

# Set up a Recurring Bill

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Recurring Bills are used to setup Bills that are paid on a particular frequency. Once the initial recurring bill is created, generate (usually monthly) all 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.

1. You can enter a new Recurring Bill either from Accounts Payable/Bills or from the Vendor Explorer and right-clicking on the Bills tree option and selecting New Bill.
2. Once the Bill form is displayed, fill in the required and optional information. Select the **Recurring Bill** checkbox in the upper right area of the Bills form.
3. Click the **Save** button at the lower right of the Bills form.

The screenshot shows the 'Bills' form in a software application. The form is titled 'Bills' and has a 'Vendor' dropdown set to 'Alarmnet' and a 'Category' dropdown set to 'D-G & A'. The 'Recurring Bill' checkbox is checked and circled in red, with a blue arrow pointing to it. The form includes fields for Vendor, Address, Reference #, Branch, Terms, Amount, Bill Date, Payment Due, Eligible for Discount Amt, and Costing. A 'General Ledger' table is visible at the bottom, showing a single entry for 'Communications - Radio Network' with an amount of 250.00. The 'Balance Due Total' is \$250.00.

GL Account	Description	Amount	Category
610660	Communications - Radio Network	250.00	D-G & A

4. The Recurring Bill form opens. Select the Frequency from the drop-down list.
5. Enter a Description for the Recurring Bill.
6. Enter or select the a date from the calendar for the Next Due Date. If an End Date is needed (typically used for loans) enter or select a date from the calendar.

Recurring Bill

Payment Information

Vendor Code: Alarmnet

Amount: 250.00

Frequency: Monthly

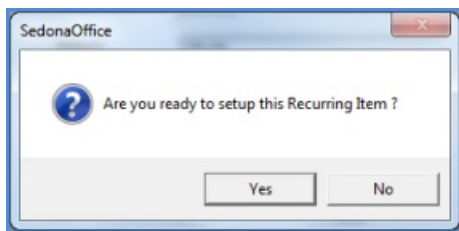
Description: Alarmnet-Radio Back-Up

Next Due Date: 10/28/2012

End Date:

Save Close

- When finished, click the **Save** button located at the lower right of the form. A confirmation message opens; click the **Yes** button to confirm.



The Recurring Bill is displayed in the list of Recurring Items from the Accounts Payable menu.

AP Recurring Items

Checks

Description	Vendor	Frequency	Amount	Next Due Date	Last Check Date	End Date
Monitoring of Intrusion System	Ye Olde Security Company	Monthly	\$200.00	12/3/2016	11/3/2016	
Health Insurance	Cigna	Monthly	\$250.00	10/13/2016	9/13/2016	
Totyota Laease	N/A	Monthly	\$255.00	8/10/2016	5/19/2020	
Testing	ADP	Monthly	\$65.00	7/2/2016	6/2/2016	
Payroll Fees	ADP	Monthly	\$65.00	7/2/2016	6/2/2016	
Cleaning Service	A+ Cleaning Services		\$110.00	6/9/2016	6/2/2016	
tahoe pmt	GMAC Financial	Monthly	\$350.00	7/15/2013	7/18/2018	

Bills

Description	Vendor	Frequency	Amount	Next Due Date	Last Bill Date	End Date
Comcast Communications	Comcast	Semi-Annual	\$125.00	3/12/2017	8/12/2016	
Property Insurance	Chubb Group Of Insurance C...		\$250.00	9/26/2016	8/12/2016	
eeep	ADI	Monthly	\$100.00	11/24/2015	10/24/2015	
ASIS membership fee	ASIS International	Annual	\$350.00	1/5/2014	8/1/2016	
Medical supply cabinet replenish	Moore Medical Supplies	Quarterly	\$45.00	1/4/2013	6/15/2016	
Trash	Abc Disposal Service, Inc	Monthly	\$67.50	4/25/2012	10/13/2014	
Janitorial	Randall Janitorial	Monthly	\$255.00	4/15/2012	3/15/2012	
Coffee Service	Biggby Coffee Service	Monthly	\$136.50	4/15/2012	3/15/2012	
Internet	Comcast	Monthly	\$268.00	4/5/2012	3/1/2013	
Landscaping	Coastal Landscaping		\$156.00	3/18/2012	5/1/2020	
Tahoe payment	GMAC Financial	Monthly	\$450.00	3/15/2012	7/1/2012	
Uniforms	Aramark	Monthly	\$235.00	3/10/2012	7/1/2012	
Off Site Storage	Extra Space Storage	Monthly	\$125.00	3/1/2012	7/1/2012	
Goto Meeting	Citrix Online	Monthly	\$89.95	3/1/2012	7/1/2012	

☐ Show Inactive

Click on Selection to Create Next Scheduled Entry

Edit

Create

Close