

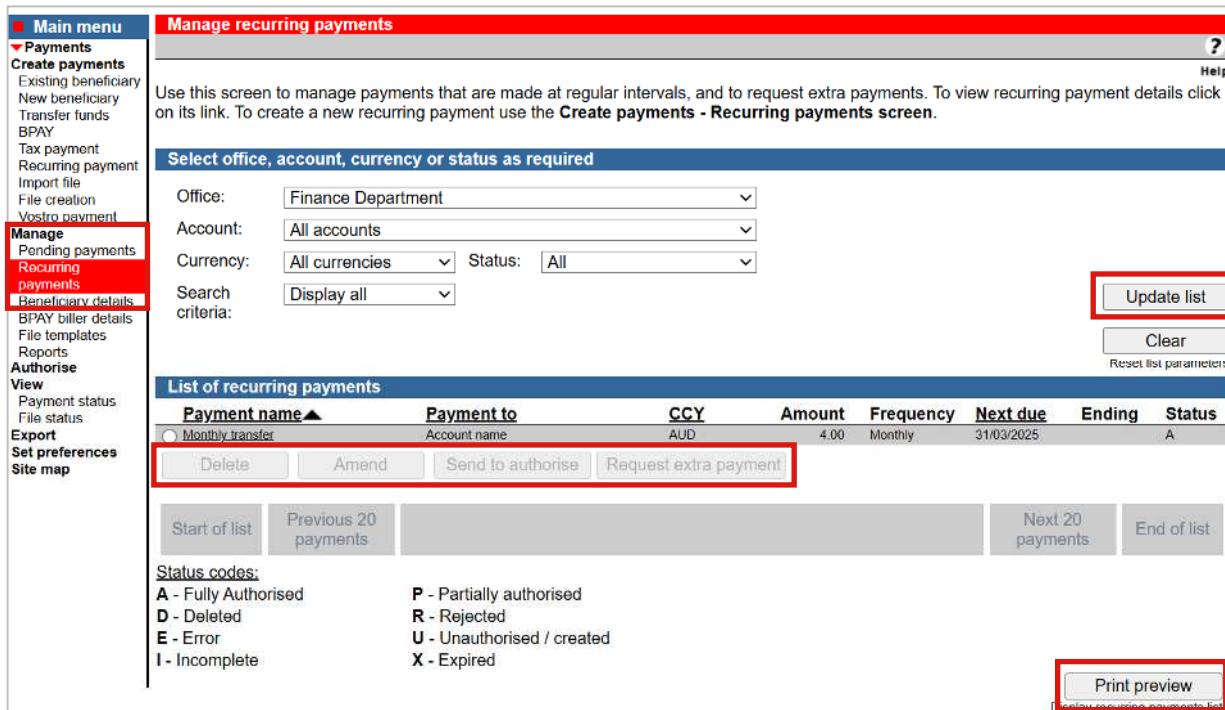
Managing recurring payments.

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.



Payment name	Payment to	CCY	Amount	Frequency	Next due	Ending	Status
Monthly_transfer	Account name	AUD	4.00	Monthly	31/03/2025		A

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.

Corporate Online



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**.