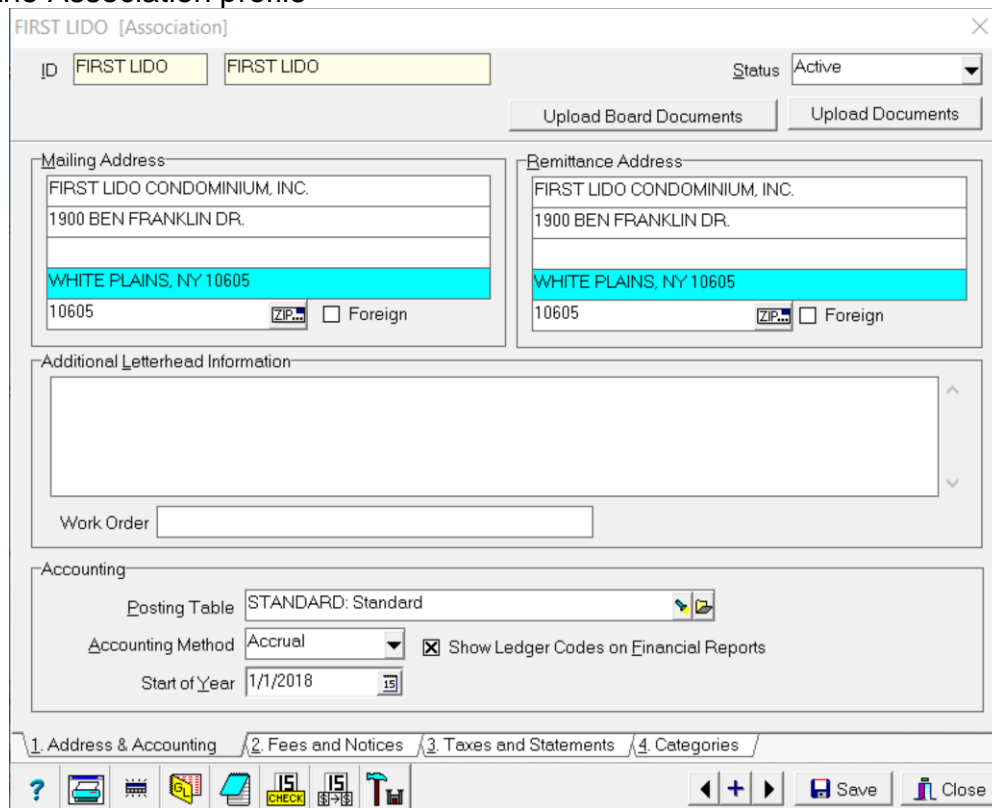


## Overview

Any payments made for the same amount on a scheduled basis can be entered in the association profile. Checks for these payments are done using the <<AP, Scheduled Payables, Recurring Checks>> function.

## Entering the Recurring Check Information

1. Go to the Association profile



The screenshot shows the 'FIRST LIDO [Association]' profile form. The form is divided into several sections: ID (FIRST LIDO), Status (Active), Mailing Address (FIRST LIDO CONDOMINIUM, INC., 1900 BEN FRANKLIN DR., WHITE PLAINS, NY 10605), Remittance Address (FIRST LIDO CONDOMINIUM, INC., 1900 BEN FRANKLIN DR., WHITE PLAINS, NY 10605), Additional Letterhead Information, and Accounting (Posting Table: STANDARD: Standard, Accounting Method: Accrual, Start of Year: 1/1/2018). The bottom toolbar contains various icons, including a 'CHECK' button highlighted with a red arrow.

2. Click on the <Recurring Checks> button
3. Click on <New>

4. Fill in the form.  
If you want to be able to run reports showing the amount paid to a vendor, set them up with a vendor profile and select that profile from the drop down list. If that is not important you can simply fill in the name and address information in the [Payee Name and Address] block.
5. Click <Save>

### Paying the Recurring Checks

1. Go to <<AP, Scheduled Payables>>

2. Click the <Recurring Checks> radio button
3. Set the [Date] through which you want to pay recurring checks
4. Click <Compile>.

Recurring Checks

Due Date	Payer	Payee	Amount	
6/1/2019	FIRST LIDO: FIRST LIDO	LANDSCAPE CREATIONS, LLC	345.00	<input type="checkbox"/> Skip
Available	\$34,364.64	Code	LAWN CARE: LAWN CARE CONTRACT	
Reserve	\$0.00	Schedule	Monthly	Before Check \$34,364.64
Minimum	\$5,000.00	Priority	Normal	After Check \$34,019.64

Sort by Payer / Sort by Payee

All Checks / Selected Checks / Selected Checks Below Minimum / Skipped Checks

? [Printer Icon] [Check Icon] [Post] [Report] [Cancel] [Calculate] [Skip All]

5. A list of all recurring checks scheduled through the date you selected will display. These can be viewed and edited.
6. Click <Post>
7. Click <Yes> to print the checks now or <No> to print them later through the <<AP, Print Checks>> function.