

This document covers the topic of Accounts Payable Recurring Items. Step by step instructions along with illustrations are included in this document.

Accounts Payable Recurring Items Overview and Topic List

SedonaOffice provides the functionality to set up Recurring Bills and Recurring Payments, which are paid periodically for expenses such as utilities, rent, loans etc. Recurring Items are designed to save the User data entry time when entering bills and payments that occur frequently.

Recurring Bills are used to set up Bills that are paid on a particular frequency. Once the initial recurring bill is created, a User will generate (usually monthly) each of the recurring bills. If the bill amount varies each time, such as in the case of a utility bill, the amount may be modified once the recurring bill is generated. These recurring items are viewable from the Recurring Items menu option of the Accounts Payable menu.

You may also set up Recurring Payments in a similar manner. Recurring Payments are typically used for items that are automatically debited from a company bank account. Recurring payments are set up using the Write Checks function and selecting the Recurring Payment option at the time of manually writing a check.

The following topics are included in this document:

- Setting up a Recurring Bill
- Generating a Recurring Bill
- Editing a Recurring Item
- Setting up a Recurring Payment
- Generating a Recurring Payment
- Deleting a Recurring Item

Setup a Recurring Bill

Recurring Bills are used to set up Bills that are paid on a particular frequency. Once the initial recurring bill is created, a User will generate (usually monthly) all the recurring bills. If the bill amount varies each time, such as in the case of a utility bill, the amount may be modified once the recurring bill is generated. These recurring items are viewable from the Recurring Items menu option of the Accounts Payable menu.

Follow the instructions below and on the next page to setup a Recurring Bill.

1. You may enter a new Recurring Bill either from Accounts Payable/Bills or from the Vendor Explorer and right-clicking on the Bills tree option and selecting New Bill.
2. Once the Bill form is displayed fill in the required and optional information. Select the Recurring Bill option in the upper right area of the Bills form.
3. Click the Save button located at the lower right of the Bills form.

Vendor: Alarmnet
Address: 91097 COLLECTIONS CTR DR
Chicago, IL 60693

Reference #: 2012-09
Branch: MI

Terms: Net 30
Amount: 250.00

Bill Date: 9/28/2012
Payment Due: 10/28/2012

Eligible for Discount Amt: 250.00
Costing: []

Parts \$0.00 Expense \$250.00 Documents [] Show Branches [] Show Job Cost []

GL Account	Description	Amount	Category
610660	Communications - Radio Network	250.00	D-G & A

Memo: [] Balance Due Total: \$250.00

Purchase Orders [] Apply Save Close

- The Recurring Bill form will be displayed. Select the Frequency from the drop-down list. Enter a Description for the Recurring Bill. Enter or select the 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.

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

- When finished, click the Save button located at the lower right of the form. A confirmation message will be displayed. Click on the Yes button to confirm.

SedonaOffice

Are you ready to setup this Recurring Item ?

Yes No

The Recurring Bill will now be displayed in the list of Recurring Items from the Accounts Payable menu.

Setup a Recurring Payment [Check]

Recurring Payments are typically used for items that are automatically debited from a company bank account. Recurring payments are set up using the Write Checks function and selecting the Recurring Payment option at the time of manually writing a check.

Follow the instructions below to set up a Recurring Payment.

1. You may 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 option located on the right side of the Write Checks form.
3. Pay From Bank Account - select the bank account from which the funds will be used for the check.
4. Select the Vendor radio button 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 at a later time, select this option. If the check will be printed once the form is filled out, do not select this option.
7. In the center area of the check form, click on 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 for 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 may enter something like "EFT 09-2017".
10. Once all information has been filled in, click the Print button located at the lower right of the Write Checks form. If this payment is automatically deducted from your bank account, click the Save button, and then proceed to step 13 on the next page.
11. The check will display in Print Preview mode. When ready to send the check to the Printer, click the Print & Close button located on the AP Check Preview window.
12. A message will be displayed confirming the check printed correctly and should be marked as printed. Click the Yes button to confirm.

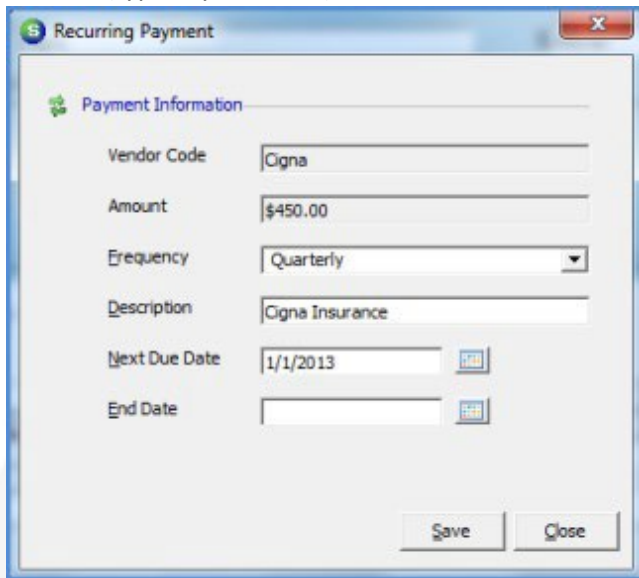
The screenshot shows the 'Write Checks' window with the following details:

