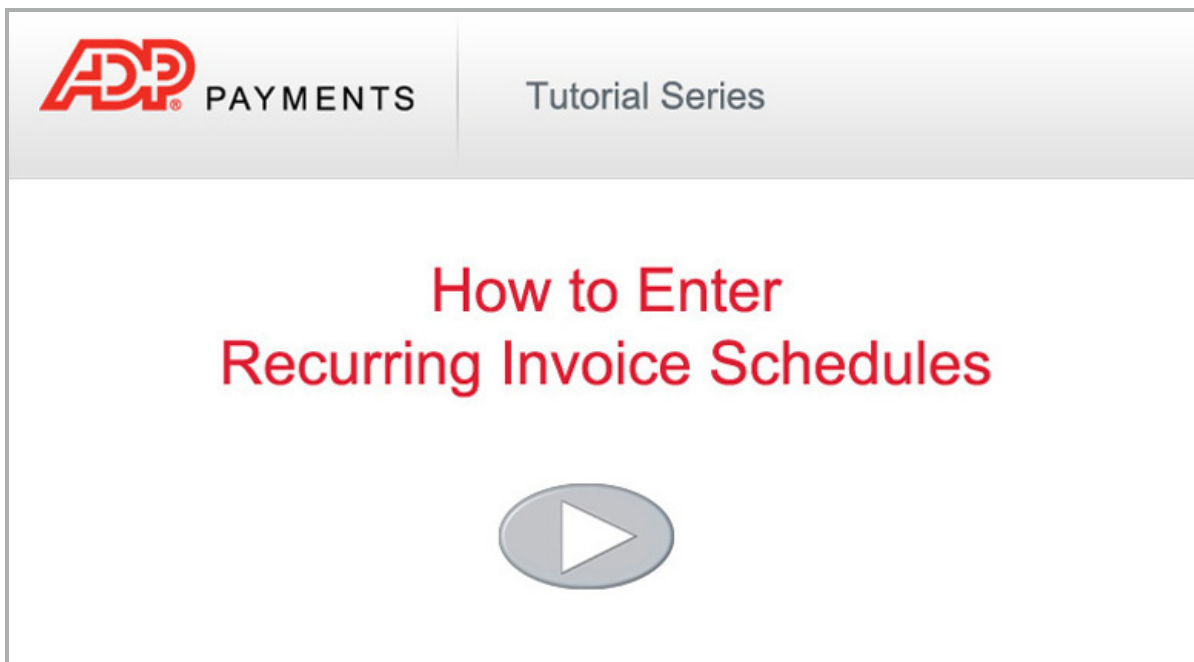# How to Enter Recurring Invoice Schedules

Recurring invoice schedules are entered from the **send new invoice** tab in the ADP Payments **Invoices** center. The basic steps for entering a recurring invoice schedule are as follows:

1. Load an existing customer or enter a new one.

2. Select **Payment terms**.

3. Enter an **Early Payment Incentive** and/or **Late Payment Fee**. (Optional)

4. Set invoice type to "Recurs" and enter schedule configuration.

5. Enter **Goods and Services**, including items and taxes as appropriate.

6. Enter a **Discount**. (Optional)

7. Enter a **Note** for your customer, or edit the system default note. (Optional)

8. Configure schedule send settings.

9. Click the "save recurring invoice" button.

Watch this 4 minute video to see how it's done. Detailed instructions are provided below.
TIP: Use the screen magnification feature in Acrobat to make the video larger.

Follow the detailed instructions below to create a recurring invoice schedule in ADP Payments.

1. Load a customer into the new invoice form. You can do this by searching for an existing customer, or creating a new one.

    a. To load an existing customer:

    i.   Enter at least three characters of the **Company Name**, **First Name** or **Last Name** in the **Customer** field, as shown above.

    ii. A list of potential matches will appear below the **Customer** field.

    iii. Click on the one you want to load.
         TIP: If you don't see the customer you want, click the "add a new customer" link to add a new one.

    b. To enter and load a new customer:

    i.   Click the "add new customer" link next to the **Customer** field.

    ii. The **add new customer** screen appears.

    iii. Enter **First Name** and **Last Name.** Other fields are optional.
         TIP: Be sure to enter **Email** address as well if you want the system to email the scheduled invoices.

    iv. Click the "save changes" button at the bottom of the screen to save the customer information.

    c. You should now see the Customer Record you selected or entered in the new invoice form, as shown:

2. Leave the invoice number field as it is, it will be ignored for the schedule.
   TIP: If you have enabled auto-numbering each invoice will be assigned the **Next invoice number** available when it is generated.

