

How do I create a Recurring Payment

The Recurring Payment facility allows you to pay an expected regular amount to a supplier on a scheduled basis.

If you would like to make use of this facility, you will have to complete the Recurring Payment Form in the ERP which falls under Forms > Finance > Recurring Payment Request and do the following.

Recurring Payment Request Form

Form ID *
[NEW]
[NEW]
Form description *
Test Recurring Payment Form Window Cleaning

Recurring Payment Request

Recurring Payment Details

Supplier *
Unicorn Fire & Saf ...
1003600

Date From *
20/03/2019

Date To *
20/09/2019

Default CostC *
10000
Commissioning - Residen...

Frequency *
MTH
Monthly

No Of Payments *
6

First Payment *
155.00

Normal Payment *
150.00

Total Value
905.00

Review Date *
20/03/2019

PSP ID
0

Recurring Payment Coding

Account	Cost Centre	Tax Code
* A27000 Window Cleaning	* 10000 Commissioning - Residential, Nursing, Domiciliary Care	P1 VAT Purchases (Standard Rate NET) 20%

Add Delete

Reason

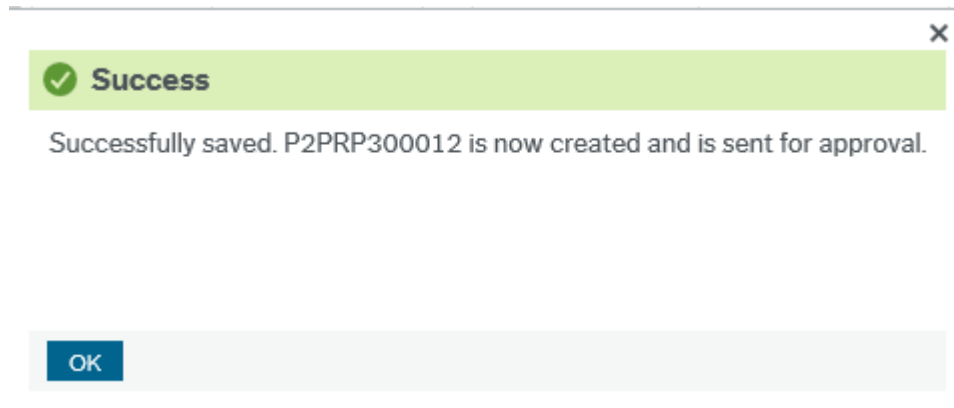
Reason *
Recurring Payment For Window Cleaning

Clear Print preview Submit form Save as draft Export

Annotations:

- You will have to enter a Form Description
- Next, enter the details below
- You can ignore the PSP ID Field
- You can set the review date to the same as the Date from field
- Then Click Add to enter your Account Code and Cost Centre
- You will have to enter a description in the Reason section
- Finally, Click Submit Form Once you have entered all of the details

Once you have submitted the form you will get a message saying it was successfully submitted.



You will still be in the same screen but now the Form ID P2PRP3000012 will be defaulted into the top left hand corner. You will need to add any supporting documentation such as an invoice for the months you've defined and you can do this by clicking on the paperclip icon in the top right hand side of the screen and adding your attachment. This will be automatically saved to the form once you have added it and the paperclip symbol will show as a dark blue colour. You won't have to resubmit this form.

If you do close the form and would like to add your attachment, you can go back to Forms > Finance > Recurring Payment Request and then in the Form ID box you can remove the 'NEW' text and then press space and you will be able to click on the form you have just created and then add your attachment.

Recurring Payment Request

⌵ Recurring Payment Request Form

Form ID *

P2PRP300001	test 1
P2PRP300004	test changes
P2PRP300012	Test Recurring Payment Form Window Cleaning

Once your form is submitted, it will then be workflowed to the authoriser of the Cost Centre to approve. Once approved, this will then get processed by the Accounts Payable Team and a notification will be sent once it has been activated.