





Defining General Ledger Frequencies

You can assign a frequency to an invoice to track how often the invoice is paid.

Frequencies are used in both [Accounts Payable](#) and [Accounts Receivable](#). In Accounts Payable, you can select an invoice frequency option when [setting up a memorized invoice](#) or [scheduling a memorized invoice](#). In Accounts Receivable, you can select a frequency option for [memorized invoices](#). You can also assign frequency codes to [billing codes](#).

1. Under Advanced Tools, click the **Define Lists** tab.
 2. In the drop-down list, select **General Ledger** and click **Go** .
 3. Select **Frequencies**, and click **Add**.
 4. Enter the **Frequency Code**, **Description**, **Active Status**, and **Schedule Options**.
 5. To add another frequency code, select **Add Another**.
 6. When finished, click **OK**.
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1. Under Advanced Tools, click the **Define Lists** tab.
 2. In the drop-down list, select **General Ledger** and click **Go** .
 3. Select **Frequencies**.
 4. Select the frequency you want to update, then click **Edit**.
 5. Edit the **Frequency Description**, **Active Status**, and **Schedule Options**, as necessary. You cannot change the frequency code.
 6. When finished, click **OK**.
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1. Under Advanced Tools, click the **Define Lists** tab.
 2. In the drop-down list, select **General Ledger** and click **Go** .
 3. Select **Frequencies**.
 4. Select the frequency you want to delete, then click **Delete**. You cannot delete a frequency assigned to a memorized or scheduled invoice.
 5. When the confirmation message displays, click **Yes**.
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1. Under Advanced Tools, click the **Define Lists** tab.
 2. In the drop-down list, select **General Ledger** and click **Go** .
 3. Select **Frequencies**, then click **Print**.
 4. To display items marked as not active, select **Include Inactive Lists?**.
 5. Click **Preview** to display the report before printing, or click **Print**.