

Generate a Recurring Bill

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Once Recurring Bills have been setup, a User will typically generate the Recurring Bills on or about the first of each month.

Follow the instructions below and on the next page to generate the Recurring Bills.

1. Navigate to the Main Application Menu and select the Recurring Items option from the Accounts Payable module.
2. The Recurring Items form will be displayed. This form is divided into two tiers; the upper section displays Recurring Payments and the lower tier displays Recurring Bills.

Items displayed in black text are due in the future. Any items displayed in red are past due. Users responsible for entering and paying bills should visit this form frequently to generate the Recurring Bills or Payments on a timely basis.

Highlight the Recurring Bill to be generated then press the Create button located at the lower right of the form.

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3. The Enter Bills form will be displayed. Enter a Reference Number. If the amount of the bill is different than the amount generated, the User may change the amounts.
4. If a document needs to be attached to the Bill, press the Apply button then navigate to the Documents tab and either scan in and attach a document or add an existing saved document. If no documents are being attached, proceed to step number 5.
5. When finished, press the Save button located at the lower right of the Enter Bills form. The Bill is now saved to the Vendors list of open bills.

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