

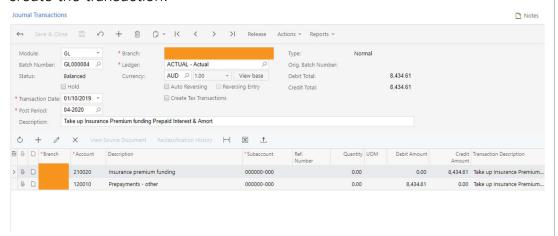
## Setting up a recurring transaction in MYOB Advanced

## Overview

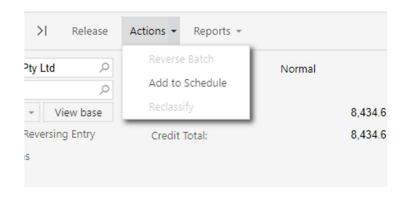
A recurring transaction can be set up in MYOB Advanced in Accounts Payable, Accounts Receivable and General Ledger.

## 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.



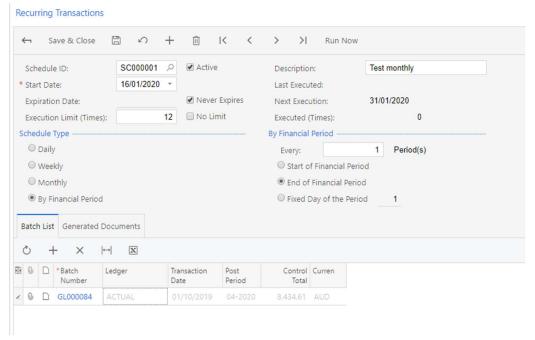
- 2. Ensure not on hold and document is saved.
- 3. Click on 'Actions' and 'Add to Schedule'.



The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.



**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'.