

## 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.

- 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.

| Recurring payment details   |  |
|-----------------------------|--|
| Office:                     | Finance Department   |
| Payment name:               | Monthly transfer   |
| From account:               | Working account 03200043   |
| Payment to:                 | Account name   |
| Amount:                     | AUD 4.00   |
| Next due:                   | 31 March 2025  |
| Enter value date and amount |  |
| * Value date:               | 18 March 2025  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**.