# Delete Recurring AP Invoices

Payments made to the same vendor on a set interval (month, week, quarter, etc.) for the same amount may be set up as Recurring Payables and generated before the payment is due. A new invoice is created each time the process is run.

Step 1 *Accounts Payable, File Maintenance, Recurring AP*	
1. Enter the vendor number. 2. Enter the original invoice number. Use the F2 key to find this invoice number. The invoice data will display 3. Click the Delete button to delete this invoice. 4. Click 'YES' to delete the invoice. Press Enter to return to the main menu.	
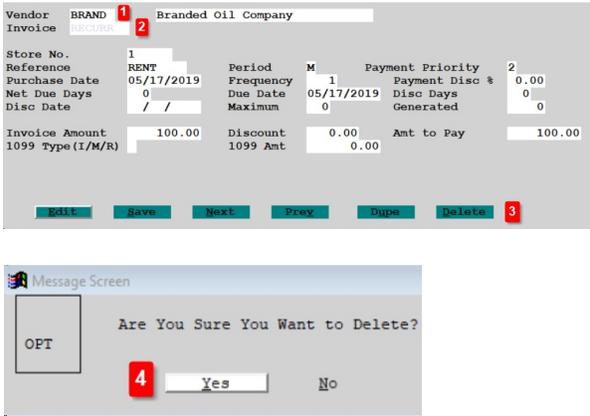
1. Enter the vendor.
2. Enter the invoice number. If the invoice number does not exist, click Add.
3. Enter the Period: M for Monthly or D for Daily.
4. Enter the payment priority. The most common value is 2.
5. Enter the original invoice date.
6. Enter the frequency.
7. Enter any payment discount.
8. Confirm net due days. This is taken from the vendor master setup.
9. Due Date is calculated by the system.
10. Confirm any discount days.
11. Confirm the discount date.
12. Enter the maximum number of times this invoice will be generated. For example, enter 12 if you will pay this invoice for the next months.
13. Enter the number of invoices already generated. If this is a new invoice, leave this zero.
14. Enter the invoice amount.
15. Enter any discount amount.
16. The system will create the Amount to Pay.
17. Enter the 1099 type, if appropriate.
18. Enter the 1099 amount, if appropriate.
19. Click Save if the invoice data is correct. Click Edit to change the invoice data you just entered.

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1. If the distribution is not added by the system, enter 'A' to add a distribution line. Press Enter.
2. Add as many distribution lines as required. Press Q to quit the entry.
3. Enter 'S' to Save the invoice.

Setup for a recurring invoice is complete.

For each month, you must Generate (Create) the invoice.
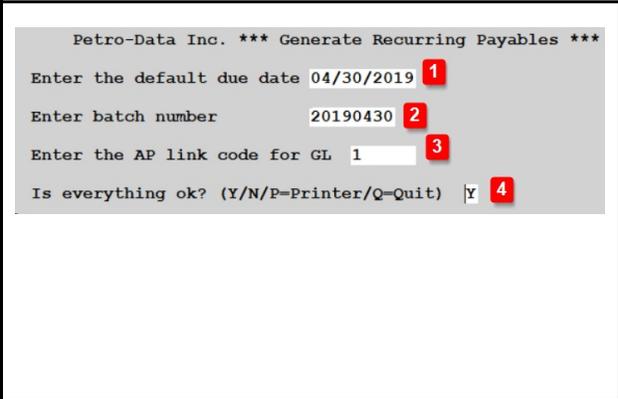
Step 2 *Accounts Payable, Generate Recurring AP*	
This is done every time you need to pay the recurring invoice. 1. Enter the date for the invoice to be created or generated. 2. The system will create a batch number based on this date. 3. Enter your GL Link code. 4. Enter 'Y' if the data entered so far is correct.	Petro-Data Inc. *** Generate Recurring Payables *** Enter the default due date 04/30/2019 **1** Enter batch number 20190430 **2** Enter the AP link code for GL 1 **3** Is everything ok? (Y/N/P=Printer/Q=Quit) Y **4**