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How to Create Recurring Transactions in QuickBooks Online

QuickBooks Online saves time and improves accounting accuracy in numerous ways. One example is its support for recurring transactions.

It's easy to get distracted when you're doing dull, repetitive accounting work. That distraction leads to errors sometimes. So, besides the time you're spending on work that could be automated, you have to tack on additional time to chase down your mistakes.

QuickBooks Online already reduces repetitive data entry by saving your lists of customers, vendors, products, etc., and making them accessible when you're creating transactions. But it does more to save time and minimize errors by allowing you to create *recurring transactions*. Enter a transaction like an invoice or bill once, and QuickBooks Online memorizes it for future use!

Here's how it works. Let's say you have a customer who wants to rent a printer from you for one year. You create an invoice for one month's rental. At the bottom of the screen, click **Make recurring**. A partial view of the screen that opens is pictured below.

A screenshot of the QuickBooks Online recurring transaction setup screen. The top section shows a text field with 'Buttons Galore Printer', a 'Reminder' dropdown menu, a 'Remind' field with the number '5', and the text 'days before the transaction date'. Below this, there are three columns: 'Customer' with a dropdown menu showing 'Buttons Galore', 'Email' with a text field containing 'buttonsgalore@hq.bill.com' and a 'Cc/Bcc' link, and 'Options' with three checkboxes: 'Automatically send emails' (unchecked), 'Print later' (checked), and 'Include unbilled charges' (unchecked). The bottom section is labeled 'Interval' and contains a dropdown menu set to 'Monthly', followed by 'on day' dropdown (set to '1st'), 'of every' field (set to '1'), and 'month(s)'. To the right, there are 'Start date' (01/01/2021), 'End' dropdown (set to 'By'), and 'End date' (12/31/2021) fields.

QuickBooks Online allows you to set up a transaction to repeat at scheduled intervals.

Much of this screen will have already been filled in. You'll need to enter a name for the template you're creating at the top of the screen, one that will remind you of its content. In the second field, the drop-down list displays three options for how the recurring transaction will be handled by QuickBooks Online They are:

- **Scheduled.** Your invoice will go out automatically at the scheduled interval, with only a change to the date. As with any automated process, you should be very careful when selecting this option.
- **Reminder.** You will get a reminder ahead of each occurrence so you can make any necessary changes before sending.
- **Unscheduled.** No automation is involved here. The invoice is memorized, but you'll have to remember when it needs to go out.

If you chose **Reminder**, the next field will read **Create (x) days in advance**. Enter the number of days here. On the next line, you'll only have to check or uncheck the **Options**.

Under **Interval**, you'll tell QuickBooks Online when the invoice is scheduled to go out. You can choose from **Daily**, **Weekly**, **Monthly**, and **Yearly**. The invoice in this example should be processed and sent on the first day of every month. The start date is January 1, 2021, and it will end on December 31, 2021. If your recurring transaction should continue to go on indefinitely, you'll have the option to select **None** from the drop-down list under **End**. You can also choose **After**.

Check the fields below this line to make sure they're correct. You can change the message if you'd like and add an attachment. If everything looks correct, click **Save Template** in the lower right corner.

Using Recurring Transactions

If you've set this transaction up to recur automatically, you don't have to do anything more with it unless you need to edit it at some point. If you need to do so, or if you're responding to a reminder (or chose not to be reminded), you can access the list of transactions you've memorized by clicking the gear icon in the upper right and selecting **Recurring Transactions** under **Lists**. A screen containing this section will open:

CUSTOMER/VENDOR	AMOUNT	ACTION
Caribou Coffee	125.00	Edit <input type="checkbox"/>
Buttons Galore	347.38	Use Duplicate Pause Skip next date Delete
Bridget O'Brien	161.94	
Adam Saraceno	1,649.01	

Once you've created recurring transactions, you have several options for managing them.

The table that appears will contain other columns describing the recurring transactions, like **Type** and **Interval**. The image above shows the end of each row that reads **Edit** until you open the drop-down menu. You can see what your options are. They include **Use**, which you would select when you want to edit and/or send a transaction. You can also create a **Duplicate**, **Pause** the recurrences temporarily, **Skip next date**, or **Delete** the template. Click the arrow next to **Reminder List** in the upper right and select **Run Report** to see the **Recurring Template List Report**.

As you can see, recurring transactions can not only save time, but they can also help reduce errors and minimize unnecessary work. They're not overly difficult to create, but you should use caution if you choose to automate them. We're available to answer your questions about this useful tool and about any other element of QuickBooks Online. Stay healthy, and here's to 2021!

SOCIAL MEDIA POSTS

QuickBooks Online offers many ways to save time and reduce errors in your accounting. Recurring transactions are among them. Do you know how to set this up? Find out [here](#).

Are you creating similar invoices over and over? QuickBooks Online allows you to create recurring transactions. Find out more [here](#).

QuickBooks Online allows you to automate your recurring transactions, but you should be very careful if you choose this option. We can help step you through this.

Missing bill payments? You can set regular reminders in QuickBooks Online by creating recurring transactions to help with this. Here's [how](#).