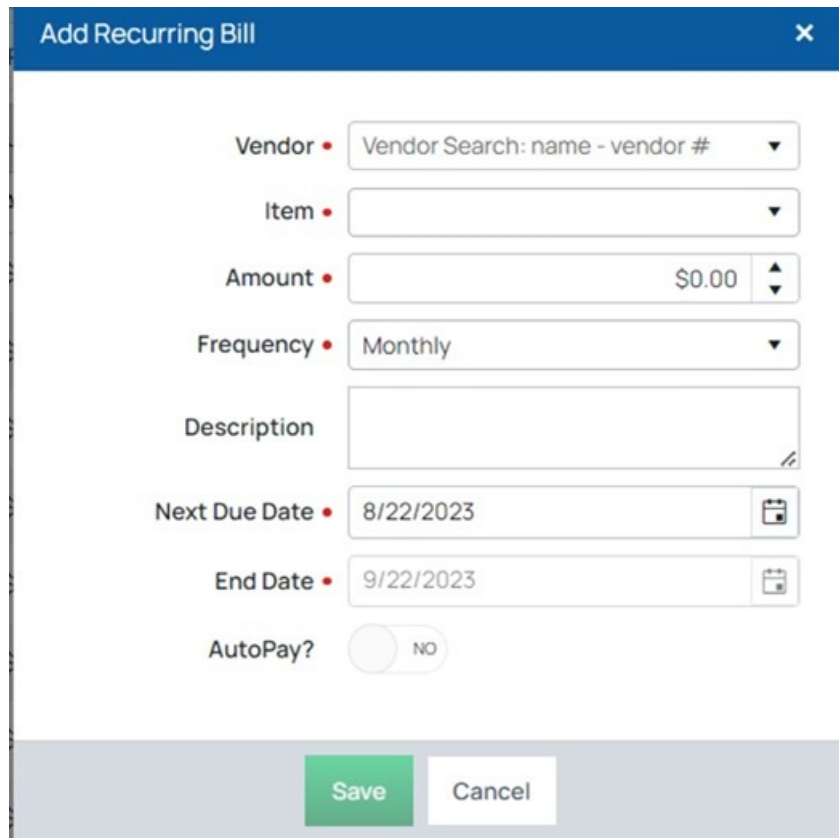


# Add Recurring Bills (Pro)

Last Modified on 11/01/2024 4:38 pm EDT

To add a recurring bill, complete the fields below:



The screenshot shows a modal window titled "Add Recurring Bill" with a close button (X) in the top right corner. The form contains the following fields:

- Vendor**: A dropdown menu with the placeholder text "Vendor Search: name - vendor #".
- Item**: A dropdown menu.
- Amount**: A text input field containing "\$0.00" with up and down arrow icons on the right.
- Frequency**: A dropdown menu with "Monthly" selected.
- Description**: A large text input field.
- Next Due Date**: A date input field containing "8/22/2023" with a calendar icon on the right.
- End Date**: A date input field containing "9/22/2023" with a calendar icon on the right.
- AutoPay?**: A toggle switch currently set to "NO".

At the bottom of the form are two buttons: a green "Save" button and a white "Cancel" button with a grey border.

**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. If you specify a recurring bill to be automatically paid (Auto Pay switch is Yes), Managely automatically adds a payment for bills that are created from the recurring bill entity using the bank account that was selected. This payment is created for the same date as the bill is created for.

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

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