

Recording recurring transactions

For [recurring transactions](#) that are not set up to record automatically, you need to decide when to record them. You can:

- record a single recurring transaction from a transaction window
- record several transactions at the same time.

You can also record a recurring transaction:

- in the **Reminders** window (if you use the reminders option)—see [Recurring transaction reminders](#)
- in the **Recurring Transactions List** window by going to the **Lists** menu and choosing **Recurring Transactions**
- in the **To Do List** window on the **Recurring Transactions** tab—see *To record multiple recurring transactions* below.

To record a recurring transaction from a transaction window

To record multiple recurring transactions

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