Creating a payment from an existing template

RCB BANK

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Good Afternoon.

+ Create Template

Actions

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Last Paid Amount 🧠

Last Paid Date 🧠

In the navigation menu, select Business Banking.

Select the New Payments button.

Click the three vertical dots () on the right to pay/edit/copy or delete a template.

Payments

Templates

A Hourly Payroll

1 Result Filters: All Payroll

Name 🛎

Туре 🗠

Payroll (PPD)

Recipients -

6

(Optional) Enter information in	Hourly Payroll (Payr	roll)		Import Amounts 🕥 Edit Template		
the Company Entry	Origination Details					
Description field.	Company Entry Description		From Subsidiary	Account		
	Payroll		GIL Golf Course *****5321	nickname ******1839	\$10.70	
E de la de la companya de la	Effective Date		Recurrence			
in the Effective		^{8−0}	None			

(Optional) To create a recurring payment or template, do the following:

Choose a date in the Effective Date field. Click Set Schedule. The Schedule Recurring Transfer window appears. Select a date on the calendar or click or tap Forever (Until I cancel). Select Save.

Recipients (3)		Filters: Al	Pre-Notes	Q. Find recipients in payment	:
+ Add multiple recipients					
Recipient/Account		Amount			
Daffy Duck Checking	38386549	\$	0	00	:
Mickey Mouse Savings	383865	\$	0	00	:
Minnie Mouse Checking	384595	\$	0	00	:
			+ Add another rec	pient	

In the Recipient/Account section review recipient details.

To edit recipient details, click the three vertical dots (•) on the right click and select Show Details.

Click the pencil icon to edit the recipient details.

Click Approve.

Date field.