

**AM Recurring Processes
Pop-Up Training
6/15/2021-6/17/2021**

- General Ledger
 - Recurring Journal Entry Format

JE Number	Batch	Reference	Description	Comments	Attachments	Reverse	Selected Periods	Inactive	Changed By	Changed Date
1			MONTHLY BILLING				01 02 03 04 05 06 07 08 09 10 11 12		pshaw	3/9/2021 2:25:17 PM
Seq	Company	Acct Number	Acct Description	Suffix	Debit	Credit	Detail Description	Work Order	Work Order Close	
10	Success	1180.000	A/R DUE FROM CUSTOM	00	50,000.00	0.00	MONTHLY BILLING			
30	Success	5001.200	LOCAL SERVICE - LIFELI	00	0.00	11,000.00	MONTHLY BILLING			
40	Success	5105.000	LONG DISTANCE REVENUE	00	0.00	8,600.00	MONTHLY BILLING			
50	Success	5130.000	TOLL REVENUE	00	0.00	6,950.00	MONTHLY BILLING			
60	Success	5230.000	DIRECTORY REVENUE	00	0.00	2,200.00	MONTHLY BILLING			
70	Success	5201.000	SERVICE REVENUE	00	0.00	1,200.00	MONTHLY BILLING			
80	Success	5200.300	CUSTOMER OPERATION	00	0.00	3,000.00	MONTHLY BILLING			
90	Success	5200.200	SPECIAL BILLING ARRAN	00	0.00	750.00	MONTHLY BILLING			
100	Success	5001.100	LOCAL SERVICE - CALLI	00	0.00	5,000.00	MONTHLY BILLING			
110	Success	5082.000	SWITCHED ACCESS REV	00	0.00	2,500.00	MONTHLY BILLING			
120	Success	5082.200	INTRASTATE ACCESS RE	00	0.00	949.00	MONTHLY BILLING			
130	Success	5083.000	SPECIAL ACCESS REVEN	00	0.00	500.00	MONTHLY BILLING			
140	Success	5200.100	RENT REVENUE	00	0.00	650.00	MONTHLY BILLING			
150	Success	5200.000	MISCELLANEOUS REVEN	00	0.00	6,701.00	MONTHLY BILLING			
					\$50,000.00	\$50,000.00	Difference: \$0.00			

- Creating from the Journal Entry Screen

JE Number	Batch	Reference	Description	Comments	Attachments	Reverse	Selected Periods	Inactive	Changed By	Changed Date
73032			CASH TRANSFER						T Carlson	6/3/2021 11:51:11
Seq	Company	Acct Number	Acct Description	Suffix	Debit	Credit	Detail Description	Work Order		
10	Success	1120.210	ACCTS PAYABLE CASH A	00	0.00	4,000,000.00				
20	Success	1120.125	GENERAL FUNDS - CHEC	00	0.00	250,000.00	CASH TRANSFER			
30	Success	1120.150	AP CASH ACCOUNT	00	0.00	577,969.68	CASH TRANSFER			
40	Success	1120.250	CM PAYABLE CASH	00	0.00	500,000.00	CASH TRANSFER			
50	Success	1120.000	CASH - GENERAL FUND	00	5,327,969.68	0.00				
					\$5,327,969.68	\$5,327,969.68	Difference: \$0.00			

Company	Seq	Description	Acct Description	Suffix	Debit	Credit	Detail Description	Work Order
Success Telephone	10	MONTHLY BILLING						
Success Telephone	20	CASH REVENUE						
Success Telephone	30	CASH FLOW						
Success Telephone	40	MONTHLY EXPENSE						
Success Telephone	50	Recurring Entry	Recurring Entry					
	8	Expenses	Expenses					

- Recurring JE Post

Recurring JE Post

Company: Success Telephone | Year: 2021 | Period: 05 | Batch: []

Status	Delete	JE Number	Batch	Reference	Description	Comments	Attachments	Reverse	Changed By	Changed Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1			MONTHLY BILLING			<input type="checkbox"/>	TCarlson	6/3/2021 11:54:30 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2			CABS REVENUE			<input type="checkbox"/>	kmcintosh	4/25/2017 11:46:01 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3			CASH FLOW			<input type="checkbox"/>	TCarlson	6/3/2021 11:54:32 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6			MONTHLY EXPENSE			<input type="checkbox"/>	pshaw	6/1/2020 11:20:23 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7			Recurring Entry	Recurring Entry		<input type="checkbox"/>	kmcintosh	4/25/2017 11:40:48 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8			Expenses	Expenses		<input type="checkbox"/>	TCarlson	6/3/2021 11:54:33 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9			MONTHLY ACCRUAL			<input checked="" type="checkbox"/>	TCarlson	6/3/2021 11:54:33 AM

