

TRAINING

CLONING PAYMENTS

SELECTING A PAYMENT TO CLONE

Company Name: YOUR COMPANY NAME HERE Company ID: YOUR COMPANY/NACHA ID

Payment Information

Payment Type: --select a value-- *	Transaction Type: --select a value-- *
Account Type: --select a value-- *	
Individual Name: <input type="text"/> *	Individual ID: <input type="text"/> *
Routing #: <input type="text"/> *	Account #: <input type="text"/> *
Description: <input type="text"/> *	
Amount: <input type="text"/> *	Note: <input type="text"/>
Effective Date: MM/DD/YYYY *	

Select Payment to Clone

Name: ID:

- » You can use either the whole name or partial name
- » Or, use the individual ID that was used on previously processed payment
- » Select Search

Payment Information

Single Payments

Name	ID	Company	Description	EED	Amount	Description	Notes
Kara Thrace	Starbuck	COMPANY NAME	Credit	MM-DD-YYYY	\$500.00	PAYROLL	
Kara Thrace	Starbuck	COMPANY NAME	Credit	MM-DD-YYYY	\$500.00	PAYROLL	

Name: Kara T

- » Click/highlight the item you want to clone
- » Select Clone

Payment Information

Payment Type: PPD * Transaction Type: Credit *

Account Type: Checking *

Individual Name: Kara Thrace * Individual ID: Starbuck *

Routing #: 061000104 * Account #: 11111 *

Description: PAYROLL *

Amount: * Note: *

Effective Date: *

Add Addenda Info

Addenda Info

Page 1 OF 1

Save Cancel

- » Input the dollar amount
- » Select the desired Effective Entry Date
- » Select Save

Payment Information

Payment Type: --select a value-- **Single Payment**

Account Type: --select a value--

Individual Name:

Routing #:

Description:

Amount:

Effective Date:

Payment added successfully.

OK

Add Addenda Info

Addenda Info

- » When the item is saved, the success notification will immediately appear in the pop-up window
- » Select Ok