   If you do not have auto-numbering available (the **Invoice number** field will be blank when you open the **send new invoice** screen), each invoice will be assigned an invoice number using the format of "RECURS-Schedule ID--system invoice ID" as shown below in an excerpt from an invoice email.

3. If your customer has a P.O. number, enter it in the **P.O. number field**. (Optional)

4. The **Invoice date** field defaults to the current date. Leave this default setting as is, it will be saved as the schedule enter date.

5. Select the **Payment terms** for this invoice. Do one of the following:

   a. Select existing **Payment terms** by clicking the down arrow on the **Payment terms** drop-down box, and clicking on the terms you want to apply, as shown below:

   i. The **Due Date** will initially be displayed to the right of the **Payment terms** drop-down box, based on the selection you made. Once you select "Recurs" as the schedule type, in the next step, the Due Date will disappear. Each invoice generated as part of a schedule will have the due date calculated based on the **Payment terms** you select here.
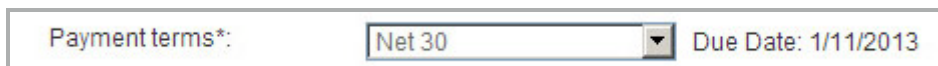
   TIP: Do not use the "Select due date" feature in the **Payment terms** drop-down box. If you do, your selection will be cleared, and you will need to select relative **Payment terms**, in order to create and save the schedule.

   b. Enter new **Payment terms**

   i. Click the "create new term" item in the **Payment terms** drop-down box list.
      TIP: You can also create and delete Payment Terms from the **Settings--> Configuration--> Payment Terms & Taxes** screen. You cannot delete Payment Terms from the drop-down box on the **send new invoice** screen.

ii. The **Create a new payment term** screen opens, as shown below:

iii. Enter a description of the payment term in the **Payment term description** field. This will only appear in the **Payment term** drop-down list. Your customer will not see this description.

iv. Select one of the pre-programmed terms, or enter your own by selecting the last radio button, and entering a number of days for the term.

For example, in the above screen capture we are creating a payment term of Net 45 days, so the last "Payment due" radio button is selected, and "45" is entered in the **days** field.

v. Click the "save and select" button to create the new payment term and use it for the invoice you are creating.

6. Configure **Early Payment Incentive**.
NOTE: An Early Payment Incentive is a discount you provide for paying an invoice a certain number of days before its due date. The incentive amount (and percentage if applicable) will be noted at the bottom of the invoice. When a Customer views the invoice online, the total will automatically be adjusted to reflect the incentive deduction if the invoice is viewed within the incentive period. The incentive you configure here will be applied to all invoices generated by the schedule, and will be calculated based on each invoice's individual **Due Date**. For more detailed information on Early Payment Incentives see *About Invoice Incentives and Penalties* in Chapter 5 of the *ADP Payments User Guide*.

a. The "No" radio button is selected by default. Leave this as is if you do not want to offer a discount to customers who pay invoices early.

b. To offer an incentive deduction, select the "Yes" radio button to open the incentive configuration fields.

i. Select the type of incentive deduction you would like to offer from the drop-down box. "Percent" is the default. You can change this to "Flat Amount" by selecting that option from the box.

ii. Enter the exact deduction you would like to offer in the **Apply a** field.

1• For a Percentage enter the deduction you want to provide off the invoice total. For example to provide a two and a half percent deduction, enter 2.5 (do not enter .025).

2• For a Flat Amount enter a dollar value (without the $-- i.e. enter 5.00 not $5.00).
NOTE: The incentive deduction is entered as a positive number when it is configured, but appears as a negative number (discount) on the actual invoice.

iii. In the **days before** field, enter the number of days in advance the invoice must be paid in order to earn the incentive.

In the example below we are offering a 10% deduction if the invoice is paid more than 15 days prior to the due date.

Offer an early payment incentive: ⦿ Yes ○ No
(?) **What's This?**
Apply a [10] [Percent ▼] deduction
If the invoice is paid more than [15] days before the due date

7. Configure **Late Payment Fee**.
NOTE: A **Late Payment Fee** is a penalty you impose on customers for paying an invoice a certain number of days after its due date. The Late Fee amount (or percentage) will be noted at the bottom of the invoice. When a Customer views the invoice online, the total will automatically be adjusted to reflect the late fee if the Past Due invoice is viewed after the grace period. The fee you program here will be applied to all invoices generated by the schedule, and will be calculated based on each invoice's individual **Due Date**. For more detailed information on **Late Payment Penalty Fees** see *About Invoice Incentives and Penalties* in Chapter 5 of the *ADP Payments User Guide*.

