



TRAINING

CREATING RECURRING PAYMENTS

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The screenshot shows the 'Payment Center' interface. At the top, there are navigation tabs: Home, Payments, Reporting, and Help. Below the tabs, the breadcrumb path is 'Headquarters > Create Payments'. The main content area is titled 'Payment Center' and contains a dropdown menu for 'Company: YOUR COMPANY NAME HERE - CUTOFF TIME (EST)'. Below this, there is a section labeled 'ACH' with a list of buttons: 'Single Payments', 'Recurring Payments', 'Batch Payments (0)', 'Edit Recurring Payments', and 'Search Warehouse Payments'. At the bottom of the main content area, there is a 'Back to Menu' button.

- » Under the Payment Tab at the top, choose Create Payments
- » Select Recurring Payments

The screenshot shows the 'Create Recurring Payment' form. At the top, there are navigation tabs: Home, Payments, Reporting, and Help. Below the tabs, the breadcrumb path is 'Headquarters > Create Payments > Recurring Payments'. The main content area is titled 'Create Recurring Payment' and contains the following fields:

- Company Name:** YOUR COMPANY NAME HERE
- Company ID:** YOUR NACITA/COMPANY ID
- Payment Information:**
 - Payment Type:** PPD
 - Transaction Type:** Credit
 - Account type:** Checking
 - Name:** Kara Thraco
 - Individual ID:** Starbuck
 - Routing #:** 061000104
 - Account #:** 1111
 - Description:** PAYROLL
 - Note:**
 - Number of payments:** 10
 - Schedule:** --select a value-- (dropdown menu with options: Weekly, Bi-Weekly, Monthly, Twice-per-Month, Quarterly, Semi-Annually, Annually)
 - No End Date:**
 - Payment Amount:**
 - Final Payment Amount:**
 - Effective Date:** MM/DD/YYYY

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

- » Explanation of these fields is on the next slide

» **PAYMENT TYPE** – Refers to the SEC CODE

PPD – Individual Account

CCD – Corporate Account

WEB – Web initiated transactions

TEL – Telephone initiated transactions

» **TRANSACTION TYPE**

Credit – You are giving money to an individual or company

Debit – You are receiving money from an individual or company

Account Type – the type of account that is being debited/credited

» **Name** – Name of the individual or company that is being debited/credited

» **Individual ID** can be any combination of numbers/letters up to 15 characters in length.
There **MUST** be something in this field

» **Description** will appear on receiver's bank statement and can be no longer than 10 characters

» **Notes** are only for your benefit and will not show up on any statement. This is an optional field

The screenshot shows a payment form with the following fields and controls:

- Number of payments:** A text input field with an asterisk (*) indicating it is required.
- Schedule:** A dropdown menu with the text "--select a value--" and an asterisk (*) indicating it is required.
- No End Date:** A checkbox.
- Payment Amount:** A text input field with an asterisk (*) indicating it is required.
- Effective Date:** A date input field with a calendar icon and the format MM/DD/YYYY.
- Final Payment Amount:** A text input field.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

» **Number of Payments** – If there is a specific number of payments to be made, enter in the number in this field

» **Schedule** – Select the frequency of the payment from the list

» **No End Date** – if the transaction is ongoing for an indefinite amount of time, use this option. Once this option is selected, it will gray out Number of Payments and Final Payment Amount

» **Payment Amount** – This is the amount that you wish to debit/credit the receiver, according to the schedule you selected

» **Effective Date** – This is the first date that you want the transaction to post in the receiver's account

» **Final Payment Amount** – If you have entered a certain a number of payments, you have the option to specify a different amount for the final transaction

» When you are finished with the information hit save



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



- » Select the Payments Tab and choose Create Payments
- » Enter your company name
- » Select Edit Recurring Payments tab

Recurring Payments

Company Name: Your Company Name Here **Company ID:** Your NACHA/Company ID

Search

Individual Name ID

Dollar Amount Schedule --select a value--

Last Payment Next Scheduled Payment

Status Active

- » You can search by any criteria or no criteria
- » Hitting the search button without any criteria will pull up every person/company you have set up

Search

Individual Name ID

Dollar Amount Schedule --select a value--

Last Payment Next Scheduled Payment

Status Active

Results

Name	ID	Type	Starting Payment Date	Next Payment Date	Last Payment Date	Actions
Kara Thrace	Starbuck	Credit	9-4-2014	9-11-2014	9-4-2014	open suspend

Results per Page 10 Page 1 OF 1

- » Find the recurring transaction and open the item (found on the right under ACTION)
- » Once in the transaction page you can adjust, edit, or suspend a transaction

Payment Type: PPD
Transaction Type: Credit
Account Type: Checking
Individual ID: Starbuck
Individual Name: Kara Thrace
RDFI Account #: 1111
RDFI Routing #: 061000104
Description: PAYROLL

Schedule: Weekly
of Payments:
No End Date:
Amount: \$ 100.00
Final Payment Amount: \$
Starting Effective Date: MM/DD/YYYY
Last Payment Date: MM/DD/YYYY
Next Scheduled Payment Date: MM/DD/YYYY

Edit Recurring Payments

You have successfully saved the recurring payment.

Note : Transactions that are already in your warehouse will not be effected by the changes made to the recurring setup.

» A dialogue box will pop up confirming success of changes