

Exchange

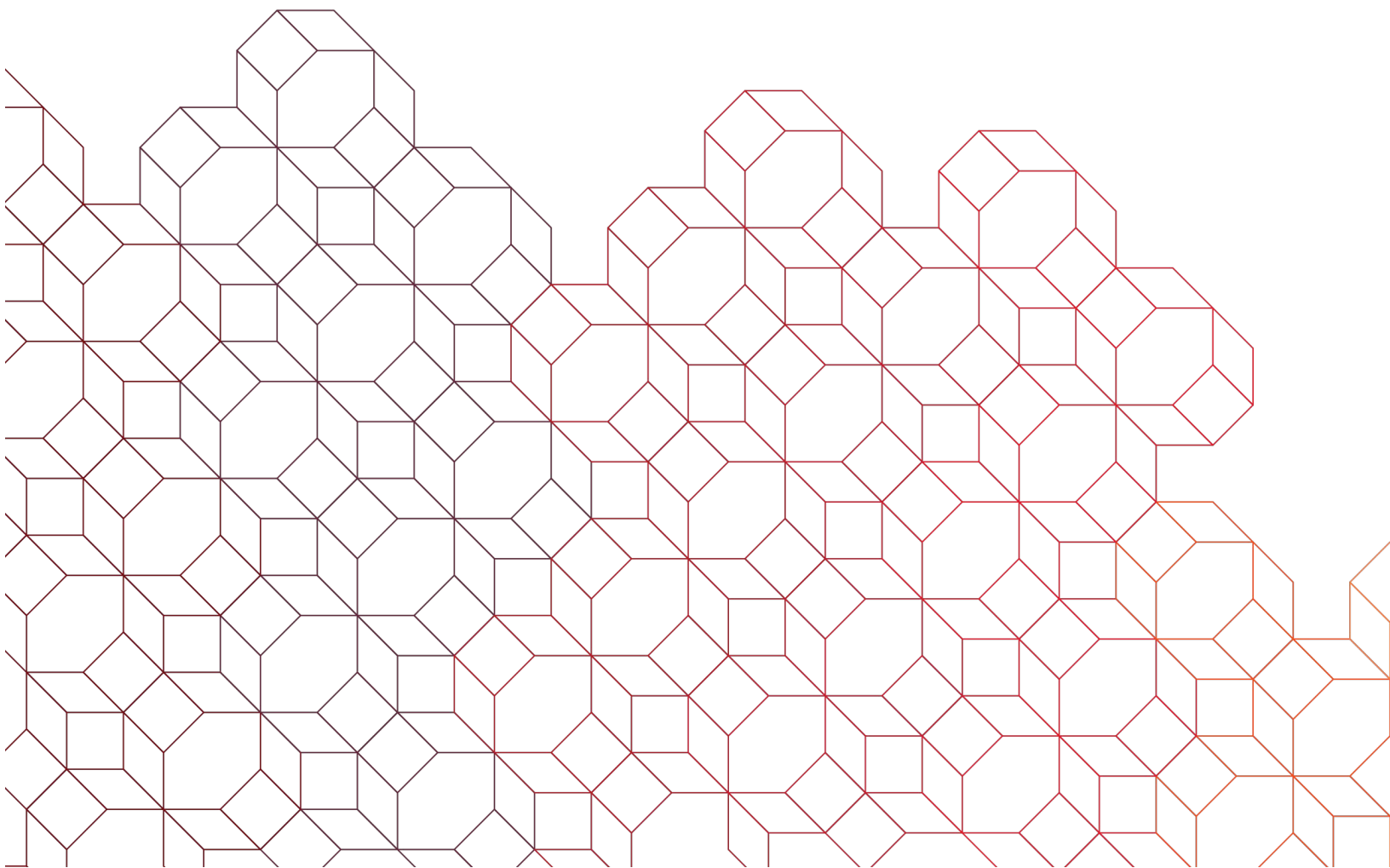


Recurring Payments

This Quick Reference Guide will assist you with instruction to create and maintain recurring payments within the application. Recurring payments instructions are the same for both wire and ACH payments. **Note:** Recurring payments will only initiate and will require approval at least no more than two days before the send date. Use the table of contents below to navigate to different topics within this guide.

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Creating a Recurring Payment

Recurrence Information

Make Recurring

Repeat
 Week(s) ▼
Every
 1 week

Sun
Mon
Tue
Wed
Thu
Fri
Sat

Ends
 Upon Further Notice
 After Occurrences
 On a selected date

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

Make Recurring:
 If "Make Recurring" is selected on a wire or ACH, the recurring schedule options appear.