Seq	Dist Code	Dist Code Desc	Company	Acct Number	Acct Description	Suffix	Debit	Credit	Detail Description	Work Order	Work Order Close	CPR Item	Chang
10			Success	1310.000	PREPAID TAXES	00	2500	0.00	MONTHLY ACCRUAL				PShaw
20			Success	7200.100	OPERATING STATE AND LOCAL IN	00	0.00	2,500.00	MONTHLY ACCRUAL				PShaw
							\$2,500.00	\$2,500.00	Difference: \$0.00				

<input checked="" type="checkbox"/>	<input type="checkbox"/>	10			CASH TRANSFERS			<input type="checkbox"/>	macc470_s	4/9/2019 1:21:53 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11			Monthly Billing			<input type="checkbox"/>	TCarlson	5/27/2021 1:23:59 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	98			Transfers			<input type="checkbox"/>	kmcintosh	4/25/2017 11:45:20 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	99			Reversal			<input checked="" type="checkbox"/>	kmcintosh	4/25/2017 11:44:50 AM

- Deleting a Posted JE

- Accounts Payable Recurring Invoice

- Recurring Invoice Screen

Recurring Invoice

Company: Success Telephone | Batch: MONTHLY | Class: []

Due Dates: Frequency: Monthly | Start Date: 1/1/2021 | End Date: 1/1/2025

Pay Method: Check, ACH, EFT, Auto EFT

Header Information:

Vendor Code: FORD | Description: TRUCK PAYMENT - PLANT | Type: Invoice

Gross Amt: 452.47 | A/P Acct: 4010.000 | 1099: None

Detail Information:

Source: Account: Success Telephone | Dist Code: 4120.000

Amount: [] | Debit: | Credit: | Work Order: []

Description: [] | Seq: 4 | Suffix: 00

CPR | Taxable | Use Tax at Detail Company | Use Tax Group: []

Seq#	Company	Account	Account Desc	Suf	Debit Amt	Credit Amt	Detail Desc	Work Or
1	Success Telephone	4010.000	A/P VENDORS	00	0.00	452.47	TRUCK PAYMENT - PLANT	
2	Success Telephone	6112.000	MOTOR VEHICLE EXPENSE	00	338.29	0.00	TRUCK PAYMENT - PLANT	
3	Success Telephone	7300.100	NON OPERATING EXPENSE	00	114.18	0.00	TRUCK PAYMENT - PLANT	

Balanced | \$452.47 | \$452.47

- Recurring Invoice Select

The screenshot shows the SAP 'Recurring Invoice Select' dialog box. At the top, a button labeled '6 Recurring Invoices' is highlighted with a red box. Below it, the 'Company' is set to 'Success Telephone' and the 'Due Before' date is '06/06/2021', also highlighted with a red box. The dialog contains a table with the following data:

Company	Vendor	Vendor Desc	Due Date	Description	Invoice Date	Entered Date	Period	Year	Batch	Class	Invoice Number	Gr
<input type="checkbox"/> Success	FORD	FORD MOTOR COMPANY	05/31/2021	TRUCK PAYMENT - PLANT	06/06/2021	06/06/2021	06	2021	MONTHLY		1-5-51891	
<input type="checkbox"/> Success	BD001	MR. BOARD MEMBER	05/31/2021	MONTHLY EXPENSE CHECK	06/06/2021	06/06/2021	06	2021	MONTHLY			
<input type="checkbox"/> Success	CTYBLAIR	CITY OF BLAIR	05/31/2021	MONTHLY UTILITIES	06/06/2021	06/06/2021	06	2021	MONTHLY		6548911	
<input type="checkbox"/> Success	L2OPPD	OPPD	05/31/2021	STATEMENT - BALANCE DUE	06/06/2021	06/06/2021	06	2021	MONTHLY			
<input checked="" type="checkbox"/> Success	ACCT&ASSC	ACCOUNTING & ASSOCIATES CP	05/31/2021	AUDITING SERVICES	06/06/2021	06/06/2021	06	2021	MONTHLY		1519	
<input type="checkbox"/> Success	EPSON	Epson	06/01/2021	New	06/06/2021	06/06/2021	06	2021				

At the bottom left of the dialog, it says 'Rows: 6'.

- Batch Posting

- Accounts Receivable Recurring Invoice
 - AR Recurring Batch

AR Recurring Batch

Company: Success Telephone

Batch Number: ADV Description: MONTHLY ADVERTISING

Batch	Description	Inv Count	Status	Changed By	Changed Date
ADV	MONTHLY ADVERTISING	5	Open	TCarlson	6/6/2021 8:47:43 AM
CABS	CABS	10	Open	TCarlson	5/13/2021 3:13:27 PM
RECUR	RECURRING INVOICES	3	Open	pshaw	8/18/2020 3:59:36 PM

