Scheduling a Payment Quick Reference Guide
SCHEDULING A PAYMENT

The schedule payment feature lets you schedule recurring wire or ACH payments. Recurring payments are created from payment templates. **Payments created from a schedule still need to be approved unless the user who created the schedule has auto-approval permission.**

To schedule a recurring payment:

1. From the **Payments & Transfers menu**, select **Payment Management**.
2. Navigate to the **Template List View** and select **Add a New Template**.
3. Select the template type from the drop-down list and click **Continue**.
4. Complete the necessary fields as you ordinarily would for making a Template.
5. Check the **Make Recurring** box and fields for setting up a recurring payment appear.

6. Enter the Start Date by clicking the **calendar icon** and then click the date for the first payment.
7. Do **one** of the following:

   a. **Choose Weekly** - in the field below **Repeat every**, click the **drop-down arrow** and select the **weekly** frequency. In the days of the week list, select the day you want the payment to occur. Select from the options to enter an end date. Make a selection to address non-business day transfer dates.
b. **Choose Monthly** - in the field below **Repeat every**, click the drop-down arrow and select the **monthly** frequency. In the field labeled **On the**, select the day of the month you want the payment to occur. Select from the options to enter an end date. Make a selection to address non-business day transfer dates.

8. When you have finished, click **Save**.

9. **Payments created from a schedule still need to be approved (unless the user who created the schedule has auto-approval permission).**