

Commercial Advantage Quick Reference Guide

## How to Modify an Existing Template to a Recurring Template

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Member FDIC

## How to modify an existing template to a recurring Template

## Overview

Existing recurring templates will convert from BeB 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.
  - Template List View \* 🖶 📑 🧿 03/28/2022 03:56 PM Active Templates • Ø Filters Filter Select fields -Actions Template Code Template Description From Account Beneficiary Status Payment Type Schedule Amount \* 4 View -002 ACH Debits MULTI Needs Repair Payroll View -001 ACH Credits Test Entered 52.923.50 Payroll View x1234 2769-Fix x3956 () 1.25 Wire - Domestic Entered View -Recurr RecurrProdLoanPay x3948 () 0.12 Loan Payment View -ProdLoanPaylssue2 ProdLoanPaylssue2 x3948 ① 0.11 Approved Loan Payment View Jhn\_\_\_\_ 123 Wire - Domestic test temp x3921 🕦 Approved Delete Testing for potential Tracker Iten x3948 ① 1.21 Approved Loan Payment Copy as Template 4 Copy as Payment Viewing 1-9 of 9 rec Modify Display 50 • per page < Page 1 • of 1 > Unappro
- 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.
    - o 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.

Make Recurring Modify Recurrence	Schedule (i)	
Start Date		
05/02/2022		
Repeat every		Make Recurring
1 <b>v</b>	Month(s)	Start Date
On the	Dav	05/02/2022
Ends		Repeat every
<ul> <li>Upon further notice</li> <li>After 2 occu</li> <li>End by selected date</li> <li>If Transfer Date falls on a</li> <li>Previous business data</li> </ul>	nrences a non-business day, tran ay	1 Veek(s)   On   Monday   Tuesday   Wednesday   Wednesday   Thursday   Friday   Saturday   Sunday   Ends   Upon further notice   Image: After 2 occurrences   End by selected date

1	~	Week(s)
1		Week(s)
2		Month(s)

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.

1.00 USD to 1 Beneficiary           Save for Later         Cancel									
Filter Selec	t fields	•						Active Templates	🔻 💋 Filters
Al	Actions	Template Code	Template Description	From Account	Beneficiary	Amount	Status	Payment Type	Schedule 🔅
	View 👻	DomesticWire	Build 1.74 Test	x7121 (j)	1011 (1011-001 (1011-0	1.00	Approved	Wire - Domestic	Monthly
	View 👻	DomesticWire	WL Testing	x7121 (j)		0.00	Approved	Wire - Domestic	
Viewing 1-2 c     Approve	of 2 records	Reject Delete	]				Display	50 💌 per page 🔇	Page 1 • of 1 >

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.

Payments I	List View							*	
Max display of info: 31 days ① ① Add a New Payment ① Quick Entry ④ File Import								🖶 🌔 🧿 04/15/2022 10:14 AM	
Filter Select fields								Upcoming Payments v 🕫 Filters	
IIA 🗌	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff	
	View 👻	x7121 🚯	Test	1.00	05/02/2022	Entered	Wire - Domestic	05/02/2022 18:00 EDT	
Viewing 1-1 of 1 records Display 50 💌 per page < Page 1 💌 of 1 >									
Approve	Unapprove	Reject Delete	e Get Rate Trade						