- Pay From Bank Account: 100200 (100200 Cash - Operating*)
- Customer: Other
- Vendor: Cigna
- Branch: MI
- Check # (CHECK #): ACH 10-2012
- DATE: 9/28/2012
- Amount: \$450.00
- Applied Total: 450.00
- Balance: 0.00
- Expense tab is selected.
- General Ledger table:

GL Account	Description	Amount	Branch	Category
630620	Insurance - Liab	-450.00	MI	302.00

Buttons at the bottom: Apply, Save, Print, Close.

13. The Recurring Payment form will be displayed. Select the Frequency from the drop-down list. Enter a Description for the Recurring Payment. Enter or select the date from the calendar for the Next Due Date. If an End Date is needed (typically for loans), enter or select a date from the calendar.

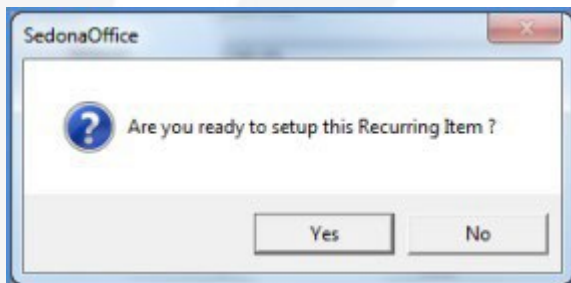


The screenshot shows a window titled "Recurring Payment" with a "Payment Information" section. The fields are as follows:

Vendor Code	Cigna
Amount	\$450.00
Frequency	Quarterly
Description	Cigna Insurance
Next Due Date	1/1/2013
End Date	

Buttons: Save, Close

14. When finished, click the Save button located at the lower right of the form. A confirmation message will be displayed; click on the Yes button to confirm.



The Recurring Payment will now be displayed in the list of Recurring Items from the Accounts Payable menu.

Generating a Recurring Bill

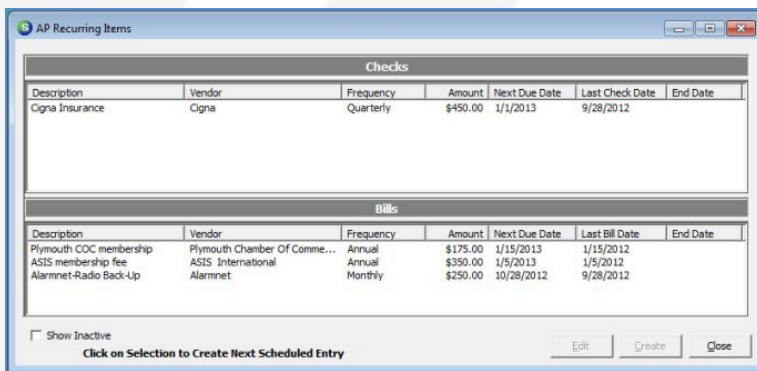
Once Recurring Bills have been setup, a User will typically generate the Recurring Bills on or about the first of each month.

Follow the instructions below and on the next page to generate the Recurring Bills.

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 Bill to be generated then click the Create button located at the lower right of the form.

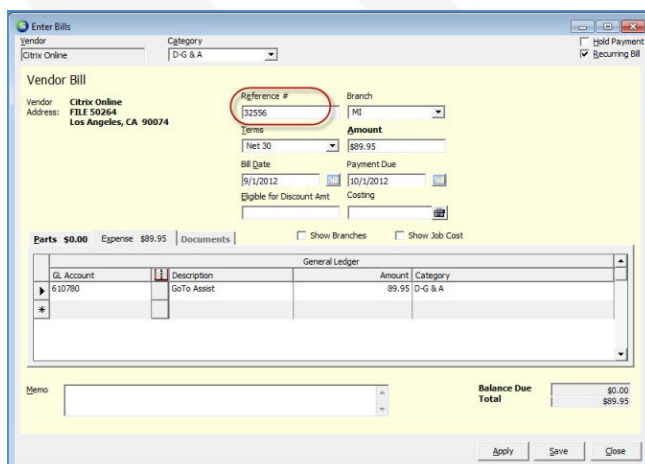


The screenshot shows the 'AP Recurring Items' window. It contains two tables: 'Checks' and 'Bills'. The 'Checks' table has one entry for Cigna Insurance. The 'Bills' table has three entries: Plymouth COC membership, ASIS membership fee, and Alarmnet-Radio Back-Up. At the bottom, there are buttons for 'Edit', 'Create', and 'Close', and a checkbox for 'Show Inactive'.

