Creating Recurring Invoices

We have the ability to set up recurring invoices in AggieBuy. This is perfectly suited for recurring payments made to a vendor where invoices are not generally submitted, such as lease payments or stipends.

You will create the first invoice and then create the recurring schedule from that invoice. This can be done from a PO based invoice or a non PO based invoice.

**The supplier invoice number SHOULD NOT be more than 11 digits.**

The recurrences are actually created from the original invoice so if any changes need to be made after the first document you will need to:

- Cancel the recurrence and create a new one  OR  
- Open the original invoice and make the revisions to that invoice. Those changes will be reflected on recurrences created after the change. Remember that the original invoice is already paid so if you choose this option you want to add notes since what will be seen on the invoice will not match what is in FAMIS. This option eliminates the need to deactivate the occurrence and create a new one.

Create the original invoice

Open the invoice and select Create Recurring Invoice from the available actions
Create the recurrence

When looking at an invoice you can see that there is a recurring schedule set up and you can view that from the invoice.

If you select “View Schedule” you can find all invoices created from that recurrence by selecting view occurrences.
You can also see the recurring invoices from the AP icon.

You can see how many recurring invoices are going to be created on each schedule. You can also edit a schedule or stop the future recurrences from being created.
When you select View Occurrences it will show you every invoice created from the recurring invoice schedule that was created.

The supplier invoice number on the occurrences will be the supplier invoice number from the original invoice with - if (this is why the invoice number on the original should NOT be longer than 11 digits. We are only allowed 14 characters in FAMGIS so if you set up 12 months then you will need three blank spaces - X0, X1, etc.)

For this example, the first payment was supplier invoice number: A0140403726, the second payment invoice created invoice was A0140403726-1, the third payment, second auto created invoice was A0140403726-2