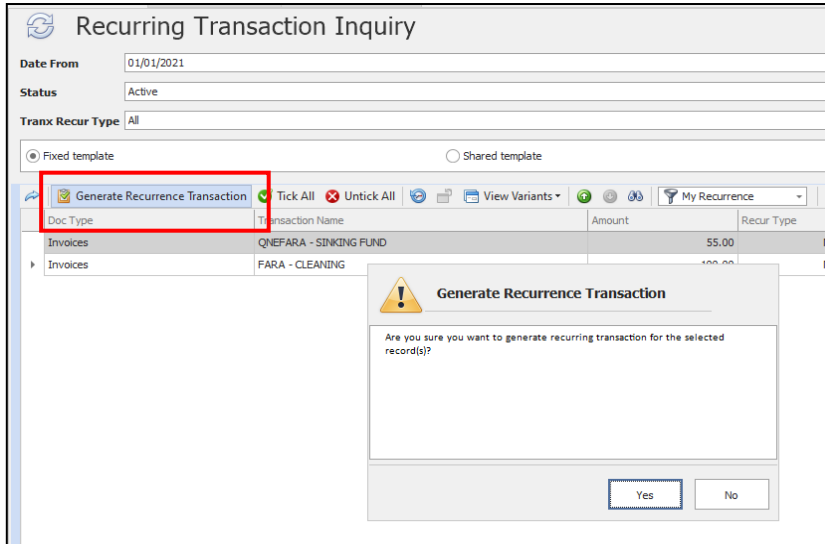
3. System displays the transactions to be recurred. Tick the Invoice if you agree to recur



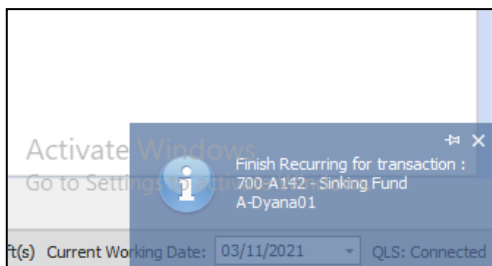
The screenshot shows the 'Recurring Transaction Inquiry' window. It displays a table of transactions with columns: Doc Type, Transaction Name, Amount, Recur Type, Next Date, Status, Recur, and Expiry Date. The 'Recur' checkbox for the 'FARA - CLEANING' transaction is checked and highlighted with a red box.

Doc Type	Transaction Name	Amount	Recur Type	Next Date	Status	Recur	Expiry Date
Invoices	QNEFARA - SINKING FUND	55.00	Monthly	01/01/2021	ACTIVE	<input checked="" type="checkbox"/>	
Invoices	FARA - CLEANING	100.00	Monthly	01/01/2021	ACTIVE	<input checked="" type="checkbox"/>	

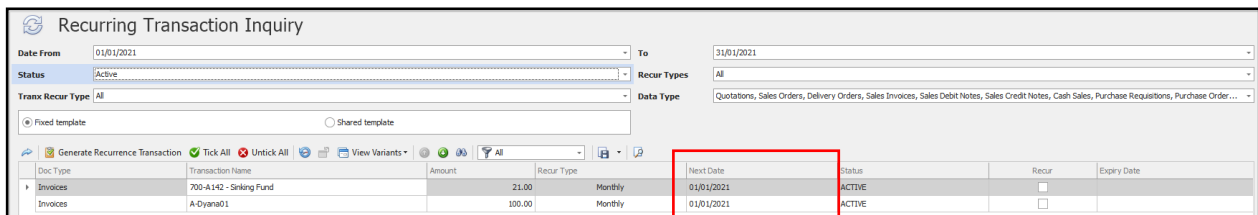
4. Press on Generate Recurrence Transaction > Click Yes



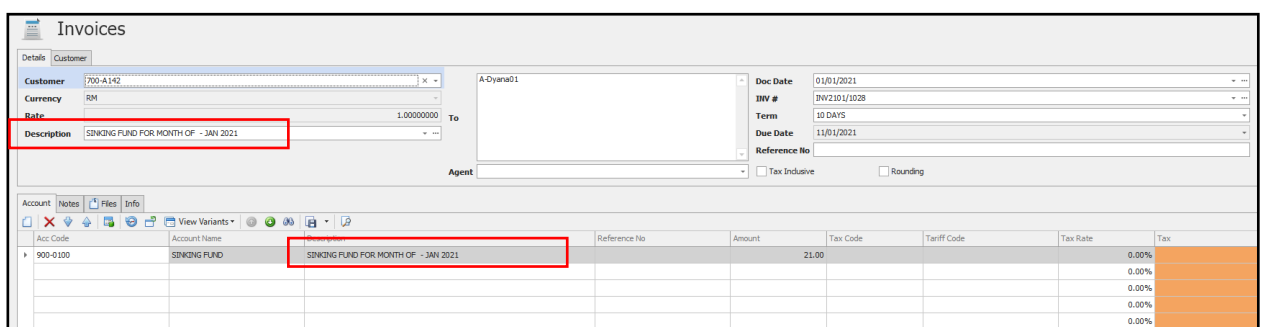
5. System will prompt a notification at the bottom of the screen



