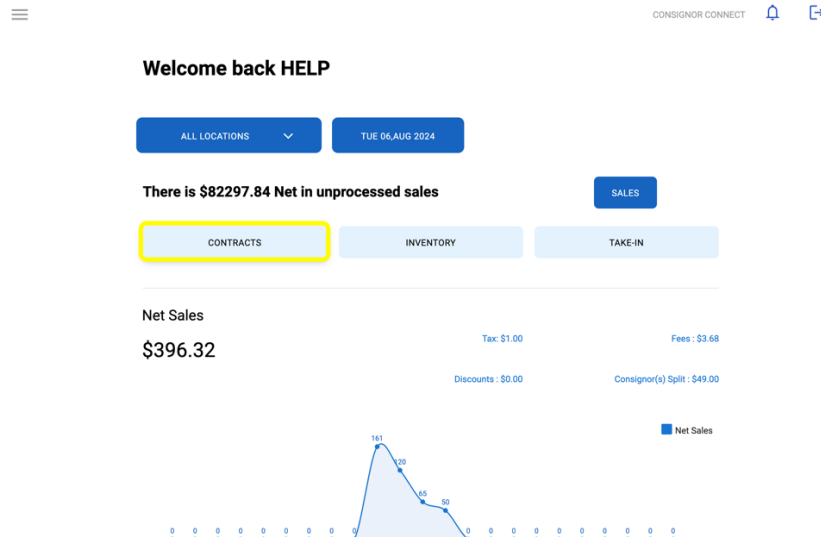




# Create Recurring Bills for Vendors

Learn how to use the billing feature to charge rent to vendors.

1. Go to **Contracts** from the Dashboard or Hamburger Menu.



2. Then highlight the contract you would like to Alter and select **Billing**.

The screenshot shows the 'CONTRACTS' page. At the top, there is a hamburger menu icon and 'CONTRACTS'. Below the header is a navigation bar with buttons: 'SEARCH', 'CREATE', 'ALTER', 'PAYOUT', 'BILLING' (highlighted in yellow), 'ACTIVITIES', 'INVENTORY/REPORTING', and 'DELETE CONTRACT'. Below this is a search bar with '1021' entered. There are options for 'SEARCH/SORT COLUMN' (set to 'ALL-COLUMNS (NO SORT)'), 'SORT DESCENDING', and 'INCLUDE INACTIVE CONTRACTS IN SEARCH RESULTS'. Below the search bar, it says '1 CONTRACTS FOUND!'. There is a table with one row of contract data:

ALTER	NUMBER	LASTNAME	FIRSTNAME	BUSINESS	ADDRESS.1	CITY	AMOUNT.DUE	PAYOUT.DATE	LAST.ACTIVITY	STATUS	EDITOR
							0.00	07-08-2024	08-06-2024	ACTIVE	HELP

3. From the **Billing Screen**, verify the account information is correct and select **Create New Billing**.



LASTNAME	FIRSTNAME	BUSINESS	ADDRESS_1	CITY	AMOUNT_DUE	PAYOUT_DATE	LASTACTIVITY	STATUS
PERKINS	NATHAN				0.00	07-08-2024	09-06-2024	ACTIVE
PERKINS	MICHAEL				6209.76	07-15-2024	07-15-2024	ACTIVE
TEST	TEST				0.00	07-09-2024	07-09-2024	ACTIVE

4. In the **Billing** screen, complete the following fields: **Billing Description, First Billing Date, Frequency, Duration, Reference, and Amount.**

LASTNAME	FIRSTNAME	BUSINESS	ADDRESS_1	CITY	AMOUNT_DUE	PAYOUT_DATE	LASTACTIVITY	STATUS
PERKINS	NATHAN				0.00	07-08-2024	09-06-2024	ACTIVE
PERKINS	MICHAEL				6209.76	07-15-2024	07-15-2024	ACTIVE
TEST	TEST				0.00	07-09-2024	07-09-2024	ACTIVE

5. Click **Save** to complete.