Recurring Payments

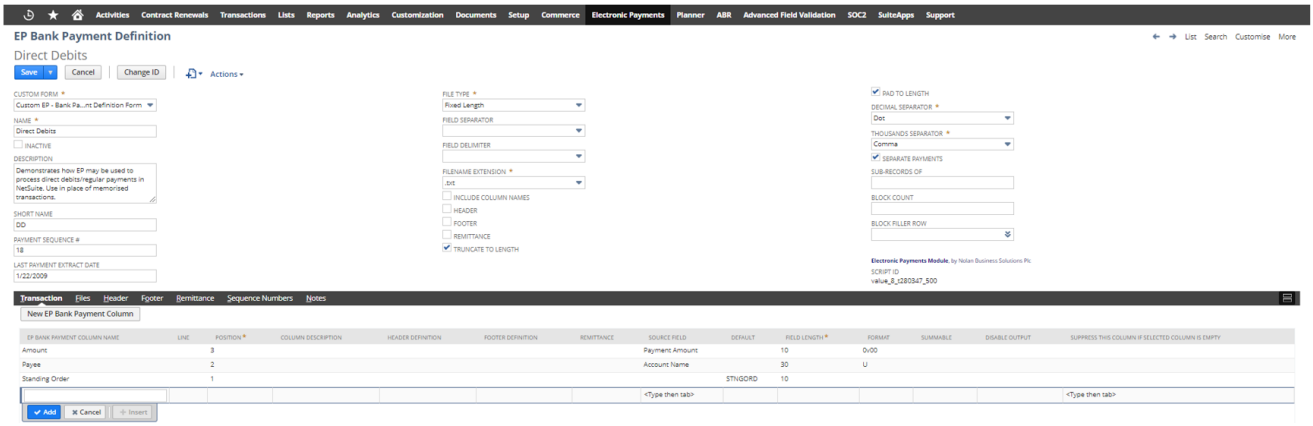
Last updated: April 25, 2023

Electronic Payments may used in place of memorized transactions for recording recurring payments such as council tax, or bills that are paid by installments.

Use Case

A bill for council tax is received, annual amount £2400 and is collected by direct debit in monthly installments of £120.

1. Create Bank Format Definition titled Direct Debits as shown below:



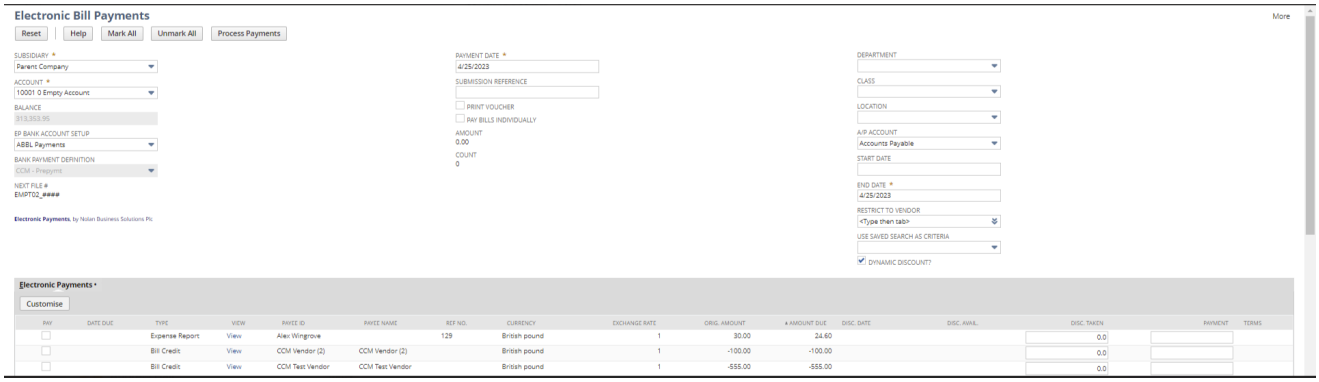
2. Navigate to the vendor record and click the Bank Payments tab.

a. Select ‘Direct Debits’ from the Payment Definition list.

3. Enter bill for £2400.00

a. Enter £240.00 in Electronic Payment Installment field.

4. To record the payment, navigate to Electronic Payments > Pay Bills By EP and select Direct Debits. Check the bill to record and click Process Payments.


Electronic Bill Payments
More
Reset
Help
Mark All
Unmark All
Process Payments
SUBSIDIARY *
Parent Company
ACCOUNT *
10001 0 Empty Account
BALANCE
313,553.95
EP BANK ACCOUNT SETUP
ABBL Payments
BANK PAYMENT DEFINITION
CCM - Prepyme
NEXT FILE #
EMPT02_####
Electronic Payments, by Nolan Business Solutions Plc
PAYMENT DATE *
4/25/2023
SUBMISSION REFERENCE
PRINT VOUCHER
PAY BILLS INDIVIDUALLY
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COUNT
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DEPARTMENT
CLASS
LOCATION
A/P ACCOUNT
Accounts Payable
START DATE
END DATE *
4/25/2023
RESTRICT TO VENDOR
<Type then tab>
USE SAVED SEARCH AS CRITERIA
DYNAMIC DISCOUNT?
Electronic Payments *
Customise
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TYPE
VIEW
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PAYEE NAME
REF NO.
CURRENCY
EXCHANGE RATE
ORIG. AMOUNT
AMOUNT DUE
DISC. DATE
DISC. AVAIL.
DISC. TAKEN
PAYMENT
TERMS
Expense Report View Alex Wingrove 129 British pound 1 30.00 24.60 0.0
Bill Credit View CCM Vendor (2) CCM Vendor (2) British pound 1 -100.00 -100.00 0.0
Bill Credit View CCM Test Vendor CCM Test Vendor British pound 1 -555.00 -555.00 0.0