- Select how often it will occur from "Repeat" options of either by week or month.
- Select when it will occur, weekly/monthly, every other, etc.
 - For daily recurrence, select each business day of "Every" 1 week.
 - For monthly, select the calendar day of the month.
- Indicate when or if the recurrence will "End".
- You must elect if the transaction goes the business day before or after should a transfer date fall on a non-banking day.
- In the "Recurring Payment Description" field, input content providing the recurring description.

Complete the remaining payment information.

Recurring payments require approval for each initiated occurrence before final release to the bank. Once approved, the next recurring will initiate as shown in the image below. **DO NOT** approve the next payment until no more than the day before the scheduled "Transaction Date". Two days before for ACH.

Payments Payment Templates
07/10/2024 12:35 PM

Max display of info: 93 days ⓘ
⊕ Add A Payment ⊕ Add a Collection ⊕ Add a New Tax Payment

Filter:
Set As Default All Payments Filters

<input type="checkbox"/> All	Actions	Payee	Amount	Payment Date	Transaction Date	Status	Payment Type	Entry Method	Approval Cutoff
<input type="checkbox"/>	View	testing	500.00	07/10/2024	07/10/2024	Bank Received	Wire Transfer - Domestic	Recurring Payment	
<input type="checkbox"/>	View	testing	500.00	07/08/2024	07/08/2024	Approval Window Passed	Wire Transfer - Domestic	One-Time Payment	
<input type="checkbox"/>	View	testing	500.00	07/11/2024	07/11/2024	Needs Repair	Wire Transfer - Domestic	Recurring Payment	
<input type="checkbox"/>	View	testing	500.00	07/10/2024	07/10/2024	Deleted	Wire Transfer - Domestic	Recurring Payment	
<input type="checkbox"/>	View	intl test	10,000.00	07/11/2024	07/09/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	
<input type="checkbox"/>	View	intl test	500.00	07/12/2024	07/10/2024	Released	Wire Transfer - International	Recurring Payment	
<input type="checkbox"/>	View	intl test	500.00	07/15/2024	07/11/2024	Entered	Wire Transfer - International	Recurring Payment	07/11/2024 16:00



Stopping a Recurring Payment

<input type="checkbox"/> All	Actions	Payee	Amount	Payment Date	Status	Payment Type	Entry Method	Reject Reason
<input type="checkbox"/>	View	testing	500.00	07/10/2024	Entered	Wire Transfer - Domestic	Recurring Payment	
<input type="checkbox"/>	View		10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval Window Passed
<input type="checkbox"/>	View		10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval Window Passed
<input type="checkbox"/>	View						One-Time Payment	Approval Window Passed
<input type="checkbox"/>	View						One-Time Payment	Approval Window Passed

- Stop Recurrence
- Delete Payment
- Modify Recurrence
- Modify Payment
- Reject

If you wish to cancel recurring payments, navigate to the Payments List View.

- Locate the pending recurring payment and from the "Actions" menu, select "Stop Recurrence".

Warning

⚠ Are you sure you want to stop these payments from being created automatically? The current payment will be Deleted.

Would you like to proceed anyway?

Stopping recurring payments will stop the pending and all future payments. A warning message appears informing the user of this. Click "OK" to continue. To not delete the recurring click "Cancel" which will direct you back to the Payment List View.

Max display of info: 93 days ⓘ

⊕ Add A Payment ⊕ Add a Collection ⊕ Add a New Tax Payment 🔄 07/10/2024 08:37 AM

✓ 1 Payment Recurrence Stopped

ID: 2123
 To: testing 12334
 From: DEMO Operating Account 0130000022
 Amount: 500.00 USD
 Value Date: 07/10/2024
 Payment Type: Wire Transfer - Domestic
 Template Code: FEDWIRE07102024092342

After you click "OK", a message is displayed confirming the recurring payment has stopped and the payment will show in the List View with a status of "Deleted".

