

## 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.

Journal Transactions Notes

Save & Close Undo Redo Print Find Release Actions Reports

Module: GL \* Branch: Type: Normal  
 Batch Number: GL000084 \* Ledger: ACTUAL - Actual Orig. Batch Number:  
 Status: Balanced Currency: AUD 1.00 Debit Total: 8,434.61  
☐ Hold ☐ Auto Reversing ☐ Reversing Entry Credit Total: 8,434.61  
 \* Transaction Date: 01/10/2019 ☐ Create Tax Transactions  
 \* Post Period: 04-2020  
 Description: Take up Insurance Premium funding Prepaid Interest & Amort

View Source Document Reclassification History Print Undo Redo

	* Branch	* Account	Description	* Subaccount	Ref. Number	Quantity	UOM	Debit Amount	Credit Amount	Transaction Description
>		210020	Insurance premium funding	000000-000		0.00		0.00	8,434.61	Take up Insurance Premium...
		120010	Prepayments - other	000000-000		0.00		8,434.61	0.00	Take up Insurance Premium...

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

>| Release Actions Reports

Reverse Batch  
Add to Schedule  
Reclassify

Normal

8,434.6

Reversing Entry Credit Total: 8,434.6

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

Recurring Transactions

← Save & Close [Icons] + [Icons] Run Now

Schedule ID: SC000001 ☒ Active Description: Test monthly

\* Start Date: 16/01/2020 Last Executed:

Expiration Date: ☒ Never Expires Next Execution: 31/01/2020

Execution Limit (Times): 12 ☐ No Limit Executed (Times): 0

**Schedule Type**

☐ Daily  
☐ Weekly  
☐ Monthly  
☒ By Financial Period

**By Financial Period**

Every: 1 Period(s)

☐ Start of Financial Period  
☒ End of Financial Period  
☐ Fixed Day of the Period 1

Batch List Generated Documents

[Icons]

* Batch Number	Ledger	Transaction Date	Post Period	Control Total	Curren
GL000084	ACTUAL	01/10/2019	04-2020	8,434.61	AUD

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'.