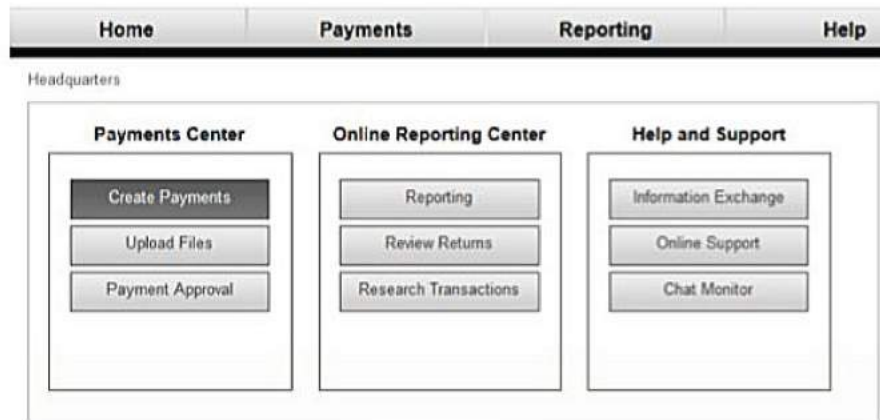


TRAINING

CREATING SINGLE PAYMENTS

CREATING SINGLE PAYMENTS



- » From the home page or the top menu bar you can navigate to the CREATE PAYMENTS feature



- » Select your company name from the drop down list
- » Select "Single Payments"

- » Select the Effective Entry Date - this is the date which you want the transaction to hit the receiver's account
- » Select SAVE

The screenshot shows a 'Payment Information' form with the following fields: Payment Type: PPD, Account Type: Checking, Individual Name: Kara Thrace, Routing #: 061000104, Description: PAYROLL, Amount: 500.00, and Effective Date: [empty]. A 'Single Payment' dialog box is overlaid on the form, containing the following text: 'Warning: The daily limit was exceeded. The value you entered, \$500.00, is over the transaction limit of \$10.00 (PPD). Do you wish to save this transaction?' Below the text are two buttons: 'Yes' and 'No'. At the bottom of the form, there are 'Save' and 'Cancel' buttons. The page number 'Page 1 OF 1' is visible in the bottom right corner.

- » If there are any over limit issues or error, immediate notification will pop up before you can continue with the process
- » If you select yes, please alert approval personnel

The screenshot shows the same 'Payment Information' form, but the 'Payment Type' and 'Account Type' fields are now dropdown menus with '--select a value--' selected. The 'Single Payment' dialog box is overlaid on the form, displaying the message: 'Payment added successfully.' Below the message is an 'OK' button. The 'Save' and 'Cancel' buttons are still visible at the bottom of the form.

- » A dialogue box will pop up to let you know the payment was added successfully