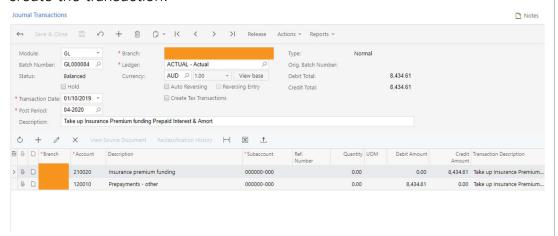# Setting up a recurring transaction in MYOB Advanced
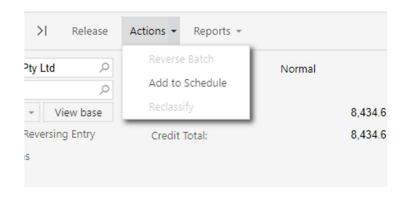
Overview

A recurring transaction can be set up in MYOB Advanced in Accounts Payable, Accounts Receivable and General Ledger.

Steps to Create Transaction and add to schedule

1. In MYOB Advanced Finance > Transaction > New Transactions (if creating Accounts Payable or Accounts Receivable, go to the relevant module) and create the transaction.
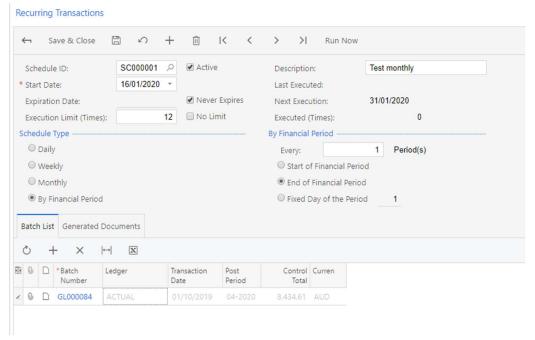

2. Ensure not on hold and document is saved.
3. Click on 'Actions' and 'Add to Schedule'.

4. Add to existing schedule by selecting schedule number and clicking on the + in the batch number.

5. Post transactions Finance (AP/AR) > Process > Generate recurring transactions.
Select the date (month end date or whenever scheduled).
Select the schedule ID to post.
Click on 'Run'.