

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”.

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

Manage recurring payments ?

Use this screen to manage payments that are made at regular intervals, and to request extra payments. To view recurring payment details click on its link. To create a new recurring payment use the **Create payments - Recurring payments** screen.

Select office, account, currency or status as required

Office:

Account:

Currency: Status:

Search criteria:

Reset list parameters

List of recurring payments

Payment name▲	Payment to	CCY	Amount	Frequency	Next due	Ending	Status
<input type="radio"/> Monthly rental	ABC Company Pty Ltd	AUD	7.00	Monthly	30/09/2021		U
<input type="radio"/> Weekly transfer	Account B 032000431384	AUD	4.00	Weekly	03/09/2021		R

Status codes:

A - Fully Authorised	P - Partially authorised
D - Deleted	R - Rejected
E - Error	U - Unauthorised / created
I - Incomplete	X - Expired

Display recurring payments list

- 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 <input type="text" value="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**.