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Quick Reference Guide

# Modify a Single Template to a Recurring Template

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Modify a Single Template to a Recurring Template

Overview

Single recurring templates will convert to Commercial Advantage as a single transaction template. In Commercial Advantage, the existing template can be easily modified to add a scheduled recurrence.

1. From the Home page, select **Payments & Transfers** and then **Payment Management**.

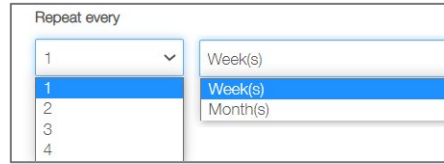2. In the Template List View, locate the template and select **Modify**.
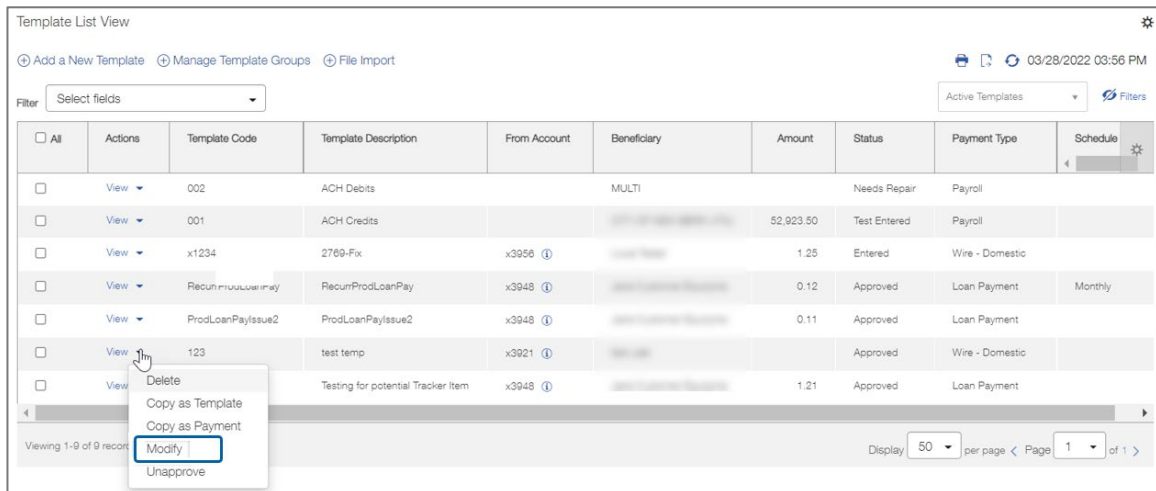
3. Review and adjust other information within the template as needed. To create the schedule recurrence, select the **Make Recurring** check box at the bottom of the page.

4. Complete all required options for the recurring payment.

- **Start Date** – Select a start date from the calendar widget. Upon approval of the Template, this will create the first upcoming payment in the Payments List View.

- **Repeat Every** – Select a recurring option of once every 1-4 weeks or months.

- **On** - Select a Day or Days of the week or month for the recurrence, depending on the repeat schedule selected.

- **Ends** – Select one of the following options:
    - **Upon Future notice –** schedule will continue to occur until cancelled.
    - Enter a specific number of occurrences.
    - Enter or select an end date from the calendar widget.

- For Wires and ACH Payments that do not process on holidays and weekends, select an option to process on the payment on the Previous Day, Next Business Day or to skip the payment by selecting Do Not Transfer Funds.

5. Click on **Save**. A success message will display. The Template is placed in a Modified or Approved status, depending on user entitlements and the schedule frequency is now listed.

Once approved, the first occurrence of the payment will show as Entered or (Auto) Approved in the Payments List View once the Template has been Approved.