Success Telephone - AR Recurring - Batch # ADV

Add New Recurring Invoice

	Invoice	Invoice Sta	Last Run	Invoice Description	Customer ID	Customer Na
<input checked="" type="checkbox"/>	1	Open		MONTHLY ADVERTISING	ACE	ACE HARDWA
<input checked="" type="checkbox"/>	2	Open		MONTHLY ADVERTISING	ATRIUM	ATRIUM ARCH
<input checked="" type="checkbox"/>	3	Open		MONTHLY ADVERTISING	BTTS	BIG TIM'S TRE
<input checked="" type="checkbox"/>	4	Open		MONTHLY ADVERTISING	FOX	FOX MARKETI
<input checked="" type="checkbox"/>	5	Open		MONTHLY ADVERTISING	IPS	INTERNATION

Rows: 3

Rows: 5

- AR Recurring Invoice

Success Telephone - AR Recurring Invoice - Batch # ADV

Recurring Invoice 5 Prefix AR

Header Information

Cust ID IPS Name INTERNATIONAL PARCEL SERVICES

Tax Group NE/BLAIR Rate 7.5 % Terms Message

A/R Acct 1180.100 Desc A/R OTHER

Desc MONTHLY ADVERTISING CABS Inv Number

Sales Rep Inv Comments

Detail Information

Item Type Non-Inventory Item Quantity

Item ID Seq 30 Suffix 00 Rate Each

Item Desc Total Amount

Account Desc Taxable

Work Order Item Comments Add

Seq	Item ID	Description	Quantity	Rate	Amount	Taxab
10	ADVERTISING	ADVERTISING	1	50.00	50.00	Y
20	ADVERTISING	Additional Ads	1	100.00	100.00	Y

Rows: 2 Taxable Cost: \$150.00 Total Taxes: \$11.25 Total Cost: \$161.25

- Conversion

Success Telephone - AR Recurring - Batch # ADV

+ Add New Recurring Invoice

	Invoice	Invoice Sta	Last Run	Invoice Description	Customer ID	Customer Na
+ ✓	1	Open		MONTHLY ADVERTISING	ACE	ACE HARDWA
+ ✓	2	Open		MONTHLY ADVERTISING	ATRIUM	ATRIUM ARCH
+ ✓	3	Open		MONTHLY ADVERTISING	BTTS	BIG TIM'S TRE
+ ✓	4	Open		MONTHLY ADVERTISING	FOX	FOX MARKETI
+ ✓	5	Open		MONTHLY ADVERTISING	IPS	INTERNATION

Confirm

Are you sure you want to convert the selected Recurring Invoices to Actual Invoices?

Yes No

Rows: 5

AR Recurring Invoice Date

What date would you like to appear on the Invoice(s)?

Convert/Entry Date 6/6/2021

Invoice Date 6/6/2021

Posting Period 06 2021

OK

- Batch Posting

- Payroll Recurring Labor
 - Recurring Labor Entry creation

Company	Employee ID	SEQ	Pay Type	Hours	Dollars	Account	Ac
Success Telephone	001	1	HO	8.00		6728.200	CC
Success Telephone	002	2	HO	8.00		6728.200	CC
Success Telephone	003	3	HO	8.00		6728.200	CC
Success Telephone	004	4	HO	8.00		6728.200	CC
Success Telephone	027	5	HO	8.00		6728.200	CC
				72.00		\$0.00	

- Recurring Labor Select

- Load Workday as an alternative

Load Workday

Company: Success Telephone Include Disabled Entry Dates

Department Code: Start: 06/13/2021

Employee ID: End: 07/01/2021

Employee ID	Employee Name	Date	Pay Type	Hours	Account	Account Desc
001	Millie Callen	6/14/2021	RG	8.00		
002	Jillian Roberts	6/14/2021	RG	8.00		
003	Lucy Larsen	6/14/2021	RG	8.00		
004	Stella Franklin	6/14/2021	RG	8.00		
006	Kelli Corbelli	6/14/2021	RG	8.00		
007	Richard Paulsen	6/14/2021	RG	8.00		
025	Justin Myers	6/14/2021	RG	8.00		
027	RJ Harold	6/14/2021	RG	8.00		
1004	Belle North	6/14/2021	RG	8.00	6720.200	ACCOUNTING AND FINANCE
121	Lucas Murphy	6/14/2021	RG	8.00		
15	Kennedy Myers	6/14/2021	RG	8.50		
2084	Penelope Shaw	6/14/2021	RG	8.25		
5555	Frank Durango	6/14/2021	RG	8.00		
001	Millie Callen	6/15/2021	RG	8.00		
002	Jillian Roberts	6/15/2021	RG	8.00		
003	Lucy Larsen	6/15/2021	RG	8.00		
004	Stella Franklin	6/15/2021	RG	8.00		
006	Kelli Corbelli	6/15/2021	RG	8.00		
007	Richard Paulsen	6/15/2021	RG	8.00		
025	Justin Myers	6/15/2021	RG	8.00		
027	RJ Harold	6/15/2021	RG	8.50		