

C. Setting Up Recurring Vendor Invoices

There are several vendors that we pay on a monthly basis the same amount. For these invoices **Dynamics SL** has a “Recurring Voucher” process.

The following vendors have been identified as those who can be set up as a “recurring”. Other vendors may be added to the list at any time:

Agility Recovery Solutions
Rick Cornwell

City of Beaumont – Beaumont Lease
Vanguard Modular Building

Neopost Leasing
Xerox

Use the following steps for initial setup of a “recurring” vendor invoice;

- a.** Enter **Dynamics SL**.
- b.** Select Module and Accounts Payable
- c.** Select Recurring Voucher
- d.** Enter Voucher Number (Use the Vendor ID as the Voucher number)
- e.** Enter the Vendor Number
- f.** Enter Next Gen Date (this should be either the 1st or 30th of the month – depending on when the invoice is normally paid)
- g.** Enter Cycle – this is always 1 – meaning we pay the invoice 1 a month.
- h.** Enter Number of Cycles – this should never exceed 12 – for the year. If you are entering a vendor in the middle of the fiscal year only put the number of remaining cycles for that fiscal year.
- i.** Enter Voucher Amount – this is the amount that we pay this vendor on a monthly basis.
- j.** Enter Account number where the invoice is coded.
- k.** Enter the Invoice Quantity – this is normally 1.
- l.** Enter the Invoice Unit Price – this will be the amount we pay the vendor.
- m.** Click the “X” to close the window – this will prompt a System Message “Do you want to save your outstanding changes? –select YES.

Repeat these steps for each vendor who has a recurring invoice.