

# Generate a Recurring Bill

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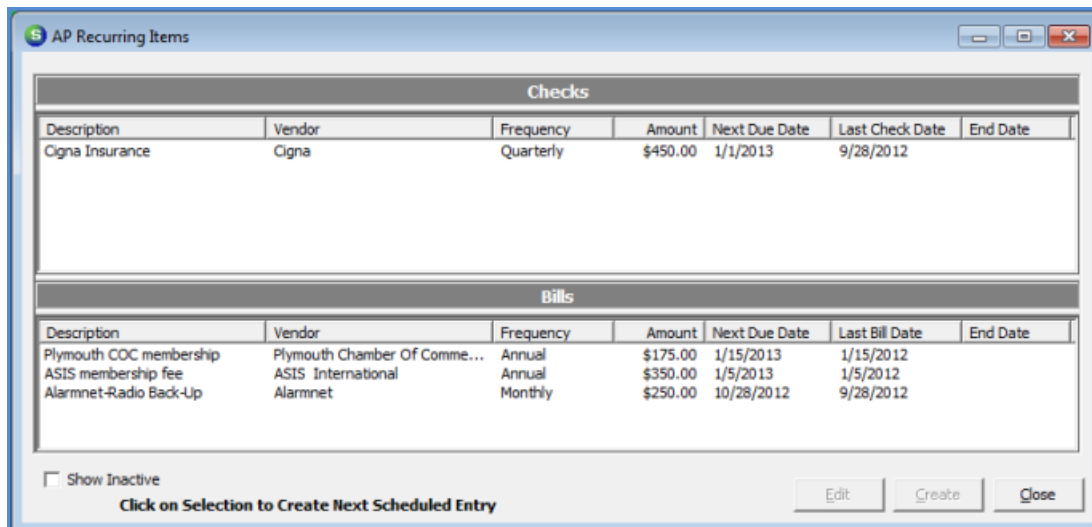
Once Recurring Bills have been setup, a User will typically generate the Recurring Bills on or about the first of each month.

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.



The screenshot shows a software window titled "AP Recurring Items". It contains two main sections: "Checks" and "Bills", each with a table of recurring items.

Checks						
Description	Vendor	Frequency	Amount	Next Due Date	Last Check Date	End Date
Cigna Insurance	Cigna	Quarterly	\$450.00	1/1/2013	9/28/2012	

Bills						
Description	Vendor	Frequency	Amount	Next Due Date	Last Bill Date	End Date
Plymouth COC membership	Plymouth Chamber Of Commerce	Annual	\$175.00	1/15/2013	1/15/2012	
ASIS membership fee	ASIS International	Annual	\$350.00	1/5/2013	1/5/2012	
Alarmnet-Radio Back-Up	Alarmnet	Monthly	\$250.00	10/28/2012	9/28/2012	

At the bottom of the window, there is a checkbox labeled "Show Inactive" and a text prompt "Click on Selection to Create Next Scheduled Entry". To the right are three buttons: "Edit", "Create", and "Close".

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.

Enter Bills

Vendor

Citrix Online

Category

D-G & A

☐ Hold Payment  
☒ Recurring Bill

Vendor Bill

Vendor

Citrix Online

Address:

FILE 50264  
Los Angeles, CA 90074

Reference #

32556

Branch

MI

Terms

Net 30

Amount

\$89.95

Bill Date

9/1/2012

Payment Due

10/1/2012

Eligible for Discount Amt

Costing

Parts \$0.00

Expense \$89.95

Documents

☐ Show Branches

☐ Show Job Cost

General Ledger

GL Account	Description	Amount	Category
610780	GoTo Assist	89.95	D-G & A
*			

Memo

Balance Due

\$0.00

Total

\$89.95

Apply

Save

Close