Edit an ACH Payment Schedule

A schedule can only be edited by the user who created it. When a schedule is edited, the changes are applied to all transactions governed by it. Any approvals previously applied to all transactions governed by the schedule are removed and the transactions must be re-approved.

1. Click **Money Movement > Scheduled Requests > Scheduled Requests**.
2. Click the more actions icon (...) beside a transaction that is governed by the schedule you want to edit and then click **Edit schedule**.
3. Modify the schedule information as needed and then click **Continue**.
4. Verify the schedule information and then do one of the following:
    - Click **Approve** to approve the schedule. Applies your approval to all transactions in the schedule
    - Click **Submit schedule**. Submits the schedule for approval by another user in the company. When this option is chosen, each transaction in the schedule needs to be approved as they occur.

Delete a Scheduled ACH Payment Request

A payment can be deleted by the user who created it. Deleting a scheduled payment does not affect other payments that are governed by the schedule.

Please note, a payment cannot be recovered once deleted.

1. Click **Money Movement > Scheduled Requests > Scheduled Requests**.
2. Click the more actions icon (...) beside the transaction you want to delete and then click the **View request** link.
3. Click the delete request icon beside the **Schedule Information** heading.
4. Verify the request as needed and then click **Delete**.