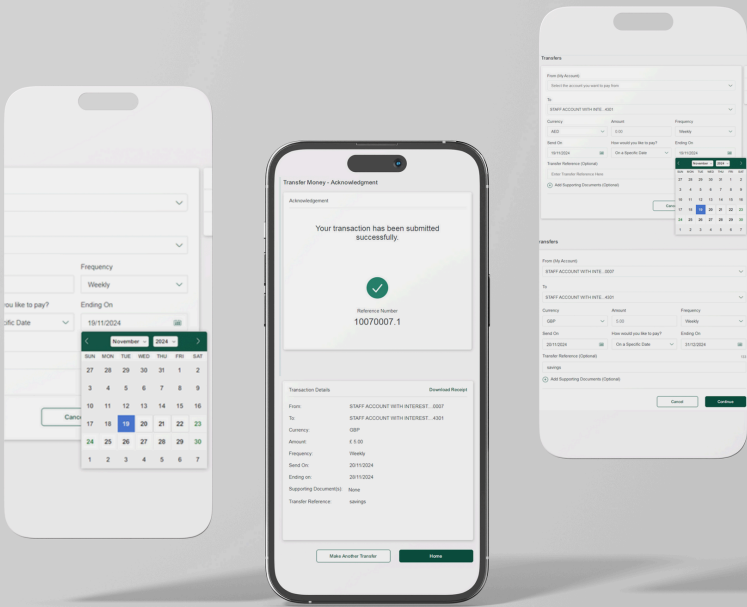


# Standing Order and Upcoming Payments

## Step-by-Step Guide



Here you will be able to:

- How to create a standing order
- How to view upcoming payments and Standing Orders within 7 days
- How to view all upcoming Standing Orders
- How to view all Transfers

# Creating a standing order

1. Follow the Payments steps above and specify '**Frequency**' to schedule a standing order.
2. Once frequency has been selected (Daily, Weekly, Monthly, Yearly....).
3. Choose day to '**Send On**'.
4. Then choose '**Ending On**' date.

Frequency

Monthly

Once

Daily

Weekly

Every Two Weeks

Monthly

Quarterly

Half Yearly

Yearly

Enter Beneficiary Nickname Here

Send On

31/08/2025

Ending On

31/08/2030

August 2030

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7


**Please note:** If you, for example, set up a standing order for the 7<sup>th</sup> of every month, if one month the 7<sup>th</sup> falls within a weekend, it will be sent on the following business day.

5. Continue to create the standing order by following the steps in the '**Making Payments**' section above.
6. Once completed you need to approve in the mobile banking app. Please refer to the '**Approving Payments**' section above.

# Viewing upcoming payments and Standing Orders within 7 days

1. Click on 'Accounts' or the 'TNB logo' on the top left to return to the main homepage.
2. Scroll to the bottom of the Homepage to find 'Upcoming Transactions and Standing Orders.'

**Please note:** You can only see upcoming payments here for the next 7 days.

 **TN** TRUSTED  
NOVUS  
BANK

Accounts | Payments and Transfers

☆ Loan

£ 56,581.50

Outstanding Balance

FLEX RESIDENTIAL MORTGAGE .... 1234

☆ Loan

£ 49,682.40

Outstanding Balance

Total Outstanding Balance:

£ 167,266.21

Current (5)

PERSONAL ACCOUNT WITH INTEREST  
.... 1234

☆ Current

£ 15,131.53

Available Balance

PERSONAL ACCOUNT WITH INTEREST  
.... 1234

☆ Current

£ 1,321.14

Available Balance

PERSONAL ACCOUNT WITH INTEREST  
.... 1234

☆ Current

£ 194.85

Available Balance

PERSONAL ACCOUNT WITH INTEREST  
.... 1234

☆ Current

£ 2,714.44

Available Balance

PERSONAL ACCOUNT WITH INTEREST  
.... 1234

☆ Current

£ 6,252.43

Available Balance

Total Available Balance:

£ 20,185.51

Upcoming Transactions and Standing Orders

To: Personal Account with Interest  
Internal Transfer

£ 1,000.00

To: Personal Account with Interest  
Internal Transfer

£ 50.00

To: Test name  
External Transfer

£ 100.00

To: Test name  
External Transfer

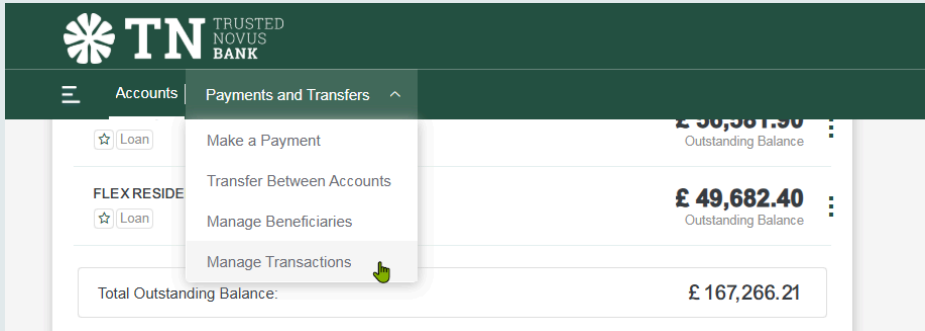
£ 20.00

To: Personal Account with Interest  
Internal Transfer

£ 200.00

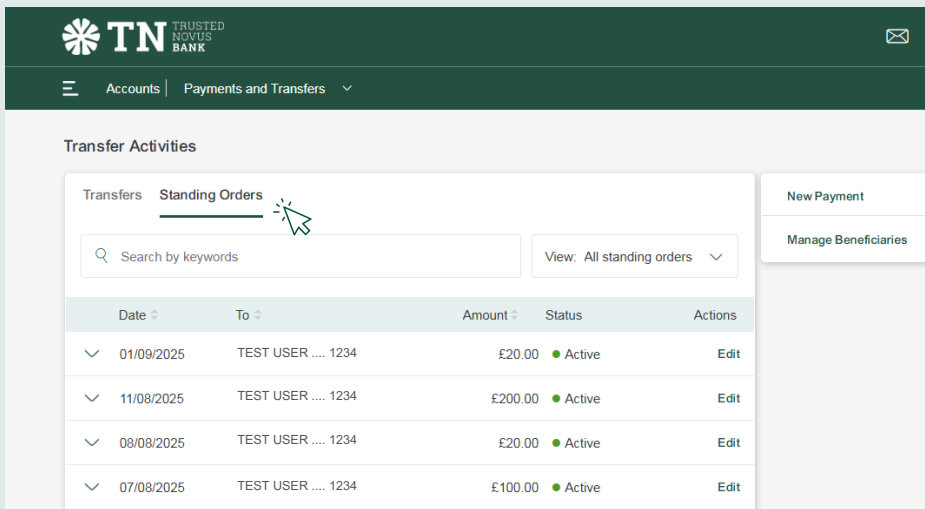
# Viewing ALL upcoming Standing Orders

1. Alternatively to see all 'Standing Orders' go to 'Manage Transactions'.



2. You will be taken to your transfers screen.

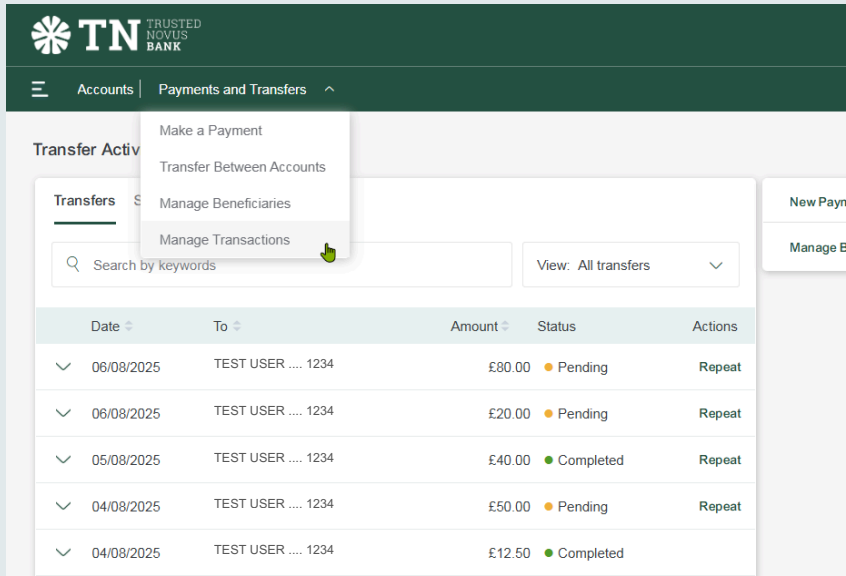
3. At the top click on the 'Standing Orders' tab.



4. Here you will see any upcoming 'Standing Orders'.

# Viewing all Transfers

1. Select the **'Payments and Transfers'** option from the drop-down menu.
2. Then select **'Manage transactions'**.



3. You can **'Search'** or filter through them here as shown below.