6. After Generated, the Next Document Date will be Updated



7. Refer to customer invoice, system will automatically generate the invoice as below.
Notice that system will auto display the MONTH and Year. This is pre-defined setting by system



SAMPLE OF GENERATING RECURRENCE TRANSACTION WITH SHARED TEMPLATE

Scenario: The property management will charge maintenance charges based on different types / size of the property

E.g.

Studio Type – Maintenance Charges RM 80

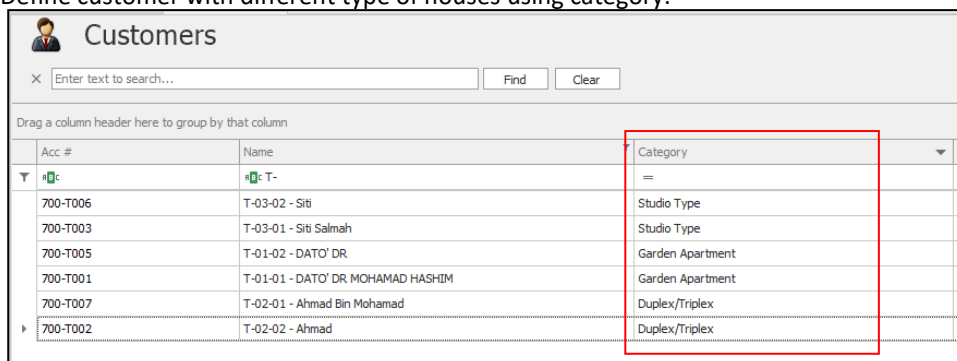
Garden Apartment – Maintenance Charges RM 95

Duplex / Triplex – Maintenance Charges RM 120

User would like to set 3 recurring templates and generate the invoice monthly to the customers (owners).

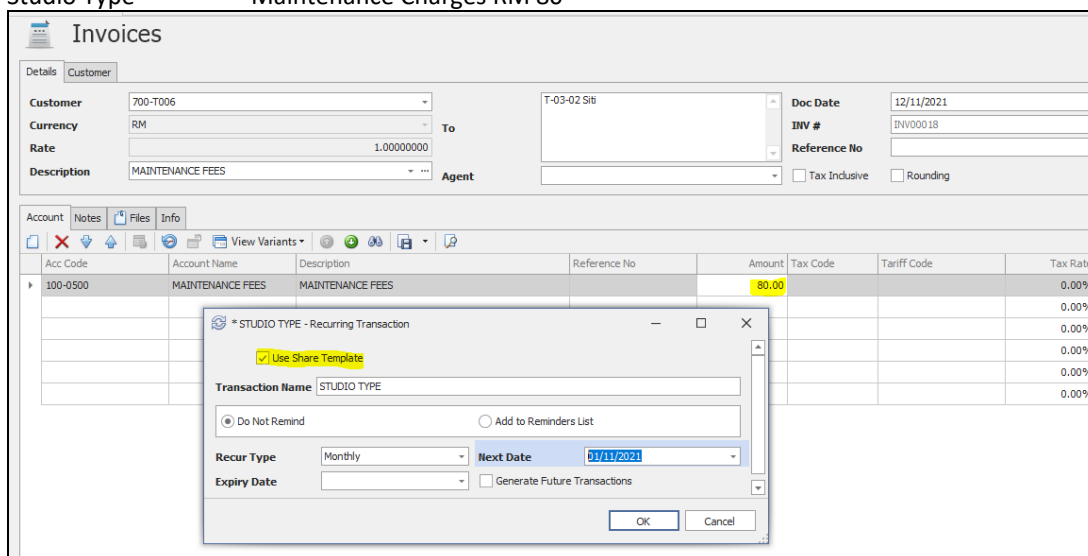
SOLUTION

Define customer with different type of houses using category.



