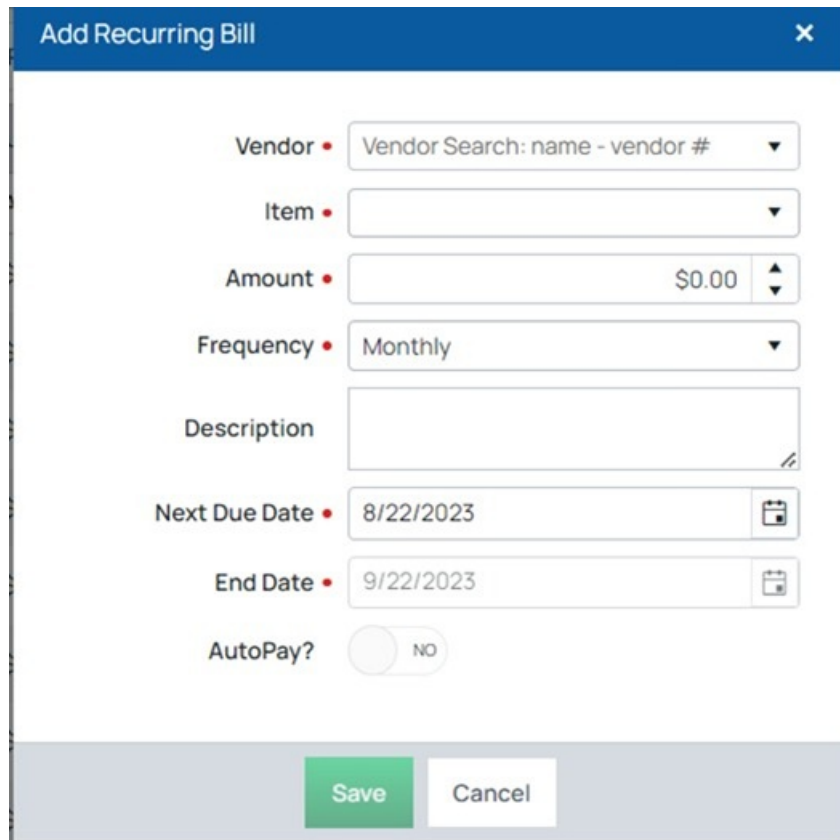


Enterprise - Add Recurring Bills

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

To add a recurring bill, complete the fields below:



The screenshot shows a form 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 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, there 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.

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