

# Set up a Recurring Payment

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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.

Follow the instructions below to setup a Recurring Payment.

1. You can enter a new Recurring Payment either from Accounts Payable/Write Checks or from the Vendor Explorer and right-clicking on the Payments tree option and selecting New Payment.
2. Once the Write Checks form is displayed, fill in the required and optional information. Select the Recurring Payment checkbox located on the right side of the Write Checks form.
3. Pay From Bank Account - select the bank account with the funds for the check.
4. Select the Vendor radio button, and then select the Vendor to pay from the drop-down list.
5. Select the appropriate Branch from the drop-down list.
6. In Print Queue - if the check will be printed later, select this checkbox. If the check will be printed once the form is filled out, leave this checkbox clear.
7. In the center area of the check form, click the Expense tab.
8. On the Expense Tab, select the G/L Account, Amount, Branch, Category in the grid area.
9. In the check area, type in the amount of the check. Verify the check number that defaulted is the correct check number; correct if necessary. If this is a payment that is automatically deducted from your bank account, instead of typing in a check number, you can enter something like "EFT 09-2017".
10. Once all information has been filled in, click the Print button at the lower right of the Write Checks form. If this payment is automatically deducted from your bank account, click the Save button, then proceed to step 13.
11. The check opens in Print Preview mode. When ready to send the check to the Printer, click the Print & Close button on the AP Check Preview window.
12. A message is displayed confirming the check printed correctly and should be marked as printed. Click the Yes button to confirm.

Write Checks

Pay From Bank Account: 100200 100200 Cash - Operating\*

Customer ☐ Vendor ☒ Cigna Branch: MI

**Sedona Security** DATE: 9/28/2012 CHECK #: ACH 10-2012

PAY TO THE ORDER OF: Cigna \$450.00

Four Hundred Fifty Dollars and Zero Cents

ADDRESS LABEL: Cigna, P.O. Box 1007, Detroit, MI 48201

MEMO:

☐ In Print Queue

Applied Total: 450.00

Balance: 0.00

☒ Recurring Payment

Bills: \$0.00 Parts: \$0.00 Expense: \$450.00 Documents:

Costing:

General Ledger				
GL Account	Description	Amount	Branch	Category
630620	Insurance - Liab	450.00	MI	D-G & A

☐ Show Job Cost

☐ Voided Check

Apply Save Print Close

13. The Recurring Payment form opens. Select the Frequency from the drop-down list.
14. Enter a Description for the Recurring Payment.
15. 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 Payment

Payment Information

Vendor Code: Cigna

Amount: \$450.00

Frequency: Quarterly

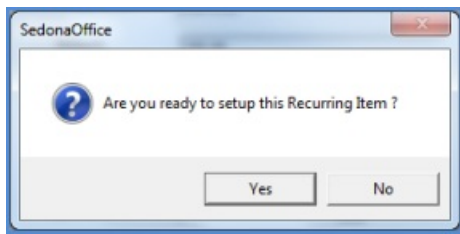
Description: Cigna Insurance

Next Due Date: 1/1/2013

End Date:

Save Close

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



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

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