Charge a late payment fee: ○ Yes ⦿ No
(?) **What's This?**

a. The "No" radio button is selected by default. Leave this as is if you do not want charge an additional fee for invoices that remain unpaid after the due date.

b. To charge a penalty fee, select the "Yes" radio button to open the penalty fee configuration fields.

Charge a late payment fee: ⦿ Yes ○ No
(?) **What's This?**
Apply a [ ] [Percent ▼] fee
If the invoice remains unpaid [ ] or more days after the due date

i. Select the type of fee you would like to charge from the drop-down box. "Percent" is the default. You can change this to "Flat Amount" by selecting that option from the box.

ii. Enter the exact penalty you want to charge in the **Apply a** field.

1• For a Percentage enter the penalty fee you want to charge over the invoice total. For example to charge a two and a half percent penalty fee, enter 2.5 (do not enter .025).

2• For a Flat Amount enter a dollar value (without the $-- i.e. enter 5.00 not $5.00).

iii. In the **days after** field, enter the number of days after the invoice **Due Date** to begin charging the late fee. (For example, if the invoice is Due on May 1, and you enter 10 days, the late fee will appear on May 11.)

In the example below we are charging a 10% late fee if the invoice remains unpaid 15 or more days after the due date.

Charge a late payment fee: ? **What's This?**	⦿ Yes ○ No Apply a 10 Percent ▼ fee If the invoice remains unpaid 15 or more days after the due date

8. Select "Recurs" in the invoice type drop-down box to expand the schedule settings section, and configure the schedule.

Do you want to send this invoice on a recurring schedule? help	Recurs ▼
Billing frequency:*	Select ▼
Range of recurrence:	
Start:*	
End:*	⦿ No end date ○

a. Select the **Billing frequency** from the drop-down box. (This field dictates how often the system generates an invoice and sends it to your customer.) Options include:

- **Daily**

- **Weekly**-- A new drop-down box will appear in which you select the day of the week on which to send the invoice.

- **Every-other-week**-- A new drop-down box will appear in which you select the day of the week on which to send the invoice.

- **First of month**

- **Specific day of month**--- A new drop-down box will appear in which you select the day of the month on which to send the invoice.
  TIP: If you want to send invoices on the 30th or the 31st, select the "Last of month" option instead of the "Specific day of month" option to avoid confusion in short months like February.

- **Last of month**

- **Quarterly**-- If you select this option, the system will send an invoice every 3 months on the day of the month used for the schedule start date.

- **Semi-Annually**-- If you select this option, the system will send an invoice every 6 months on the day of the month used for the schedule start date.

- **Annually**-- If you select this option, the system will send and invoice every year on the month and day used for the schedule start date.

b. Place your cursor in the **Start** field, to open the calendar. Select the day you want the schedule to begin. Use the arrows to the left and right of the month to scroll through the calendar by month. Click the **month, year** heading at the top of the calendar to change to a full year view. Advance years by using the left and right arrows, then click on the month to open the calendar page where you can select a specific day.

◄	January, 2010	►		◄	2010	►
Su Mo Tu We Th Fr Sa						
27 28 29 30 31 1 2				Jan Feb Mar Apr		
3 4 5 6 7 8 9						
10 11 12 13 14 15 16				May Jun Jul Aug		
17 18 19 20 21 22 23						
24 25 26 27 28 29 30				Sep Oct Nov Dec		
31 1 2 3 4 5 6						
Today: January 25, 2010				Today: January 25, 2010		

c. The **No end date** radio button is selected by default in the **End** field. With this setting the schedule will run until you manually suspend it. To enter a specific end date, select the specific end date radio button and click the field to select an end date from the calendar.

The example below depicts a recurring invoice schedule that is emailed every month on the 15th, starting December 15, 2012 and ending December 15, 2013.

Do you want to send this invoice on a recurring schedule? (?) help Recurs ▼

Billing frequency:* Specific day of month ▼

15 ▼

Start:* Dec 15, 2012

End:* ○ No end date

● Dec 15, 2013

9. Enter the Line Items that comprise the invoice in the **Goods and Services** section, shown below. The same set of Line Items will be used on each invoice generated by the schedule.

