SAP Business One

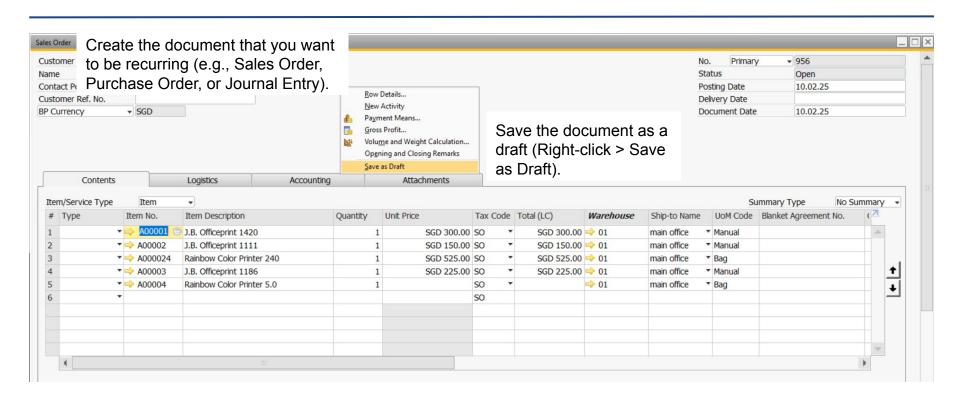## Recurring Transaction

Agenda
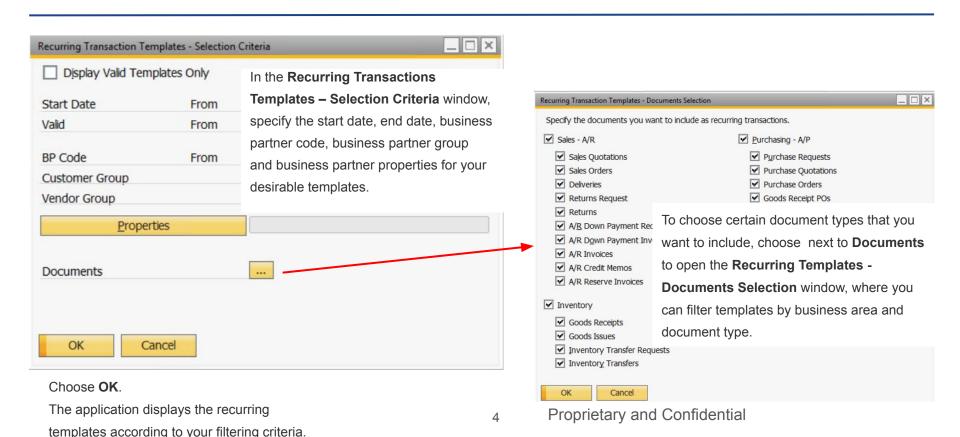
- **Draft Document Creation**
- **Filtering Recurring Templates**
- **Creating Recurring Transactions Templates**
- **Editing Recurring Transactions Templates**
- **Deleting Recurring Transactions Templates**
- **Filtering Recurring Transactions**
- **Executing Single Recurring Transactions**
- **Executing Recurring Transactions by Batch**
- **Removing Instances of Recurring Transactions**

Draft Document Creation

Create the document that you want to be recurring (e.g., Sales Order, Purchase Order, or Journal Entry).

Save the document as a draft (Right-click > Save as Draft).

Sales Order											

Customer
Name
Contact P
Customer Ref. No.
BP Currency | SGD

No.	Primary ▼	956
Status		Open
Posting Date		10.02.25
Delivery Date		
Document Date		10.02.25

Row Details...
New Activity
Payment Means...
Gross Profit...
Volume and Weight Calculation...
Opening and Closing Remarks
Save as Draft

Contents	Logistics	Accounting	Attachments

Item/Service Type | Item

Summary Type | No Summary ▼

#	Type	Item No.	Item Description	Quantity	Unit Price	Tax Code	Total (LC)	Warehouse	Ship-to Name	UoM Code	Blanket Agreement No.
1	▼	A00001	J.B. Officeprint 1420	1	SGD 300.00	SO ▼	SGD 300.00	01	main office ▼	Manual	
2	▼	A00002	J.B. Officeprint 1111	1	SGD 150.00	SO ▼	SGD 150.00	01	main office ▼	Manual	
3	▼	A000024	Rainbow Color Printer 240	1	SGD 525.00	SO ▼	SGD 525.00	01	main office ▼	Bag	
4	▼	A00003	J.B. Officeprint 1186	1	SGD 225.00	SO ▼	SGD 225.00	01	main office ▼	Manual	
5	▼	A00004	Rainbow Color Printer 5.0	1		SO ▼		01	main office ▼	Bag	
6	▼					SO					

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Filtering Recurring Templates

Recurring Transaction Templates - Selection Criteria

☐ Display Valid Templates Only

| Start Date | From |
| Valid | From |

BP Code	From
Customer Group	
Vendor Group	

Properties

Documents ...

