

# Edit a Recurring Item

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If information needs to be changed on the setup of a Recurring Bill or Recurring Payment, you can modify any information except the Vendor Code and the Amount. If the amount needs to be changed, you need to delete the Recurring Item then set up a new Recurring Item with the new amount.

To edit a Recurring Item, follow the instructions below.

1. Navigate to the Main Application Menu and select the Recurring Items option from the Accounts Payable module.

The screenshot shows the 'AP Recurring Items' window. It contains two tables: 'Checks' and 'Bills'. The 'Checks' table has one entry for 'Cigna Insurance' with a frequency of 'Quarterly' and an amount of '\$450.00'. The 'Bills' table has three entries: 'Plymouth COC membership' (Annual, \$175.00), 'ASIS membership fee' (Annual, \$350.00), and 'Alarmnet-Radio Back-Up' (Monthly, \$250.00). At the bottom right, the 'Edit' button is circled in red.

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

  

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	

2. The Recurring Item form opens. Highlight the Recurring Bill or Recurring Payment to be edited then click the **Edit** button located at the lower right of the form.

The screenshot shows the 'Recurring Bill' form. It contains the following fields: 'Vendor Code' (Alarmnet), 'Amount' (250.00), 'Frequency' (Monthly), 'Description' (Alarmnet-Radio Back-Up), 'Next Due Date' (10/28/2012), and 'End Date' (empty). The 'Save' and 'Close' buttons are at the bottom.

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

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

3. Make the necessary changes, and then click the **Save** button when finished.