Goods and Services				manage list items	saved lists of items ▼		what's this?
No. Item*	Description	Qty*	Price*	Tax 1	Tax 2	Amount	
☒ 1 Select Item ▼		0	$0.00	-- select -- ▼	-- select -- ▼	$0.00	
➕ add another line					SUBTOTAL:	$0.00	

a. Click the "Select Item" drop-down box arrow, as shown, and select one of the items in the list, or click the "Add new item" link to add a new item.
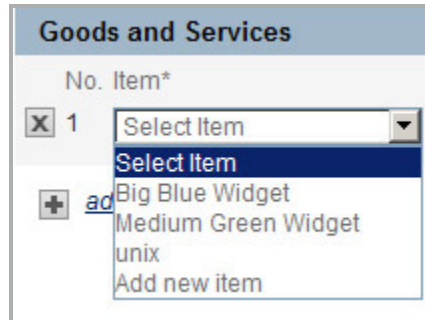
i. When you select "Add new item" from the drop-down box, the **Create a new good or service** pop-up screen opens, as shown below:

1• Enter a name for the item in the **Item name** field. (This name will appear in the drop-down box list and be included on the invoice.)

2• Enter a short description of the item in the **Description** field. This description will also appear on invoices.

3• Enter the unit price of the item in the **Price** field.

4• Click the "save and select" button to save the item and enter it as a Line Item in the invoice, or click the "cancel" button to discard it.

b. The **Description** and **Price** fields for the selected item will be auto-populated.
TIP: You can change the **Description** and/or **Price** for this individual invoice schedule without changing the saved values for the item.

c. The **Qty** field will automatically be set to "1." Change this value to the appropriate number for the invoice, if required.
Tip: You can enter decimal values, such as "1.5" in the **Qty**. field. This is particularly useful when invoicing for items you sell in fractional increments, such as billable hours.

d. In the **Tax 1** drop-down box, select a Tax that will be applied to this Line Item, as shown below. If you do not make a selection, then no tax will be applied to this Line Item. (For instructions on how to enter and edit tax rates, see the *Terms & Taxes* section in Chapter 8 of the *ADP Payments User Guide*.)

TIP: If you select the "add new item" option from the **Tax 1** (or **Tax 2**) drop-down box a pop-up window opens from which you can enter a new **Tax Name** and **Rate**. The new rate will be applied to the Line Item in the selected Tax category, will be saved, and will be included in the Tax drop-down boxes going forward. It can also be edited and deleted from the ***Settings--> Configuration--> terms & taxes*** screen.

NOTE: The tax amount will be calculated based on the **Amount** less any discount.
For example, if the tax rate is 10%, the Discount is 10%, and the Amount is $100 the taxable amount for the line item will be $9.00-- (100 - 10) * 0.10 = 9.

e. In the **Tax 2** drop-down box, select a second Tax that will be applied to the Line Item, if applicable.
NOTE: The tax will be calculated based on the total cost of the Line Item only, not on the cost of the Line Item plus Tax 1.

f. The **Amount** field for the Line Item will now reflect the total amount for the items not including taxes. i.e. **Qty** x **Price** = **Amount.**

g. Enter additional Line Items by clicking the "add another line" link then repeating steps a-f.

h. Delete Line Items by clicking the "x" to the far left of the Line Item.

10. The **SUBTOTAL** will be a sum of all the Line Item amounts. Taxes will be listed individually below the subtotal, as shown below:

11. In the **DISCOUNT** field, enter the percentage discount you want to provide off the invoice total. You can enter any number between 0.01 and 99.99. For example to provide a 2 and a half percent discount, enter 2.5 (do not enter .025). The default discount is 0%. If you enter a discount, an additional line will be added to the invoice, between the **SUBTOTAL** and the taxes, for the discount, as shown below.

12. The **TOTAL DUE** field is calculated based on the total of all Line Items and taxes less any discount. (SUBTOTAL + TAXES - DISCOUNT)

13. The **Note for customer** field, shown below, is a text area in which you can type any note to your customer you like. There is a 2000 character limit for this field.

Note for customer:
Set default

Thank very much for your for your business!

1955 characters remaining / 2000 characters total

- If you entered a system **Note** in the **Settings --> Configuration--> Preferences** section, that text will appear in the **Note for customer** field here. You can make changes to this field for any individual invoice without changing the system-wide setting. If you want to change the system-wide default, click the "Set default" link to enter new default note text.

