

Maintaining Recurring Payments

When you log in to the payments site, you can view recurring payments you have set up in the system. These can be adjusted as needed.

1. To enable or disable a recurring transaction, log in and select the payment from the *Recurring Transactions* section on the home page.
2. Alter the details of the payment as needed, including amount, frequency of payment, and so on. Ensure that the check box next to the **Enabled** field is selected or deselected, depending on whether you wish to activate the payment at this time.

The screenshot shows the 'Recurring Transactions' interface. At the top is a table with columns for 'Next Payment Date', 'Amount', 'Location ID', and an 'Enabled' status. Below the table is a form with fields for 'Amount', 'Frequency', '# Of Payments', 'Location', 'Payment Day', '# Payments Made', 'Select Account', 'Start Date', and 'Next Recurrence'. There are also checkboxes for 'Infinite Payment', 'Enabled', and 'Delete Payment'. A red arrow points to the 'Enabled' checkbox in the form.

Next Payment Date	Amount	Location ID	Enabled
In 13 Days	\$110.00	Eagle Point	Enabled
In 28 Days	\$123.00	ANOTHER TEST LOCATION	Enabled
	\$500.00	Blossom Hill	Disabled
	\$10.00	Eagle Point	Disabled
	\$12.00	AA CPP Location 1	Disabled

Form fields:

- Amount: \$500.00
- Frequency: Once a Week
- # Of Payments: 12
- Location: -- Select --
- Payment Day: Saturday
- # Payments Made: 0
- Select Account: Vinaytsfd
- Start Date: 11/26/2014
- Next Recurrence: 11/29/2014
- Infinite Payment
- Enabled
- Delete Payment
- Buttons: CANCEL, SUBMIT

FIGURE 52 - ENABLE/DISABLE RECURRING PAYMENT

3. Select **Submit** to save all changes for this payment.

Viewing Payment History

When you log in to the payments site, you can view past payments/transactions that you have made. For a custom report of payment history, select the **Full Transaction History** option.