

Commercial Advantage

Quick Reference Guide

Modify a Single Template to a Recurring Template

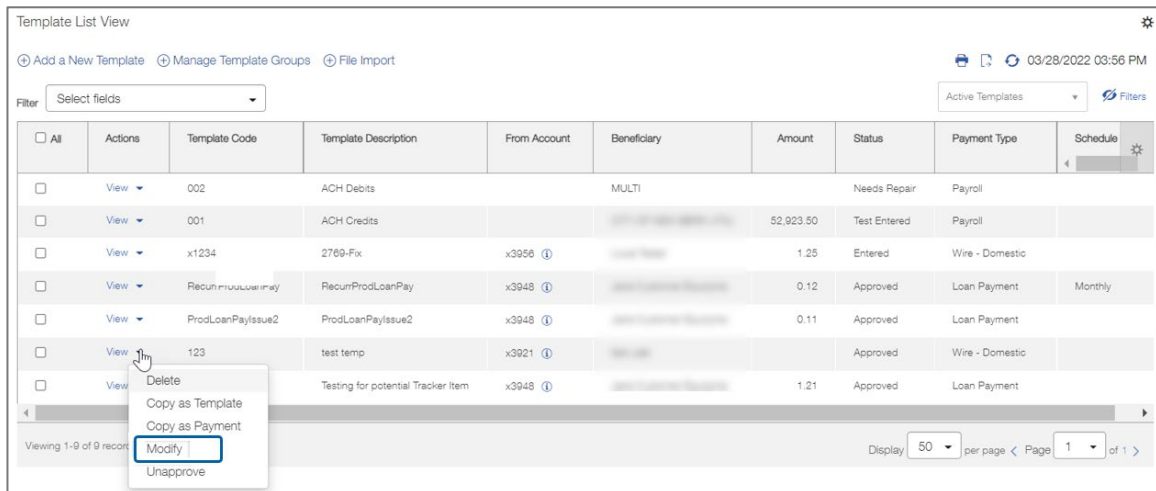
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Modify a Single Template to a Recurring Template

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**.

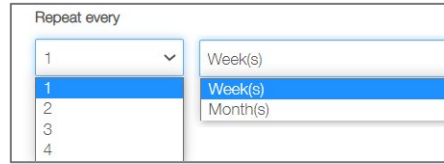


3. Review and adjust other information within the template as needed. To create the schedule recurrence, select the **Make Recurring** check box at the bottom of the page.



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.



Make Recurring
 Modify Recurrence Schedule ⓘ

Start Date
05/02/2022

Repeat every
1 Month(s)

On the
1st Day

Ends

Upon further notice

After 2 occurrences

End by selected date

*If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day Next business day

Make Recurring
 Modify Recurrence Schedule ⓘ

Start Date
05/02/2022

Repeat every
1 Week(s)

On

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Ends

Upon further notice

After 2 occurrences

End by selected date

*If Transfer Date falls on a non-business day, transfer funds on:
 Previous business day Next business day Do not transfer funds

- 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.



Filter: Active Templates: Filters

<input type="checkbox"/> All	Actions	Template Code	Template Description	From Account	Beneficiary	Amount	Status	Payment Type	Schedule
<input type="checkbox"/>	View	DomesticWire	Build 1.74 Test	x7121		1.00	Approved	Wire - Domestic	Monthly
<input type="checkbox"/>	View	DomesticWire	WL Testing	x7121		0.00	Approved	Wire - Domestic	

Viewing 1-2 of 2 records Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete

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 List View Max display of info: 31 days

[Add a New Payment](#) [Quick Entry](#) [File Import](#) 04/15/2022 10:14 AM

Filter: Upcoming Payments: Filters

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff
<input type="checkbox"/>	View	x7121	Test	1.00	05/02/2022	Entered	Wire - Domestic	05/02/2022 16:00 EDT

Viewing 1-1 of 1 records Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete Get Rate Trade