

Recurring Items Overview and Topics

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SedonaOffice provides the functionality to setup Recurring Bills and Recurring Payments which are paid periodically for expenses such as utilities, rent, loans etc.

Recurring Bills are used to setup Bills that are paid on a particular frequency. Once the initial recurring bill is created, a User will generate (usually monthly) each of the recurring bills. If the bill amount varies each time, such as in the case of a utility bill, the amount may be modified once the recurring bill is generated. These recurring items are viewable from the Recurring Items menu option of the Accounts Payable menu.

You may also set up Recurring Payments in a similar manner. Recurring Payments are typically used for items that are automatically debited from a company bank account. Recurring payments are setup using the Write Checks function and selecting the Recurring Payment option at the time of manually writing a check.

Using this functionality saves time during data entry for bills and /or checks that are manually entered every month or some other frequency.

For information on how to setup and use Recurring Items, follow the topic links below.

[Setup a Recurring Bill](#)

[Generate a Recurring Bill](#)

[Setup up a Recurring Payment](#)

[Generate a Recurring Payment](#)

[Editing a Recurring Item](#)

[Deleting a Recurring Item](#)