OK   Cancel

In the **Recurring Transactions Templates – Selection Criteria** window, specify the start date, end date, business partner code, business partner group and business partner properties for your desirable templates.

Recurring Transaction Templates - Documents Selection

Specify the documents you want to include as recurring transactions.

☑ Sales - A/R   ☑ Purchasing - A/P
☑ Sales Quotations   ☑ Purchase Requests
☑ Sales Orders   ☑ Purchase Quotations
☑ Deliveries   ☑ Purchase Orders
☑ Returns Request   ☑ Goods Receipt POs
☑ Returns
☑ A/R Down Payment Req
☑ A/R Down Payment Inv
☑ A/R Invoices
☑ A/R Credit Memos
☑ A/R Reserve Invoices

☑ Inventory
☑ Goods Receipts
☑ Goods Issues
☑ Inventory Transfer Requests
☑ Inventory Transfers

OK   Cancel

To choose certain document types that you want to include, choose next to **Documents** to open the **Recurring Templates - Documents Selection** window, where you can filter templates by business area and document type.

Choose **OK**.

The application displays the recurring

templates according to your filtering criteria.

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Creating Recurring Transactions Templates

#	Template	Type	Doc No.	Recurrence Period	Recurrence Date	Start Date	Next Execution	Valid Until	BP	Warehouse	Prices Update
1	Demo1	Sales Order	⇨ 955	Monthly	On 1	07.02.25		14.02.25	C0002	01	☑
2	Demo2	Sales Order	⇨ 955	Daily	Every 1	07.02.25	08.02.25	14.02.25	C0002	01	☑
3				Monthly	On 1	10.02.25	01.03.25				☐

- In the **Template** column, enter a name for the template you want to create.
- In the **Type** column, specify the document type for the transaction, for example, purchase order, A/R invoice, or goods issue.
- Place your cursor in the **Doc. No.** column and press the `Tab` key.
  The application displays a list of document drafts that are available for the selected document type.
- Select a document draft or create a new one by choosing **New**.
  If you decide to create a new document draft, the respective document opens. Enter the relevant customer or vendor data, the item data, and any logistics or accounting information.
- Specify the recurrence details, such as recurrence period, recurrence date, and the start date and end date (in the **Valid Until** field) of the recurrence (optional).

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Editing Recurring Transactions Templates

#	Template	Type	Doc No.	Recurrence Period	Recurrence Date	Start Date	Next Execution	Valid Until	BP	Warehouse	Prices Update
1	Demo1	Sales Order	➡ 955	Monthly	On 1	07.02.25		14.02.25	C0002	01	☑
2	Demo2	Sales Order	➡ 955	Daily	Every 1	07.02.25	08.02.25	14.02.25	C0002	01	☑
3				Monthly	On 1	10.02.25	01.03.25				☐