Acc #	Name	Category
700-T006	T-03-02 - Siti	Studio Type
700-T003	T-03-01 - Siti Salmah	Studio Type
700-T005	T-01-02 - DATO' DR	Garden Apartment
700-T001	T-01-01 - DATO' DR MOHAMAD HASHIM	Garden Apartment
700-T007	T-02-01 - Ahmad Bin Mohamad	Duplex/Triplex
700-T002	T-02-02 - Ahmad	Duplex/Triplex

1. Create the recurring template for each category
Studio Type – Maintenance Charges RM 80



Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tariff Code	Tax Rate
100-0500	MAINTENANCE FEES	MAINTENANCE FEES		80.00			0.00%



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Garden Apartment – Maintenance Charges RM 95

Invoices

Details Customer

Customer: 700-T005
Currency: RM
Rate: 1.00000000
Description: MAINTENANCE FEES

To: T-01-02 DATO' DR'
Agent:

Doc Date: 01/11/2021
INV #: INV00018
Reference No:
Tax Inclusive: ☐ Rounding: ☐

Account Notes Files Info

View Variants

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tariff Code	Tax R
100-0500	MAINTENANCE FEES	MAINTENANCE FEES		95.00			

* GARDEN APARTMENT - Recurring Transaction

☒ Use Share Template

Transaction Name: GARDEN APARTMENT

☒ Do Not Remind ☐ Add to Reminders List

Recur Type: Monthly
Next Date: 01/11/2021
Expiry Date:
☐ Generate Future Transactions

OK Cancel

Duplex / Triplex – Maintenance Charges RM 120

Invoices

Details Customer

Customer: 700-T002
Currency: RM
Rate: 1.00000000
Description: MAINTENANCE FEES

To: T-02-02 AHMAD
Agent:

Doc Date: 01/11/2021
INV #: INV00018
Reference No:
Tax Inclusive: ☐ Rounding: ☐

Account Notes Files Info

View Variants

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tariff Code	Tax R
100-0500	MAINTENANCE FEES	MAINTENANCE FEES		120.00			

* Duplex / Triplex - Recurring Transaction


☒ Use Share Template

Transaction Name: Duplex / Triplex

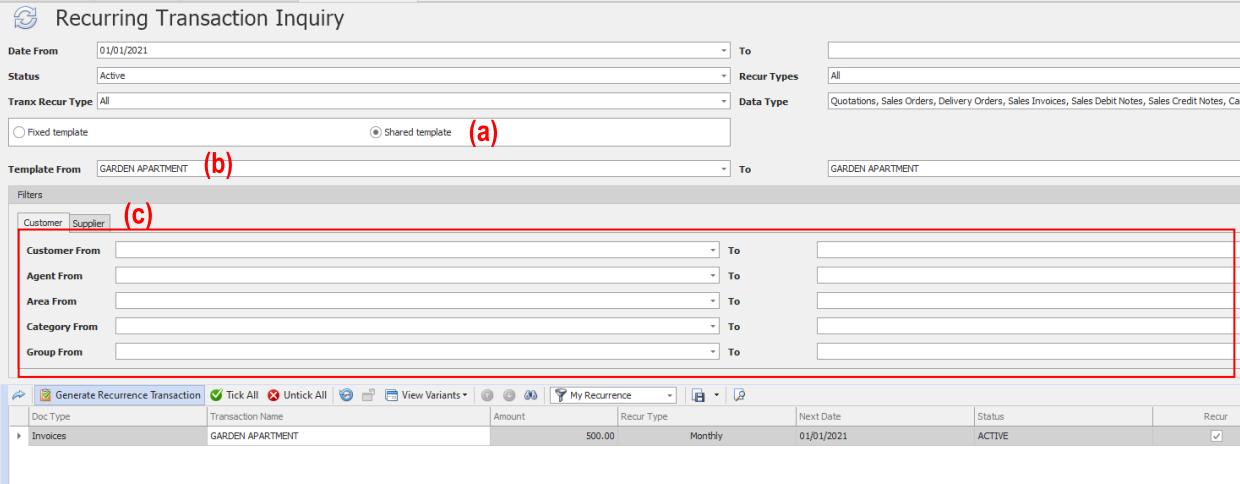
☒ Do Not Remind ☐ Add to Reminders List

Recur Type: Monthly
Next Date: 01/11/2021
Expiry Date:
☐ Generate Future Transactions

OK Cancel

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2. When user generate recurring transactions, user will
 - (a) Tick Shared template
 - (b) Select the particular template type
 - (c) Select the category based on the template e.g. Garden Apartment



