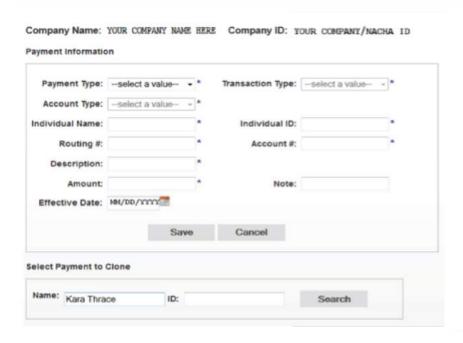
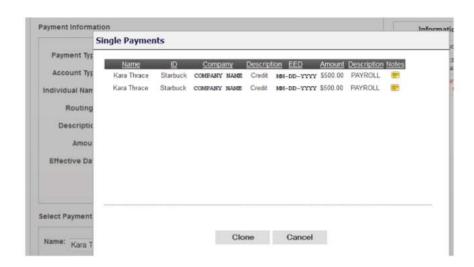




SELECTING A PAYMENT TO CLONE

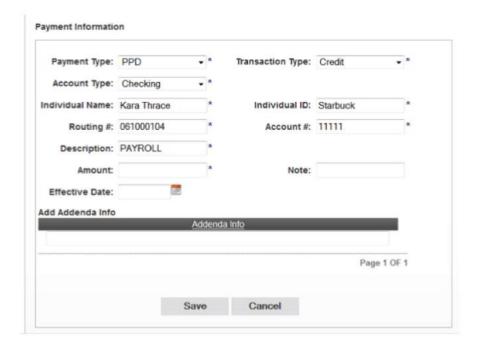


- » You can use either the whole name or partial name
- » Or, use the individual ID that was used on previously processed payment
- » Select Search



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

ACH.COM TRAINING



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



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

ACH.COM TRAINING