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PAYMENT SERVICES USER MANUAL

RECURRING PAYMENTS

INTRODUCTION

Recurring payments are those that occur on a regular basis, such as rent, utility, or maintenance payments. This part of Payment Services allows you to create a template for paying a single vendor for a single transaction or group different transactions together to pay different vendors on the same date. A recurring payment generally is for the same vendor(s) and for the same amount(s); however, Payment Services allows you to edit a template as needed.

To use Recurring Payments, you will:

1. Create a template that includes the line items of the vendors and amounts to be paid.
2. Schedule a payment.
3. Authorize a payment.
4. Add fiscal coding and/or distribute costs for a payment (if the line items in the template should be paid from different funding sources).
5. Approve a payment.

Each agency will develop their own business processes to determine who performs these steps and when.

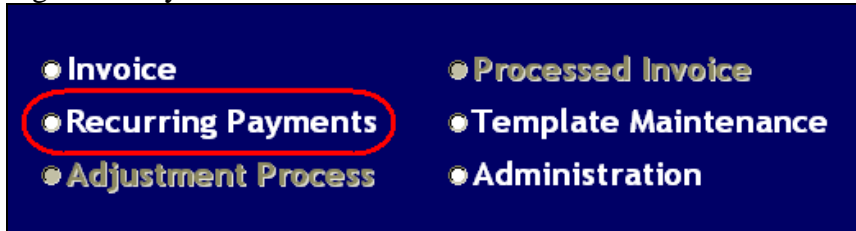
Unlike Payment Services, there is no **Attachment** function in the Recurring Payments module.

Note that Recurring Payments does not *automatically* send transactions to STARS for payments on scheduled dates. On a regular basis, users must log on to Payment Services and view the **Schedule** screen to see what is scheduled or needs to be scheduled for payment.

CREATE OR MODIFY A TEMPLATE

1. From the Payment Services menu, select **Recurring Payments**.

Figure 1- Payment Services main menu



2. Click the **Template** tab.
3. Click **Create New Template**.

Follow the complete steps in the [Create or Modify a Recurring Payments Template](#) document.

SCHEDULE A PAYMENT

1. From the Payment Services menu, select **Recurring Payments**.
2. Click the **Schedule** tab.
3. Click **Schedule** next to a template in the **Templates Pending through** section and click **OK**.

Follow the complete steps in the [Schedule a Recurring Payments Template](#) document.

ENTER FISCAL CODING AND COST DISTRIBUTION

Payments are authorized by default; however, you can make some changes before distributing costs. How you do this will depend on your agency's business process.

1. From the Payment Services menu, select **Recurring Payments**.
2. Click the **Schedule** tab.
3. Click **Select** next to the payment in the **Scheduled Payments** section that needs to be authorized.

Follow the complete steps in the [Fiscal Coding and Cost Distribution of a Scheduled Payment](#) document.

APPROVE A PAYMENT

The agency's Payment Services administrator sets up the number and the names of the approval levels.

1. From the Payment Services menu, select **Recurring Payments**.
2. Click the **Schedule** tab.
3. Click **Approve** next to the payment in the **Scheduled Payments** section you need to approve and click the **Approve...** button.

Follow the complete steps in the [Approve a Scheduled Payment](#) document.

Figure 2 - Approval screen

Vendor No	Sfx	Account	Inv Number	PO#	Inv Description	Amount TC	R DM	BFY	PCA	Index	Exp Sub	DI	Grant Ph	Project Ph	Mod BU	BU
9102	00				INLAND POWER BILL	\$20.00	230	2012	01020	2802	5150					SCBA 00

REPORTS

The Reports screen is identical to the regular Payment Services Reports. [Click here for Payment services documentation on using the Reports.](#)