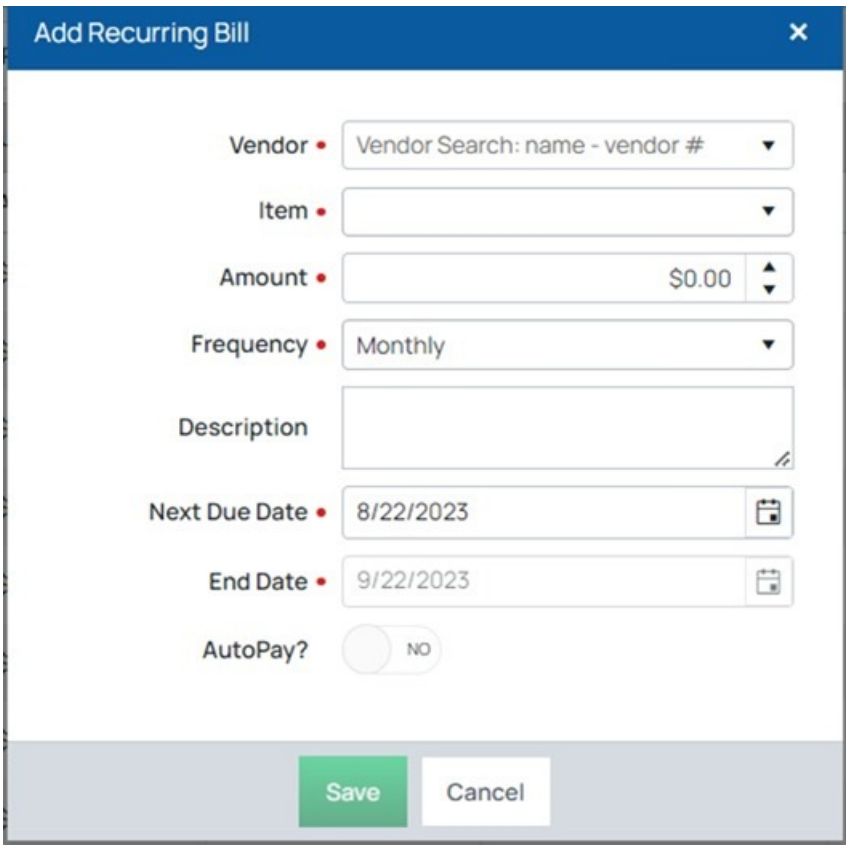
Enterprise - Add Recurring Bills

Last Modified on 09/07/2023 11:16 am EDT

To add a recurring bill, complete the fields below:



Vendor — This is a dropdown list of current active vendors (if adding from a vendor this is automatically selected).

Item — This is a dropdown list populated with all the vendor purchase items that exist within the database.

Amount — This determines how much the recurring payment will be. Frequency — This determines how often this payment will be created.

Description — This is a text field.

Next Due Date — This is the next date that this payment can be created when processing recurring payments.

End Date — This is the last date that this payment can be created when processing recurring payments.

AutoPay? — This switch defaults to off. If switched on, the Bank Account field appears.

Bank Account — This is a dropdown list containing all the bank accounts that exist in Managely.