

QUICK REFERENCE GUIDE

RECURRING RECEIPTS

This quick reference guide explains how to administer and create recurring receipts. Full details can be found within the Data Entry – Administrators Guide. Recurring Receipts can be set up as either Standing Orders or Direct Debits.

THE DD MANDATE

In order for Direct Debits to be created, a DD mandate form must be completed on the client.

- Select the client the DD mandate is to be set up for.
- Open the **Client Direct Debit Mandate Details** page from the Client menu task pad.
- Complete the relevant fields on the form. (For further information regarding each field please refer to the Credit Control – Administrators Guide)
- Set the status of the DD mandate to be Active to ensure that the DD is generated.

CREATING THE RECURRING RECEIPT

- Open the **Recurring Receipts** page from the Client Data Entry section of the client menu task pad.
- Select either **Add DD** or **Add SO**.
- **For a SO:**
 - Select the bank account the SO is to be paid into.
 - Set the frequency of the SO.
 - Set the day of the month the SO will be paid on.
 - Enter an amount.
 - Enter a description/ notes.
 - Set the status of the SO to Active.
 - Set whether the Allocation of the SO will be automatically done when it is posted or manually completed via the Unallocated Entries page.
 - Set the next due date for the SO.
 - Click onto OK to save the changes.
- **For a DD additionally add:**
 - Select whether the DD should be part of a batch for posting.
 - Set the Value Type – is it a fixed DD or a variable DD that will be linked to outstanding bills.

POSTING OF RECURRING RECEIPTS

Recurring receipts are edited and posted from the **DD/SO** button on the Deposits page in the Entry menu or from the actions against a bank on the Bank Summary page.

- Open the Deposits page from the Entry menu, or select Process DD/SO from the relevant bank on the Bank Summary page.
- Select the bank and the correct period.
- Click onto the **DD/SO** button. This will display a page listing all recurring receipts that are due in the period.
- Select the DD and SO that are to be posted.
- Actions against each recurring receipt allow the receipt to be drafted, exported or deferred. It is also possible to bulk defer entries by using the check boxes and the **Defer** button.
- Variable DD's must be drafted prior to posting.
- Click onto the **Post** option to post all of the selected recurring receipts.