

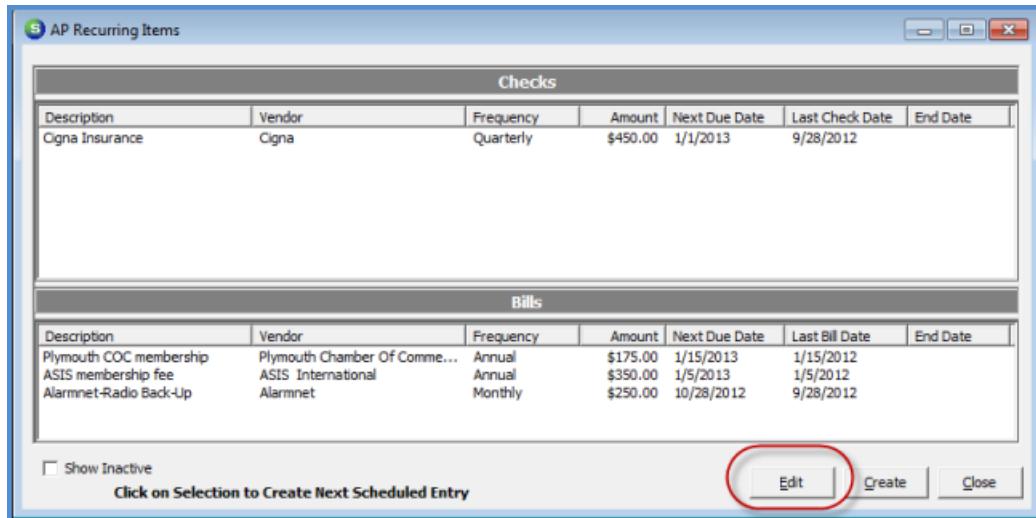
Edit a Recurring Item

Last Modified on 01/16/2026 11:48 am EST

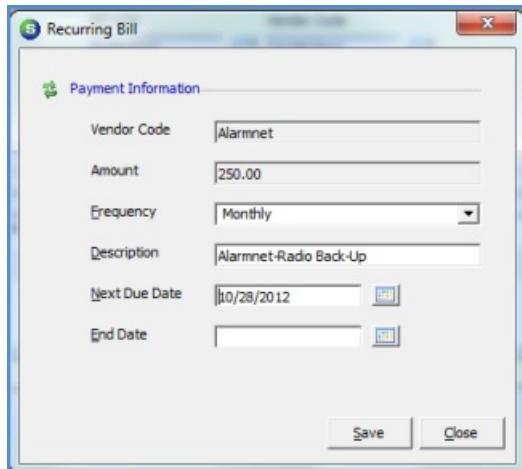
If information needs to be changed on the setup of a Recurring Bill or Recurring Payment, you can modify any information except the Vendor Code and the Amount. If the amount needs to be changed, you need to delete the Recurring Item then set up a new Recurring Item with the new amount.

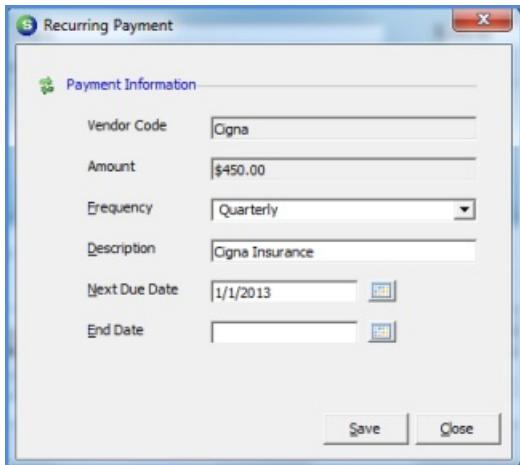
To edit a Recurring Item, follow the instructions below.

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



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.





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