

# Edit a Recurring Item

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If information needs to be changed on the setup of a Recurring Bill or Recurring Payment, any information except the Vendor Code and the Amount may be modified. If the amount needs to be changed, you will 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.

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2. The Recurring Item form will be displayed. Highlight the Recurring Bill or Recurring Payment to be edited then press the Edit button located at the lower right of the form.

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3. Make the necessary changes, then press the Save button when finished.