Filter: All Payments

<input type="checkbox"/> All	Actions	Payee	Amount	Payment Date	Status	Payment Type	Entry Method	Reject Reason	Approval
<input type="checkbox"/>	View	testing	500.00	07/10/2024	Deleted	Wire Transfer - Domestic	Recurring Payment		
<input type="checkbox"/>	View	intl test	10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval Window Passed	
<input type="checkbox"/>	View	Wire Intl Europe	10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval Window Passed	
<input type="checkbox"/>	View	testing	500.00	07/08/2024	Approval Window Passed	Wire Transfer - Domestic	One-Time Payment	Approval Window Passed	
<input type="checkbox"/>	View	12345AdvancedFX	7.80	07/10/2024	Released	Wire Transfer - International	One-Time Payment		



Editing a Recurring Payment

<input type="checkbox"/> All	Actions	Payee	Amount	Payment Date	Status	Payment Type	Entry Method	Reject Reas
<input type="checkbox"/>	View	testing	500.00	07/10/2024	Entered	Wire Transfer - Domestic	Recurring Payment	
<input type="checkbox"/>	View	Stop Recurrence	10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval W
<input type="checkbox"/>	View	Delete Payment	10,000.00				One-Time Payment	Approval W
<input type="checkbox"/>	View	Modify Recurrence	500.00				One-Time Payment	Approval W
<input type="checkbox"/>	View	Modify Payment	7.80				One-Time Payment	
<input type="checkbox"/>	View	Reject					One-Time Payment	

If you wish to modify a recurring payment, navigate to the Payments List View.

- Locate the pending recurring payment and from the "Actions" menu, select "Modify Recurrence".

- Once the payment is displayed, make necessary changes to the recurrence and click "Verify". Other fields may be edited if needed (fields that are gray cannot have changes made).

ⓘ All payments created in this series will use this information going forward.

Payment Information

* Payee Name

testing

Recurrence Information

Make Recurring

Repeat

Week(s)

Every

1 week

Sun Mon Tue **Wed** Thu Fri Sat

Ends

Upon Further Notice

After 1 Occurrences

On a selected date

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

Previous business day Next business day Do not transfer funds

* Recurring Payment Description

testing

> Recurrence History

500.00 USD on 10 Jul 2024



Editing a Recurring Payment cont'd.

← Modify a Recurring Payment (ID 2126)

○ Enter Details ● Verify

Warning

⚠ The entered value date 07/10/2024 for the payment does not match the recurring payment schedule. The expected value date is 07/11/2024. If you would like to correct this, click edit and select a new value date.

Payment Information

Recurrence Information

Make Recurring: Yes

Repeat: Week(s)

Every: 1 week

Sun Mon Tue Wed **Thu** Fri Sat

Ends: Upon Further Notice

After 1 Occurrences

On a selected date

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

Recurring Payment Description: testing

Recurrence History

500.00 USD on 10 Jul 2024

Submit Edit Cancel

- Verify the changes made.
- A "Warning" message may appear based upon the change made, ex: the current/next payment is set to go today, but the recurring is being changed to a different day.
- Click "Edit" at the bottom to make changes.
- If no changes are needed, click "Submit".

⊕ Add A Payment ⊕ Add a Collection ⊕ Add a New Tax Payment
🖨️ 📄 🔄 07/10/2024 10:53 AM

Payment Submitted

ID: 2126
 To: testing 12334
 From: DEMO Operating Account 0130000022
 Amount: 500.00 USD
 Value Date: 07/10/2024
 Payment Type: Wire Transfer - Domestic
 Template Code: FEDWIRE07102024115251

After you click "Submit", a message is displayed confirming the recurring payment has changed and the first one is in an "Entered" status in the List.

Filter: Select fields All Payments Filters

<input type="checkbox"/> All	Actions	Payee	Amount	Payment Date	Status	Payment Type	Entry Method	Reject Reason	Approval
<input type="checkbox"/>	View	testing	500.00	07/10/2024	Entered	Wire Transfer - Domestic	Recurring Payment		07/10/2024
<input type="checkbox"/>	View	testing	500.00	07/10/2024	Deleted	Wire Transfer - Domestic	Recurring Payment		
<input type="checkbox"/>	View	intl test	10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval Window Passed	
<input type="checkbox"/>	View	Wire Intl Europe	10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval Window Passed	
<input type="checkbox"/>	View	testing	500.00	07/08/2024	Approval Window Passed	Wire Transfer - Domestic	One-Time Payment	Approval Window Passed	



Recurring Payment Exceptions

Add Widget

- Add Widget
- Accounts
- Address Book
- Audit Information
- Check Issue Management
- Download
- Employees
- Payments
- Positive Pay
- Recurring Payment Exceptions**
- Reports Management
- Simple Entry
- Stop Payments
- Transfers

Recurring Payment Exceptions widget provides **Exchange** Users, based upon permissions, a list of recurring payments that were unable to initiate automatically. If not already done so, from the "Add Widget" menu select "Recurring Payment Exceptions" widget to add to the Payments workspace. This is where you will see those rejected recurring payments.