14. Click the "create new scheduled invoice" button to activate the schedule. (Or click the "cancel" button to discard it.)
TIP: If there are any errors in the invoice schedule, you will see the error(s) displayed at the top of the screen. Make any corrections and click the "create new scheduled invoice" button again to save the schedule.
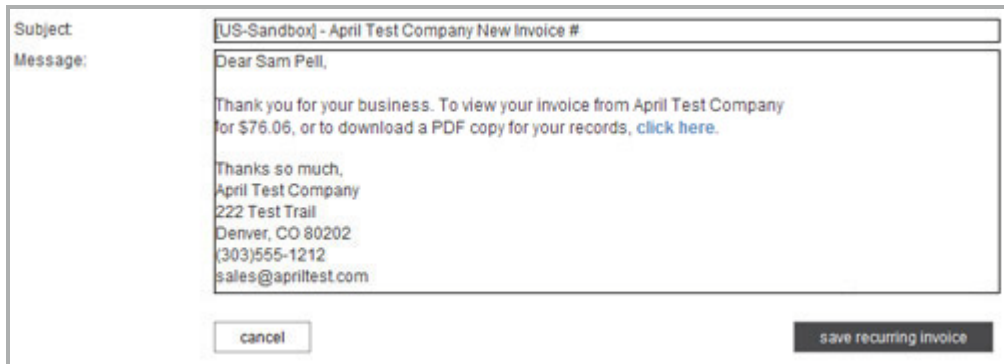
cancel   save as draft | preview   create new scheduled invoice

15. The **Recurring invoice send options** window opens.

16. The top portion of the screen contains send configuration settings.

Recurring invoice send options

E-mail recipients: Send to customer with address on file (sam.pell@gmail.com)
Send to other:
Separate multiple email addresses with commas

☐ Send me a copy (sales@apriltest.com)
☐ Attach invoice as PDF file

a. The email is always sent to your customer's default email address, which is displayed.

b. You can enter any email address in the **Send to other** field, or enter multiple email addresses separated by commas.

c. Checking the **Send me a copy** box will CC the email to your company's email address which is displayed in parenthesis.
TIP: You can configure the system to check this box by default and CC all invoices to the email address you specify. To do this, go to the *Settings--> Configuration--> Email preferences and templates* screen, and in the INVOICES section select the "Yes, cc me on all invoices" radio button and enter the email address to which you want the invoices sent.

d. Checking the **Attach invoice as a PDF file** box will instruct the system to attach a .pdf version of the invoice to the email sent to your customer. This will enable the customer to view and save the invoice directly from the email, even if they are not connected to the Internet.

17. The bottom portion of the screen contains a preview of the invoice **Subject** and **Message,** and is view only. Changes cannot be made from this screen. It displays the text message that will be sent with the invoice. The email is always sent to the customer's default email address, which is shown.
NOTE: When your customer receives the invoice email it will contain a condensed version of the invoice underneath this message and a "Pay Invoice Now" button that your customer can click to log-into your Customer Portal and pay the invoice online.

Subject:	[US-Sandbox] - April Test Company New Invoice #
Message:	Dear Sam Pell,

Thank you for your business. To view your invoice from April Test Company for $76.06, or to download a PDF copy for your records, click here.

Thanks so much,
April Test Company
222 Test Trail
Denver, CO 80202
(303)555-1212
sales@apriltest.com

[cancel]   [save recurring invoice]

TIP: If you would like to change the subject and/or text portion of the new invoice email template (the condensed version of the invoice is not editable), it can be done from the **Settings--> Configuration--> Email preferences and templates** screen. Scroll down to the **INVOICES** section, and click the "Edit" link for the "New invoice email" template.(See *Email Preferences and Templates in Chapter 8* of the *ADP Payments User Guide* for detailed instructions.)

18. Click the "save recurring invoice" button to activate the invoice schedule. (Or, click "Cancel" to return to the **send new invoice** screen.)

19. The invoice schedule will be activated, and individual invoices will be sent based on the schedule settings.

20. The system will then display the **manage recurring invoices** screen, with a success message at the top of the **Recurring Invoices** table. To see the new schedule in the table, click the "Schedule ID" column header twice to sort the column from high-to-low. The schedule you just created will now be at the top of the table with a **Status** of "Active."
NOTE: The **Invoice amount** will always be the base Total Due; it does not reflect Early Payment Incentive Discounts or Late Payment Penalty Fees.

From here you can suspend and re-activate schedules, print a sample invoice from the schedule, copy the schedule for use with another customer, or view all invoices generated by the schedule, by selecting the appropriate option from the **Action** button menu.

Status	Schedule ID▼	Customer	Invoice amount	Frequency	End date	Last Sent	Next Invoice Date	
Active	44990	Pell, Sam	$76.06	Specific day of month(15)	12/15/13		12/15/12	Action ⏷
Active	44978	Pell, Sam	$31.20	First of month				Edit
Active	44977	Pell, Sam	$59.28	Daily	12/31/12			Suspend
Active	44976	Pell, Sam	$88.92	Weekly(Friday)	08/31/13			Copy / Print invoice information
Active	44966	Test, Tammy (Pell's Dog Walking)	$133.38	Weekly(Monday)	08/12/13			View scheduled invoices