

## View, Edit, or Delete a Scheduled Payment


From Properties, click on the Schedule Name to access Schedule Details. Edit options include:

- Adjust Schedule Name or select a new payment method
- View Schedule Details to view/edit future payments
- Delete a Schedule

1012 15th St.

Sandy Beach HOA

Managed by 146 ABC Management Demo Account



1012 15th St. >

Make a Payment

Questions about your account? Contact your [management company](#).

Scheduled Payments

Add a Schedule

Click on Schedule Name link below to edit an existing schedule

Schedule Name	Next Payment	Type	Amount
<a href="#">Test 2023.4</a>	05/24/23	Fixed Amount	\$350.00

Payment History

[View All](#)

Date	Amount	Category	Status
<a href="#">05/23/23</a>	\$350.00	Assessment	Approved <a href="#">Cancel</a>
<a href="#">05/23/23</a>	\$60.00	Amenity	Approved <a href="#">Cancel</a>

Add Property


Edit Payment Schedule

[Delete Schedule](#)

Schedule Name \*

Test 2023.4

Payment Method \*

First Citizens Bank & Trust Company (6789) 

Please note: you are making a payment through First Citizens Bank's proprietary ACH payment system.

Payment Day of Month

24 [Edit](#)

Enter Payment Amount

Amount \*

(Enter amount to be paid in box)

350 x

Convenience fee

\$0.00

Amount to be paid

\$350.00

☒ I agree to pay the total amount including any fees as shown above.

[Back](#)

Save

\* Indicates required field

[View Schedule Details](#)

## Fixed Payment Schedule – Change Payment Amount

This feature is used to change one specific payment date or to change the payment amount for a fixed payment schedule. When changing a payment for the current month, edit the payment date at least two or more business days prior to the scheduled payment.

1. Locate and select the Schedule Name to edit.
2. Click on **View Schedule Details** hyperlink.
3. Locate the payment date and select to view.

Test 2023.4 (monthly) <a href="#">Back</a>		
Scheduled Payments		
Payment Date ?	Amount	Status
<a href="#">05/24/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>
<a href="#">06/23/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>
<a href="#">07/24/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>

4. Adjust the payment Date and/or Amount.
5. Check boxes –
  - Check this box to change the payment amount for all future payments in this schedule, beginning with this payment  
**OR**
  - Leave this box unchecked to change the payment amount for this one payment only
  - Check box indicating I agree to pay the total amount including any fees as shown above
6. Click on **Continue**. User is returned to the Schedule payments details screen. The selected payment(s) is updated with the new payment date and/or amount.

### Edit Payment - 06/23/2023

Amount \*

Enter Payment Amount

100.00 x

Convenience fee

\$0.00

Amount to be paid

\$100.00

Payment Method

First Citizens Bank & Trust

Payment Date

06/23/2023

Please note: you are making a payment through First Citizens Bank's proprietary ACH payment system.

☐ Please check this box if you want to update the payment amount for all future payments in this schedule.
 ☒ I agree to pay the total amount including any fees as shown above.

\* Indicates required field

[Cancel](#)
[Continue](#)

Test 2023.4 (monthly) <a href="#">Back</a>		
Scheduled Payments		
Payment Date ?	Amount	Status
<a href="#">05/24/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>
<a href="#">06/23/23</a>	\$100.00	Scheduled <a href="#">Cancel</a>
<a href="#">07/24/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>
<a href="#">08/24/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>

## Fixed Payment Schedule – Change Scheduled Payment Date

An option is available to change a Fixed Schedule payment date. Fixed scheduled payment date changes are effective the following month. For example, changes made in May will become effective in June.

The current month payment date will remain the same.

If a current month payment requires changing, use the Payment Details page to adjust the one specific payment date.

1. Locate and select the Schedule Name.

Scheduled Payments

Add a Schedule

Click on Schedule Name link below to edit an existing schedule

Schedule Name	Next Payment	Type	Amount
<a href="#">Test 2023.4</a>	05/24/23	Fixed Amount	\$350.00

2. Select the **Edit** hyperlink for Payment Day of Month.

Edit Payment Schedule

Delete Schedule

Schedule Name \*

Test 2023.4

Payment Method \*

First Citizens Bank & Trust Company (6789)

Please note: you are making a payment through First Citizens Bank's proprietary ACH payment system.

