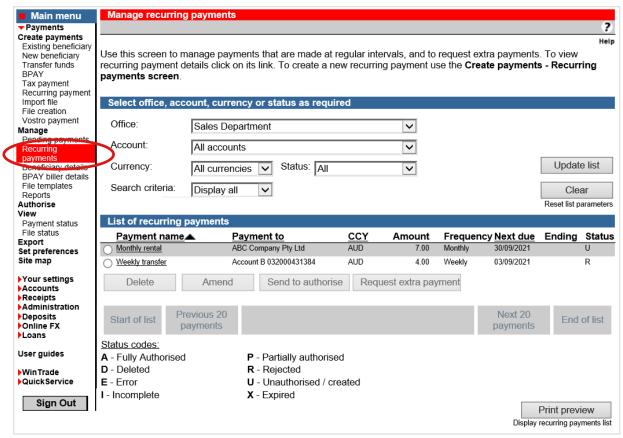# Managing recurring payments.

Follow this guide to manage **recurring payments**.

To perform this procedure, you require **Creator** access to any of the **Existing beneficiary**, **BPAY** (Australia only) or **Transfer funds** features and a **Debit account**.

Note: To amend or delete a Recurring payment with a status of "A - Fully authorised" or "P - Partially authorised" your authority level within Online Payments must include "Authoriser".

1. From the left-hand menu, select **Payments > Manage > Recurring payments**. Corporate Online displays the **List of Recurring payments** screen.



2. Perform any of the following:
   - To filter the list of recurring payments, change the **Office**, **Account**, **Currency** and **Status** options and then select **Update list**.
     Note: You will receive a message when a recurring payment has a status of "Expired" or "Error".
   - Select the **Payment name** link to view recurring payment details and a history of payments generated.
   - To print the list, select **Print preview**.
   - To amend the details of a recurring payment, select a payment and select **Amend**. Corporate Online displays the payment details for amendment.
   - To delete a recurring payment, select the payment and select **Delete**. Corporate Online displays the payment details for you to confirm your request.
   - Select the recurring payment and then select **Request extra payment** to make a payment outside the scheduled frequency. Corporate Online displays the **Request extra payment** screen.

**Enter value date and amount**

| | | |
|---|---|---|
| *Value date: | 01 September 2021 | 🖩 Calendar |
| *Amount: | AUD  4.00 | |

- Enter the **Amount** and **Value date** of the extra payment and arrange for it to be fully authorised.

To skip a scheduled payment selected **Authorise > Recurring payments** from the left-hand menu, select the payment and select **Skip next payment**.