

How do I create a Recurring Payment in Business World?

The Recurring Payment facility allows you to pay an expected regular amount to a supplier on a scheduled basis.

If you would like to make use of this facility, you will have to complete the Recurring Payment Form in Business World which falls under Forms>Finance>Recurring Payment Request and do the following.

The screenshot shows the 'Recurring Payment Request Form' interface. It is divided into several sections: 'Recurring Payment Request', 'Recurring Payment Details', 'Recurring Payment Coding', and 'Reason'. The 'Recurring Payment Details' section contains fields for Supplier, Date From, Date To, Default CostC, Frequency, No Of Payments, First Payment, Normal Payment, Total Value, PSP ID, and Review Date. The 'Recurring Payment Coding' section is a table with columns for Account, Cost Centre, and Tax Code. The 'Reason' section has a text area for a description. At the bottom, there are buttons for 'Clear', 'Print preview', 'Submit form', 'Save as draft', and 'Export'. Annotations in red boxes with blue arrows point to specific fields and buttons, providing instructions on how to complete the form.

Recurring Payment Request Form

Form ID* [NEW] [NEW]
Form description* Test Recurring Payment Form Window Cleaning

Recurring Payment Request

Recurring Payment Details

Supplier* Unicorn Fire & Saf ...
1003800

Date From* 20/03/2019

Date To* 20/09/2019

Default CostC* 10000
Commissioning - Residen...

Frequency* MTH
Monthly

No Of Payments* 6

First Payment* 155.00

Normal Payment* 150.00

Total Value 905.00

Review Date* 20/03/2019

PSP ID 0

Recurring Payment Coding

Account	Cost Centre	Tax Code
* A27000 Window Cleaning	* 10000 Commissioning - Residential, Nursing, Domiciliary Care	P1 VAT Purchases (Standard Rate NET) 20%

Reason

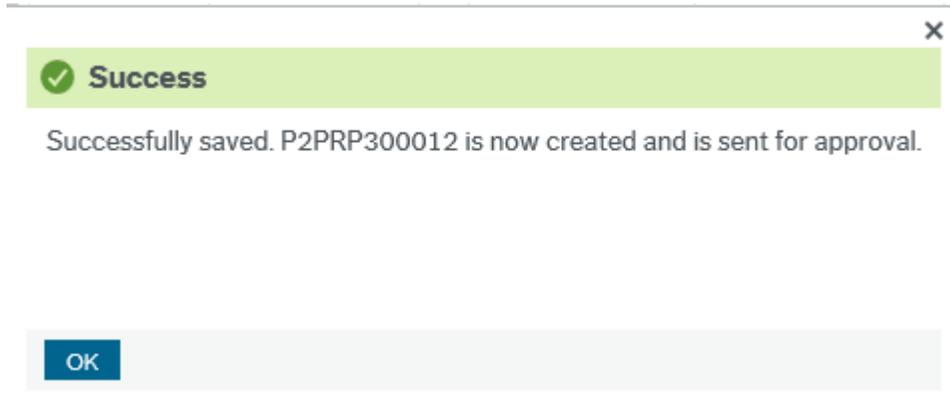
Reason* Recurring Payment For Window Cleaning

Buttons: Clear, Print preview, Submit form, Save as draft, Export

Annotations:

- You will have to enter a Form Description
- Next, enter the details below
- You can ignore the PSP ID Field
- You can set the review date to the same as the Date from field
- Then Click Add to enter your Account Code and Cost Centre
- You will have to enter a description in the Reason section
- Finally, Click Submit Form Once you have entered all of the details

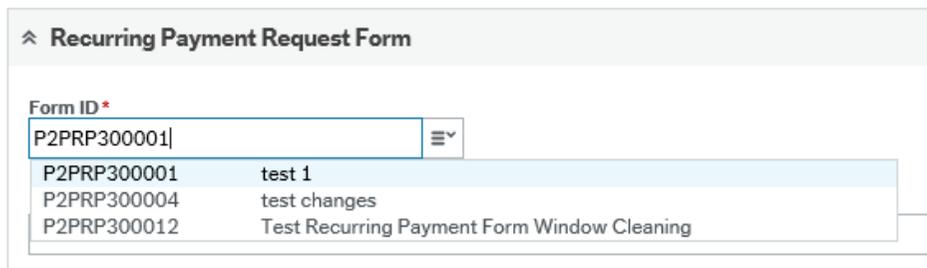
Once you have submitted the form you will get a message saying it was successfully submitted.



You will still be in the same screen but now the Form ID P2PRP300012 will be defaulted into the top left hand corner. If you wish to add any supporting documentation you can do this by clicking on the paperclip icon in the top right hand side of the screen and adding your attachment. This will be automatically saved to the form once you have added it and the paperclip symbol will show as a dark blue colour. You wont have to resubmit this form.

If you do close the form and would like to add your attachment, you can go back to Forms>Finance>Recurring Payment Request and then in the Form ID box you can remove the 'NEW' text and then press space and you will be able to click on the form you have just created and then add your attachment.

Recurring Payment Request



A screenshot of the "Recurring Payment Request Form" interface. The form title is "Recurring Payment Request Form" with an expand/collapse icon. Below the title is a "Form ID*" field containing "P2PRP300001|". A dropdown menu is open below the field, showing three options: "P2PRP300001 test 1", "P2PRP300004 test changes", and "P2PRP300012 Test Recurring Payment Form Window Cleaning".

Form ID	Description
P2PRP300001	test 1
P2PRP300004	test changes
P2PRP300012	Test Recurring Payment Form Window Cleaning

Once your form is submitted, it will then be workflowed to the authoriser of the Cost Centre to approve. Once approved, this will then get processed by the Accounts Payable Team and a notification will be sent once it has been activated.