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

Bills						
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	

3. The Enter Bills form will be displayed. Enter a Reference Number. If the amount of the bill is different than the amount generated, the User may change the amounts.
4. If a document needs to be attached to the Bill, click 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, click the Save button located at the lower right of the Enter Bills form. The Bill is now saved to the Vendors list of open bills.



The screenshot shows the 'Enter Bills' form for Citrix Online. The 'Reference #' field is circled in red. The form includes fields for Vendor, Category, Reference #, Branch, Terms, Amount, Bill Date, Payment Due, and Eligible for Discount Amt. There is also a 'General Ledger' table and a 'Balance Due' section at the bottom.

Gl. Account	Description	Amount	Category
610780	GoTo Asset	89.95	D-G & A

Balance Due Total: \$0.00 / \$89.95

Generating a Recurring Payment

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 click the Create button located at the lower right of the form.

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

Bills						
Description	Vendor	Frequency	Amount	Next Due Date	Last Bill Date	End Date
Plymouth COC membership	Plymouth Chamber Of Comm...	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	

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. In the example below, the principal and interest are separated and would need to be modified with each payment.
4. If a document needs to be attached to the Check, click 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 click the Print button located at the lower right of the Write Check form to print now. The Payment is now saved to the Vendors list of payments.

Pay From Bank Account: 100200 100200 Cash - Operating*

Customer: Vendor: Cigna Branch: MI

DATE: 10/1/2012 CHECK #: ACH 201210

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

Applied Total: 450.00, Balance: 0.00, Recurring Payment: checked

GL Account	Description	Amount	Branch	Category	Job	Type
100200	Insurance - Labli	450.00	MI	D-G & A		

Edit a Recurring Item

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.
2. The Recurring Item form will be displayed. 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 '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	

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

The 'Recurring Bill' form shows 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.

The 'Recurring Payment' form shows the following fields: Vendor Code (Cigna), Amount (\$450.00), Frequency (Quarterly), Description (Cigna Insurance), Next Due Date (1/1/2013), and End Date (empty). The 'Save' and 'Close' buttons are at the bottom.

Delete a Recurring Item

If a Recurring Bill or Recurring Payment will no longer be used, you may delete the Recurring Item.

To delete a Recurring Item, follow the instructions below.



Deleting a Recurring Item is permanent! Make certain this is what you want to do.

1. Navigate to the Main Application Menu and select the Recurring Items option from the Accounts Payable module.
2. The Recurring Item form will be displayed. Highlight the Recurring Bill or Recurring Payment to be deleted.
3. From the Main Application Function Button Toolbar click the red *Delete* button. A confirmation message will be displayed asking if you are certain you want to delete the Recurring Item; click the Yes button to proceed with the deletion.

The screenshot shows the SedonaOffice interface. The left sidebar contains a tree view with 'Accounts Payable' expanded to 'Recurring Items'. The main window displays a table of recurring items. A red circle highlights the 'Delete' button in the toolbar. A blue callout box points to the Delete button with the text 'Delete Button'. A confirmation dialog box is open, asking 'Are you sure that you wish to delete this Recurring Accounts Payable Item?' with 'Yes' and 'No' buttons.

Description	Vendor	Frequency	Amount	Next Due Date	Last Check Date	End Date
Cigna Insurance	Cigna	Quarterly	\$450.00	1/1/2013	9/28/2012	
Plymouth COC membership	Plymouth Cham...					
ASIS membership fee	ASIS Internatio...					
Alamnet-Radio Back-Up	Alamnet					
Medical supply cabinet replenish	Moore Medical S...					
Goto Meeting	Citrix Online					
Trash	Abc Disposal Ser...					
Gas Cards-Techs	Exxonmobil	Monthly	\$562.32	2/20/2012	1/20/2012	
Tahoe payment	GMAC Financial	Monthly	\$450.00	2/15/2012	1/15/2012	
Coffee Service	Biggby Coffee Service	Monthly	\$136.50	2/15/2012	1/15/2012	
Janitorial	Randall Janitorial	Monthly	\$255.00	2/15/2012	1/15/2012	
Uniforms	Aramark	Monthly	\$235.00	2/10/2012	1/10/2012	
Internet	Comcast	Monthly	\$253.00	2/5/2012	1/5/2012	
Landscaping	Coastal Landscaping	Monthly	\$156.00	2/4/2012	1/4/2012	
Off Site Storage	Extra Spouce Storage	Monthly	\$125.00	2/1/2012	1/1/2012	