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Easy Recurring Plug-In

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1.0 Introduction

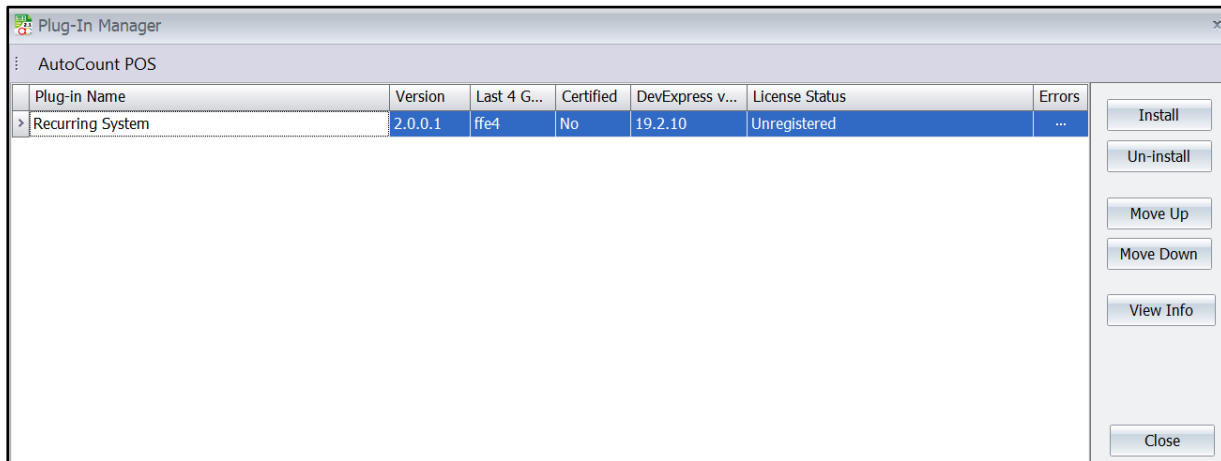
This plugin offers convenient and efficient invoicing capabilities, allowing users to effortlessly create identical invoices for multiple diverse customers. It is well-suited for various settings such as schools, tutoring centers, insurance agencies, and property management companies.



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2.0 Installing the Plug-In

1. Go to **Tools > Plug-In Manager**
2. Click on the **“Install”** button.
3. Browse for the related **.app file (Recurring)**
4. A new window will prompt with some basic information of this plug-in.
5. Click on the **“Install”** button again to proceed.
6. A confirmation message will be prompted after that.
7. Click **“Yes”** to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.

