

Recurring Vendor Bills

For bills that repeat themselves regularly (recurring entries), it's handy to set them up on the window shown at the bottom of this page. (Review Help Document about Posting Vendor Bills for a description of the fields on the window.)



To open the window for posting Recurring Vendor Bills, you can simply type 'RR' in the **Index** field on the Navigation/Home window, and then press you 'Enter' key on your keyboard.

Task Menu

- [View CHS Setup Steps](#)
- [Job Budget, Bids, Costs \(JB\)](#)
- [Job Status, Scheduling \(JS\)](#)
- [Purchase Orders \(PO\)](#)
- [Change Orders \(CO\)](#)
- [Vendor Bills, Checks \(BI\)](#)

OR use the button labeled '**Vendor Bills / Checks**' under the **Task Menus** on the Navigation/Home winow. Then use the button labeled '**Set Up or Post RECURRING Bills**'.

Payables Selections: Add/Edit Vendor Bills and Payables Checks

Post NEW Vendor Bills and Credit Card Charges (VB in index)

Review / Edit POSTED Vendor Bills and Ledgers (VL in index)

Set Up or Post RECURRING Bills (RR in index)

These entries can be posted as a bill to pay by selecting 'Yes' in the 'Selected:' field. Then 'Enter Date to Apply to Entries' and use the button labeled "Post Selected Entries to Bills Due". After the bills are posted, the field labeled "Setup/Posted" will be updated to the posted date so that you can see the last time the entry was posted as a bill due. The posting date will be used as the Invoice Number when the entry is posted to Bills Due.

Accounts Payable Recurring Entries (RR in Index)

Store bills that will reoccur (or repeat themselves). The list is sorted by Entry Number.

[Add New Entry](#) [Add/Edit Vendors](#) [Open window to Edit/Review Vendor Invoic](#)

Selected:	VENDOR	JLMLEASE - JLM Leasing	ENT# 1	Delete	Doc
Yes	GL Acct	8210-RENT-OFFICE JOB H Cost Code 0-0-NONE	QTY 1.000	Total	
Setup/Posted	Desc	Monthly office rent Department OH	UNIT \$	\$476.00	
2/27/2007	Type	OTHER Markup% 0.00%	TOTAL	\$476.00	
No	VENDOR	SWBYPS - Southwestern Bell Yellow Pages	ENT# 2	Delete	Doc
Setup/Posted	GL Acct	6320-ADVERTISING- JOB H Cost Code 0-0-NONE	QTY 1.000	Total	
2/27/2007	Desc	SW Bell Yellow Pages - Monthly Prnt Department OH	UNIT \$	\$75.00	
	Type	OTHER Markup% 0.00%	TOTAL	\$75.00	

From: 01/01/99 **To:** 02/27/07

Report of Recurring Entries posted between dates above.

Select All (Except entries with Z vendor or zero G/L account)

[UnSelect All](#)

Enter Date to Apply to Entries: 02/27/07

Post Selected Entries to Bills Due (using above date)

HINT: Use the Activities button to set up recurring "To Do" reminders about posting the bills.--->

Fantastic Builders, Inc.

NOTE: The entries set up on the recurring window WILL NOT automatically be posted as a bill due (added to Accounts Payable) UNLESS you select them with "Yes", and then use the button to post them.

After the entries are posted, review or paythem just like any other Vendor Bill.