- If a template is already executed, you **can only edit** the following fields:
  - **Recurrence Period**
  - **Recurrence Date**
  - **Valid Until**
  - **Prices Update**
- To change the transaction details, choose ➡ next to the document number, change the business partner or item data, and choose **Add** to close the document draft.
- To save the changes, in the **Recurring Transactions – Templates** window, choose **Update**.
  The changes are reflected in the recurring transactions that are to be executed in the future.
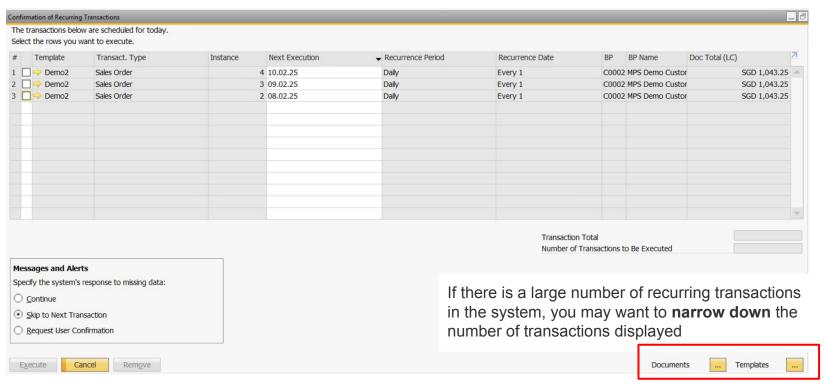
Proprietary and Confidential
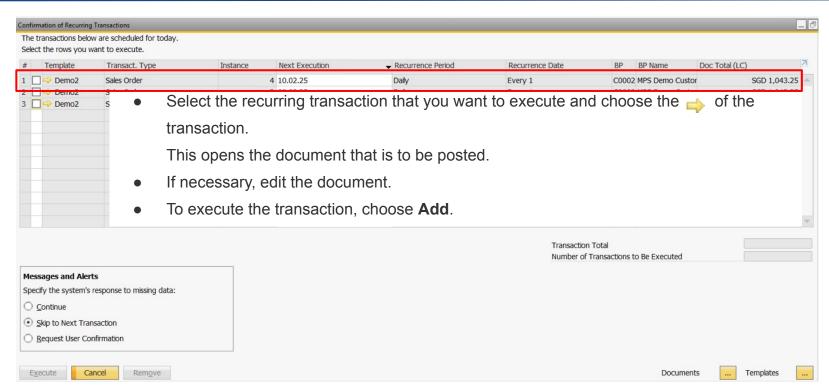
Deleting Recurring Transactions Templates

1. In the **Recurring Transactions – Templates** window, right click a template and choose **Delete Row**.
2. Choose **Update** and **OK**.

Note that the template cannot be deleted if it is already executed.

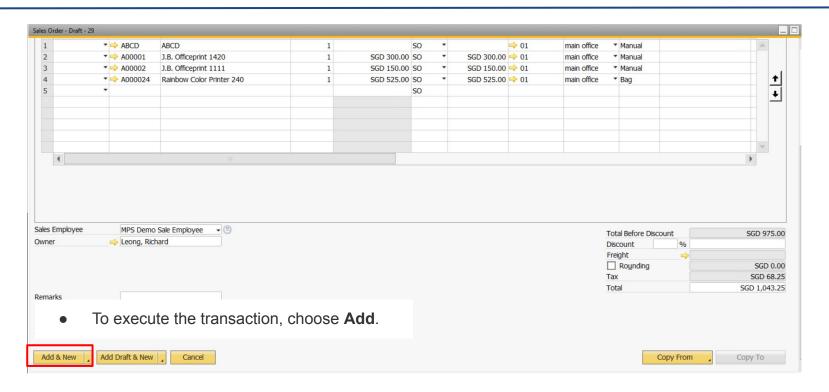Proprietary and Confidential

Filtering Recurring Transactions

If there is a large number of recurring transactions in the system, you may want to **narrow down** the number of transactions displayed

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Executing Single Recurring Transactions

Confirmation of Recurring Transactions

The transactions below are scheduled for today.
Select the rows you want to execute.

#	Template	Transact. Type	Instance	Next Execution	Recurrence Period	Recurrence Date	BP	BP Name	Doc Total (LC)
1	Demo2	Sales Order	4	10.02.25	Daily	Every 1	C0002	MPS Demo Custor	SGD 1,043.25
2	Demo2								
3	Demo2								

- Select the recurring transaction that you want to execute and choose the ⇨ of the transaction.

  This opens the document that is to be posted.
- If necessary, edit the document.
- To execute the transaction, choose **Add**.

Transaction Total

Number of Transactions to Be Executed

Messages and Alerts

Specify the system's response to missing data:

○ Continue
⦿ Skip to Next Transaction
○ Request User Confirmation

Execute   Cancel   Remove   Documents ... Templates ...

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Executing Single Recurring Transactions

- To execute the transaction, choose **Add**.

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Executing Recurring Transactions by Batch

1. Select all instances of recurring transactions that you want to execute.

2. Determine what the application should do in case a system message or error occurs. For example, prompt for user confirmation, skip to the next transaction, or ignore all system warnings and continue executing the transactions.

3. Choose **Execute**.

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Executing Recurring Transactions by Batch

A window will pop up showing that your execution was successful.

Removing Instances of Recurring Transactions

1. Select one or several instances of recurring transactions.
2. Choose **Remove**.

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