

# Outbank Helpdesk

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## How can I add new recurring fixed costs to my contracts?

Christine - 2019-03-11 - in Financial Plan

You can add recurring fixed costs in various ways to your contracts:

- Open your contracts and click on the '+' at the top  
OR
- Open the transaction list of an account or open 'All transactions'. Hover your mouse over a transaction and click on the button 'Add to Contracts'
- First choose the responding category and then the recurring mode
- If you didn't add the transaction directly from your transaction list, you have now the option to open the transaction list and choose a recurring transaction or you can add it manually
- Choose to get notified if you want to receive a reminder before an item renews or ends
- Hover your mouse over an item in the financial plan and click on the 'Delete' button to remove the item from the list

All transactions add to the the monthly balanced display at the top of the financial plan