Generate a Recurring Payment

Last Modified on 01/10/2023 2:43 pm EST

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

Follow the instructions below to generate the recurring payments.

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 Payment to be generated then press the Create button located at the lower right of the form.

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3. The Write Checks form will be displayed. Select the Bank account from which the payment will be made. Enter the appropriate Date for the check. If the amount of the payment is different than the amount generated, the User may change the amounts or add additional expense lines.

4. If a document needs to be attached to the Check, 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, the User may select the In Print Queue option if this check is to be printed at a later time or press the Print button located at the lower right of the Write Checks form to print now. The Payment is now saved to the Vendors list of payments.

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