Recurring Transaction Inquiry

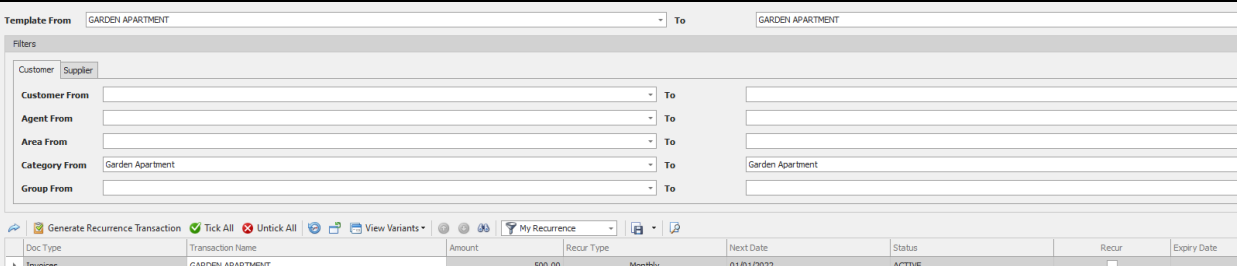
Date From: 01/01/2021 To:
 Status: Active Recur Types: All
 Tranx Recur Type: All Data Type: Quotations, Sales Orders, Delivery Orders, Sales Invoices, Sales Debit Notes, Sales Credit Notes, Cash
☐ Fixed template ☒ Shared template (a)
 Template From: GARDEN APARTMENT (b) To: GARDEN APARTMENT
 Filters: (c)
 Customer From: Agent From: Area From: Category From: Group From:
 Generate Recurrence Transaction ☒ Tick All ☒ Untick All View Variants My Recurrence

Doc Type	Transaction Name	Amount	Recur Type	Next Date	Status	Recur
Invoices	GARDEN APARTMENT	500.00	Monthly	01/01/2021	ACTIVE	<input checked="" type="checkbox"/>

3. Click inquiry and system will display related transactions to recur base on filtering

For example, select the template as Garden Apartment, and customer Category as Garden.

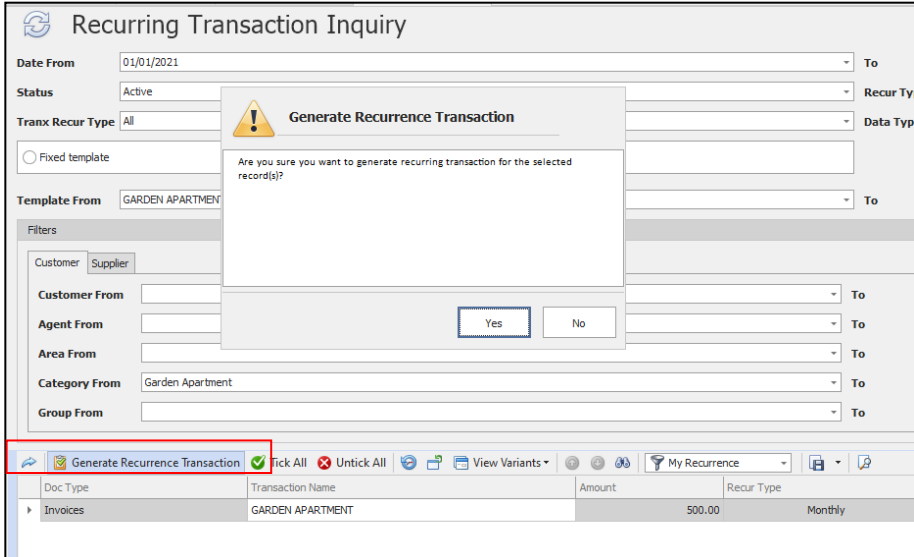
Thus, system will will create invoice for customer under Garden Apartment category with the template as Garden Apartment



Template From: GARDEN APARTMENT To: GARDEN APARTMENT
 Filters:
 Customer From: Agent From: Area From: Category From: Garden Apartment To: Garden Apartment
 Group From:
 Generate Recurrence Transaction ☒ Tick All ☒ Untick All View Variants My Recurrence

Doc Type	Transaction Name	Amount	Recur Type	Next Date	Status	Recur	Expiry Date
Invoices	GARDEN APARTMENT	500.00	Monthly	01/01/2022	ACTIVE	<input type="checkbox"/>	

4. Tick selected transaction to recur and click ‘Generate Recurrence Transaction’



5. System will generate customer category as Garden Apartment with Garden apartment shared template

Invoices						
Drag a column header here to group by that column						
Date	INV #	Customer	To	Category	Agent	
= 01/01/2022	INV2201/0002	700-T001	T-01-01 - DATO' DR MOHAMAD HASHIM	Garden Apartment		
01/01/2022	INV2201/0003	700-T005	T-01-02 - DATO' DR	Garden Apartment		

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