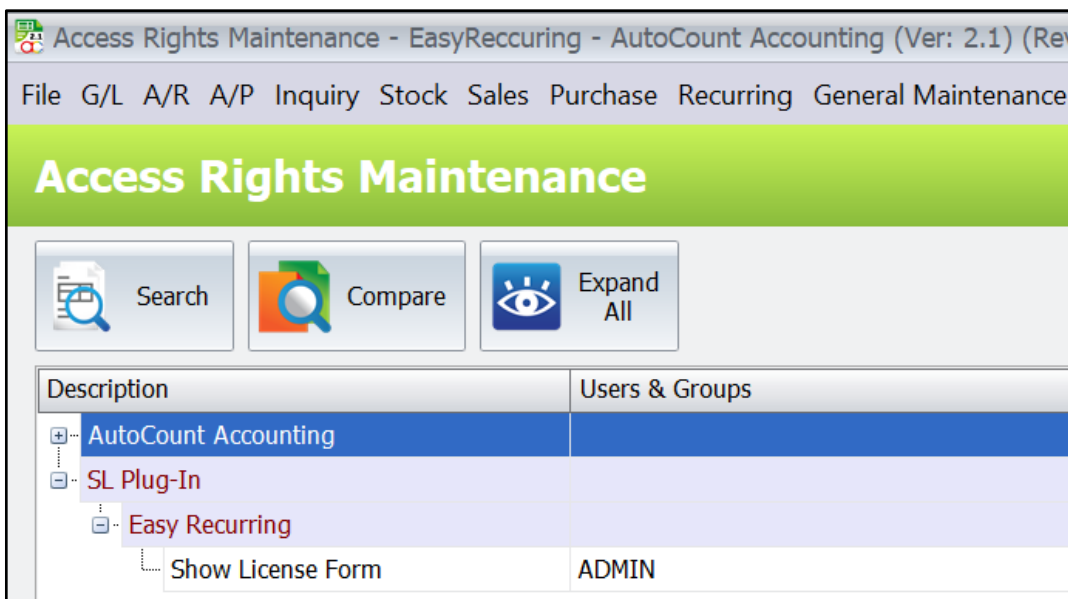




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3.0 Assign Access Rights

1. Go to **General Maintenance > Access Right Maintenance**
2. Locate the “**SL Plug-In**” and click on the “**+**” icon next to it.
3. Locate the “**Easy Recurring**” and click on the “**+**” icon next to it.
4. Click on “**Easy Recurring**” and proceed by clicking “**Set Group Access Rights**”.
5. In the pop-up window, navigate to “**Admin**”. *(Example)*
6. Change the “**Don’t change**” status to “**Add**”.
7. Click on “**OK**” to save changes.
8. Click on “**Yes**” to apply the Access Right to the rest of the sub commands.





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4.0 Recurring Invoice

1. Go to **Sales > Invoice**
2. Select available Invoice.
3. Click on the **“Recurring”** button.
4. Select prefer filter in the **“Filter Options”** control.
5. Input date at the **“Date For Invoice”** text field. (**IMPORTANT!!**)
6. Click on **“Inquiry”** button.
7. Selectively **“Check”** one or multiple Debtors.
8. Click on the **“Generate Invoice”** button.
9. Click on the **“OK”** button.

Invoice - EasyRecurring - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Recurring General Maintenance Tools Tax Window Help Report Others

Invoice

Hint: In this Invoice window, you can create, modify, or delete Invoice for your customer.

Drag a column header here to group by that column

Doc. No.	Date	Debtor Code	Debtor Name	Agent	Inclusive?	Sub-Total (ex)	Tax
I-000008	14/07/2023	300-C003	CUSTOMER 3		No	140.00	
I-000006	07/07/2023	300-C003	CUSTOMER 3		No	60.00	
I-000004	07/07/2023	300-C002	CUSTOMER 2		No	60.00	
I-000001	07/07/2023	300-C001	CUSTOMER 1		No	150.00	



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Debtor List

Debtor List

Filter Option

Debtor Code : No filter
 Agent : No filter
 Debtor Type : No filter
 Area : No filter
 Date For Invoice : 14/07/2023

Inquiry Generate Invoice Close

Search Result Keep Search Result

Check All Uncheck All Uncheck All in Selection Clear all unchecked records from the grid

Drag a column header here to group by that column

Check	Debtor Code	Company Name	Sales Agent	Area Code	Debtor Type	Attention	Phone
<input type="checkbox"/>	300-C001	CUSTOMER 1					
<input checked="" type="checkbox"/>	300-C002	CUSTOMER 2					
<input checked="" type="checkbox"/>	300-C003	CUSTOMER 3					

Record 3 of 3

Debtor List

Debtor List

Filter Option

Debtor Code : No filter
 Agent : No filter
 Debtor Type : No filter
 Area : No filter
 Date For Invoice : 14/07/2023

Inquiry Generate Invoice Close

AutoCount Accounting
Done
OK

Search Result Keep Search Result

Check All Uncheck All Uncheck All in Selection Clear all u

Drag a column header here to group by that column

Check	Debtor Code	Company Name	Sales Agent	Area Code	Debtor Type	Attention	Phone
<input checked="" type="checkbox"/>	300-C002	CUSTOMER 2					
<input checked="" type="checkbox"/>	300-C003	CUSTOMER 3					

Record 2 of 2



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File G/L A/R A/P Inquiry Stock Sales Purchase Recurring General Maintenance Tools Tax Window Help Report Others

Invoice

Hint: In this Invoice window, you can create, modify, or delete Invoice for your customer.

New
 Edit
 View
 Find
 Preview
 Print
 Print Listing
 Delete

Drag a column header here to group by that column

Doc. No.	Date	Debtor Code	Debtor Name	Agent	Inclusive?
I-000010	14/07/2023	300-C003	CUSTOMER 3		No
I-000009	14/07/2023	300-C002	CUSTOMER 2		No
I-000008	14/07/2023	300-C003	CUSTOMER 3		No
I-000006	07/07/2023	300-C003	CUSTOMER 3		No
I-000004	07/07/2023	300-C002	CUSTOMER 2		No
> I-000001	07/07/2023	300-C001	CUSTOMER 1		No

Recurred Invoice

In the context of the "Recurring" button, it is a feature that allows users to issue selected invoice to multiple customers without the need for manual input each time since the invoices recurred will have similar information as the original. Overall, the primary goal of this feature is to enhance productivity and efficiency, enabling users to save valuable time and effort in managing repetitive invoicing tasks.