If a recurring payment is created and does not initiate when expected, review the Recurring Payment Exceptions Report. Items appear when:

- Payment is a duplicate of another payment.
- Credit Amount/Debit Amount must be greater than \$0.01.
- Payment cannot be created as there is not a valid panel threshold that exists.
- Client Company (User Group) is disabled.
- Client user is disabled/deleted.

To see exception details, click "View" to the far right of the line item.

Recurring Payment Exceptions

Export Print

Filter Select fields

Recurring Payment Exceptions - All Filters

Template Code	Description	Payment Type	Payment Amount	Currency	Value Date	Occurred On	Reason
FEDWIRE07102024115251	testing	Wire - Domestic	500.00	USD	07/11/2024	07/10/2024	Hide
This payment may be a duplicate of another payment. Please Repair or Modify the payment and re-submit if this is not a duplicate.							
INTL05142024150010	validate	Wire - International	4.00	USD	06/18/2024	06/18/2024	View
BDACHCP06102024173537	DBIQT1610	Consumer Payments	6.24	USD	06/18/2024	06/10/2024	View

Viewing 1-3 of 3 records

Display 50 per page Page 1 of 1

<input type="checkbox"/>	View	testing	500.00	07/11/2024	07/11/2024	Needs Repair	Wire Transfer - Domestic	Recurring Payment
<input type="checkbox"/>	View	Delete Payment	500.00	07/10/2024	07/10/2024	Deleted	Wire Transfer - Domestic	Recurring Payment
<input type="checkbox"/>	View	Modify Payment	10,000.00	07/11/2024	07/09/2024	Approval W		

To correct or resubmit, from the Payments List View select "Modify Payment" from the "Actions" menu. The Payments List View will also have a status of "Needs Repair" until it is corrected or deleted.



Recurring Payment Exceptions cont'd.

← Modify a Payment (ID 2134)

Enter Details Verify

ⓘ This modification will only affect this payment. Future payments in the cycle will not be affected.

Payment Summary

Status: Needs Repair Entry Method: Recurring Payment

Possible Duplicate: Yes

Errors
This payment may be a duplicate of another payment. Please Repair or Modify the payment and re-submit if this is not a duplicate.

Entered On: 07/10/2024 11:39 AM

Payment Information

Payment Detail Line 4

> Payment History

500.00 USD on 11 Jul 2024
Verify Save for Later Cancel

500.00 USD on 11 Jul 2024
Submit Edit Cancel

Observe the messages displayed. Once corrections are made, click "Verify". Then "Submit" on the verify screen once validated. If the payment rejected due to possible duplicate, you will see a "Possible Duplicate Message".



Recurring Payment Exceptions cont'd.

Max display of info: 93 days ⓘ

[Add A Payment](#)
[Add a Collection](#)
[Add a New Tax Payment](#)
07/10/2024 01:19 PM

Payment Submitted

ID: 2134
 To: testing 12334
 From: DEMO Operating Account 0130000022
 Amount: 500.00 USD
 Value Date: 07/11/2024
 Payment Type: Wire Transfer - Domestic
 Template Code: FEDWIRE07102024115251

The rejected payment is now in an "Entered" status, waiting approval to Release. The Exceptions report will not change.

Details

Filter All Payments [Filters](#)

<input type="checkbox"/> All	Actions	Payee	Amount	Payment Date	Transaction Date	Status	Payment Type	Entry Method	Approval Cutoff
<input type="checkbox"/>	View	testing	500.00	07/10/2024	07/10/2024	Bank Received	Wire Transfer - Domestic	Recurring Payment	
<input type="checkbox"/>	View	testing	500.00	07/11/2024	07/11/2024	Entered	Wire Transfer - Domestic	Recurring Payment	07/11/2024 17:25
<input type="checkbox"/>	View	testing	500.00	07/10/2024	07/10/2024	Deleted	Wire Transfer - Domestic	Recurring Payment	
<input type="checkbox"/>	View	testing	500.00	07/08/2024	07/08/2024	Approval Window Passed	Wire Transfer - Domestic	One-Time Payment	
<input type="checkbox"/>	View	intl test	10,000.00	07/11/2024	07/09/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	
<input type="checkbox"/>	View	intl test	500.00	07/15/2024	07/11/2024	Entered	Wire Transfer - International	Recurring Payment	07/11/2024 16:00
<input type="checkbox"/>	View	intl test	500.00	07/12/2024	07/10/2024	Released	Wire Transfer - International	Recurring Payment	
<input type="checkbox"/>	View	Wire Intl Europe	10,000.00	07/11/2024	07/09/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	
<input type="checkbox"/>	View	12345AdvancedFX	7.80	07/10/2024	07/08/2024	Released	Wire Transfer - International	One-Time Payment	

