



# Recurring Checks When Amounts Are Different Each Time

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## Overview

This procedure is for payments that happen on a schedule but the amount differs each month. If the amount will be the same follow the standard recurring check process.

## One time

1. Go into the Unit/Owner/Property profile
2. Click on Recurring Checks button.
3. Click New.
4. Enter an amount of \$1.
5. Choose the Payee.
6. Choose the Bill Code from the drop down list.
7. Enter a memo if desired.
8. Set the Schedule.
9. Make the Next Scheduled date something other than the 1st so they can be compiled separately.
10. Save.

The screenshot shows a software window titled "Recurring Check" for a user named "GOLDEN: Harrison S. Golden". The window has a left-hand navigation menu with buttons for Profile Search, Dashboard, Internet Publishing, Profiles, AP, AR, GL, Maintenance, Reports, and Mailings. The main area contains the following fields:

- Check Information:**
  - Amount: \$1.00
  - Payee: LAWN: Lawn Doctor [Vendor]
  - Bill Code: LAWN: Lawn Service
  - Memo: (empty)
  - Priority: Normal
  - Style: Payer Name and Address
- Payee Name & Address:**
  - Lawn Doctor
  - 420 Creek Mill Road
  - Oakton, VA 22284
  - 22284 (with ZIP+4 icon)
  - Foreign checkbox (unchecked)
- Schedule:**
  - Schedule: Monthly
  - Next Scheduled: 7/8/2018
  - Schedule Expires: (empty)
  - Change Date: (empty)
  - New Amount: (empty)

At the bottom of the window are buttons for Help, New, Previous, Next, Save, and Close.

## Each time

1. Go to AP, Scheduled Payables, Recurring Checks as Invoices.
2. Set the Scheduled Through date to the date you chose above.
3. Edit each one and change the amount from \$1 to that month's amount.
4. Post.

The screenshot shows the 'Recurring Checks As Payables' window. On the left is a navigation menu with buttons for Profile Search, Dashboard, Internet Publishing, Profiles, AP, AR, GL, Maintenance, Reports, and Mailings. The main area contains a table with the following data:

Due Date	Payer	Payee	Amount	
7/8/2018	GOLDEN: Harrison S. Golden	Lawn Doctor [Vendor]	\$1.00	<input type="checkbox"/> Skip

At the bottom of the window, there are buttons for Help, Post, Report, Calculate, Skip All, and Cancel. A status bar at the bottom indicates 'All Checks / Selected Checks / Selected Checks Below Minimum / Skipped Checks /'.

The screenshot shows the 'Recurring Checks As Payables' window with detailed settings for a check. The table from the previous screenshot is now expanded to show the following details:

Due Date	Payer	Payee	Amount	
7/8/2018	GOLDEN: Harrison S. Golden	Lawn Doctor [Vendor]	45.00	<input type="checkbox"/> Skip

Below the table, the following details are visible:

- Ledger: GOLDEN: Harrison S. Golden
- Available: \$917.72
- Reserve: [Empty]
- Minimum: [Empty]
- Bill Code: LAWN: Lawn Service
- Schedule: Monthly
- Priority: Normal
- Before Check: \$917.72
- After Check: \$916.72

The bottom of the window features the same navigation menu, buttons (Help, Post, Report, Calculate, Skip All, Cancel), and status bar as the previous screenshot.

5. Go to AP, Scheduled Payables, Invoice Checks. Compile.
6. The payment will be there for the correct amount.

Invoice Checks
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Due Date	Payer	Payee	Amount
7/8/2018	GOLDEN: Harrison S. Golden	Lawn Doctor [Vendor]	\$45.00 <input type="checkbox"/> Skip
Invoice	RECURRING CHECK	Ledger	GOLDEN: Harrison S. Golden
Bill Code	LAWN: Lawn Service	Unit	
Available	\$917.72	Owed	\$45.00
Reserve	\$0.00	Discount	
Minimum	\$0.00	Discount Ends	
		Priority	Normal <input type="checkbox"/> Hold
		Before Check	\$917.72 <input type="checkbox"/> Separate
		After Check	\$872.72 <input type="checkbox"/> Discounted

All Payables / Selected Payables / Selected Payables Below Minimum / Missed Discounts / Skipped Payables /

Help
Post
Report
Calculate
Skip All
Cancel