Payment Day of Month 24 [Edit](#)

Enter Payment Amount

Amount \* (Enter amount to be paid in box) 350 x

Convenience fee \$0.00

Amount to be paid \$350.00

☒ I agree to pay the total amount including any fees as shown above.

[Back](#) [Save](#)

\* Indicates required field

[View Schedule Details](#)

3. Select a new date from the drop-down list and click on **Save**.

As a new date is selected, the list of payment dates will update, displaying the next 12 payments.

Edit Fixed Payment Day

Cancel

**Test 2023.4 (monthly)**

Calendar Day	Month	Date	Amount
28	1	05/24/23	\$350.00
26	2	06/28/23	\$100.00
27	3	07/28/23	\$350.00
28	4	08/28/23	\$350.00
29	5	09/28/23	\$350.00
30			
31			

Scheduled payment date changes are effective the following month. For instance, changes made in May are effective with your June payment.

To make a change to this month's scheduled payment date, please edit the date in payment details two or more business days prior to the scheduled payment.

Payments scheduled on weekends or holidays will process on the prior business day.

[Cancel](#) [Save](#)

## Cancel/Restore a Future Dated Payment

An option is available to cancel a future dated payment or restore a skipped payment if necessary. A confirmation message will display to confirm the request. Once selected the Restore link will be listed next to the cancelled (skipped) payment. An email notification is sent to the homeowner.

**Note:** When cancelled in ManagerPay by the Bank or a PMC Portal user, the status is still listed as 'Cancelled by CSR'.

This option is available for both Fixed Payment and Account Balance schedules.

1. Locate and select the **Schedule Name**.
2. Click on **View Schedule Details**.
3. Locate the payment and click on **Cancel**.
4. A confirmation message appears. Click **Yes** to continue.
5. The payment is now listed as Cancelled. A link to Restore the payment is available, if needed.

1012 15th St.  
Sandy Beach HOA - ABC Management Demo Account

Test 2023.4 (monthly)[Back](#)

Scheduled Payments

Payment Date ?	Amount	Status
<a href="#">05/24/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>
<a href="#">06/28/23</a>	\$100.00	Scheduled <a href="#">Cancel</a>
<a href="#">07/28/23</a>	\$350.00	Cancelled By User <a href="#">Restore</a>
<a href="#">08/28/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>
<a href="#">09/28/23</a>	\$350.00	Scheduled <a href="#">Cancel</a>

Scheduled payments dated for a weekend or holiday will be processed the prior business day.  
[Back](#)

Delete Schedule

## Delete a Payment Schedule

When deleting a Payment Schedule, verify there are no payments for the current date. The next payment listed in the Schedule must be a future date prior to deleting the schedule.

A few verification steps prior to deleting a schedule will help save time and create a positive experience.

1. Locate and select the **Schedule Name**.
2. Verify this is the correct schedule to delete. Click on **Delete Schedule**.

**OR**

3. Click on **View Schedule Details** for more information.
4. Verify this is the correct schedule to delete.
5. Click on **Delete Schedule**.

**Note:** Same day scheduled payments cannot be deleted or restored during the payment processing window of approximately 12:00 to 2:00 PM Central time. Once payment processing begins, all delete, cancel, or restore attempts will receive an error message. When payment processing is completed, the payment schedule can be deleted.

Edit Payment Schedule
Delete Schedule

Schedule Name \*

Test 2023.4

Payment Method \*

First Citizens Bank & Trust Company (6789)

Please note: you are making a payment through First Citizens Bank's proprietary ACH payment system.

Payment Day of Month

24

Edit

Enter Payment Amount

350

x

Amount \*

(Enter amount to be paid in box)

Convenience fee

Amount to be paid

\$0.00

\$350.00

☒ I agree to pay the total amount including any fees as shown above.

Back

Save

\* Indicates required field

View Schedule Details

1012 15th St.  
Sandy Beach HOA - ABC Management Demo Account

Test 2023.4 (monthly)

Back

Scheduled Payments

Payment Date ?	Amount	Status
05/24/23	\$350.00	Scheduled <a href="#">Cancel</a>
06/28/23	\$100.00	Scheduled <a href="#">Cancel</a>
07/28/23	\$350.00	Cancelled By User <a href="#">Restore</a>
08/28/23	\$350.00	Scheduled <a href="#">Cancel</a>
09/28/23	\$350.00	Scheduled <a href="#">Cancel</a>

Scheduled payments dated for a weekend or holiday will be processed the prior business day.

Back

Delete Schedule