Scheduling a duplicate payment transaction in ESS.

The Employer has selected the individual transaction to pay (or used the Schedule Payments Button). The amount is pre-populated (can be overwritten), a date is entered and optional Description.

Make Payment Wizard						
1 Transactions 2 Payment Method	3 Confirm & Review					
One Time Payment						
Select Transactions to pay for						
Payment Amount: 5,624.30	Apply					
Payment Date: 03/23/2023						
Description: Sch #1						
Activity Date Trans # Type	Identifier	Status	Due Date	Due	Payment	Scheduled Payment
202/01/2023 3178616 Work Report	03/15/2023 P0365*	Open	03/15/2023	\$5,624.30	\$5,624.30	\$0.00

A payment method is selected (not shown) and step 3: confirmed.

ake Payment W	/izard								
1 Tran	nsactions	2 Payment Metho	od 3	Confirm & Revie	2W				
One Time Payn	nent								
Pay By:	Tra	nsactions					Fund:	Ca	sh Fund
Payment Amou	nt: \$5,	624.30					Bank Name:	BA	NGOR SAVINGS BANK
Payment Date:	03/	23/2023					Bank Account Ty	pe: Ch	ecking
Description:	Sch	n #1					Bank Routing Nu	mber: 21	274382
							Bank Account Nu	mber: XX	XX63997
Selected Trans	actions								
Activity Date	Trans #	Туре	Identifier		Status	Due Date	Total Balance	Scheduled Payment	
02/01/2023	3178616	Work Report	03/15/2023 P0	365*	Open	03/15/2023	\$5,624.30	\$5,624	30

View of pending schedules via the Payment History button

Payment Hi	istory				
Close					
Schedule	es History				
<u>Tools</u>	Bank Account	Description	Frequency	Payment Date	Payment Amount
Actions	BANGOR SAVINGS BANK(Checking) XXXX63997	Sch #1	One-Time Payment	03/23/2023	\$5,624.30

If the same transaction is selected again prior to the payment batch being run to apply the payment, the Employer will see an amount in the <u>Scheduled Payment</u> column.

Make Payment Wizard						
1 Transactions 2 Payment Method	3 Confirm & Review					
One Time Payment						
Select Transactions to pay for						
Payment Amount: 5,624.30	Apply					
Description:						
Activity Date Trans # Type	Identifier	Status	Due Date	Due	Payment	Scheduled Payment
2/01/2023 3178616 Work Report	03/15/2023 P0365*	Open	03/15/2023	\$5,624.30	\$5,624.30	<mark>\$5,624.30</mark>

If they enter a date and optional Description....

Make	Payment Wizard			····					
	1 Transaction	ons 2 F	Payment Method	3 Confirm & Review					
On	e Time Payment								
	Select Transactions	to pay for							
Pa	vment Amount:		5 624 30	Apply					
Pa	yment Date:	03/23/2023	3,02 1.30	, debrit					
De	escription:	Sch # 2							
F	Activity Date	Trans #	Туре	Identifier	Status	Due Date	Due	Payment	Scheduled Payment
	02/01/2023	3178616	Work Report	03/15/2023 P0365*	Open	03/15/2023	\$5,624.30	\$5,624.30	\$5,624.30

They can repeat the same process as the initial scheduling.

ment V	Wizard							
1 Tra	ensactions	2 Payment Me	thod 3 Con	firm & Review				
		T					0	
<i>ү</i> :		Iransactions				Fund:	Ca	sh Fund
ent Amo	unt:	\$5,624.30				Bank Name:	BA	NGOR SAVINGS BANK
ent Date	e -	03/23/2023				Bank Account Ty	pe: Ch	ecking
ption:		Sch # 2				Bank Routing Nu	mber: 21	1274382
						Bank Account Nu	ımber: XX	XX63997
ed Tran	sactions							
tv Date	Trans #	Тура	Identifier	Status	Due Date	Total Balance	Scheduled	
y Date	Trans #	Type	Identifier	Glatus	Due Date	Total Dalarice	Payment	
12022	2179/	16 Work Depart	02/45/2022 00265*	Onen	02/45/2022	CE C04 20	65.634	20
	ment \ Tra me Pay tra mt Amo nt Date ption: d Tran y Date	ment Wizard Transactions Transactions Transactions Transactions Transactions Transactions Trans #	ment Wizard Payment Me Transactions Payment Me ne Payment Transactions :: Transactions nt Date: 03/23/2023 option: Sch # 2 ed Transactions Type	ment Wizard Transactions Payment Transactions nt Amount: \$5,624.30 nt Date: 03/23/2023 ption: Sch # 2 d Transactions y Date Trans # Type Identifier	Transactions Confirm & Review Transactions Transactions nt Amount: \$5,624.30 nt Date: 03/23/2023 otion: Sch # 2	ment Wizard Image: Transactions Image: Transactions nt Amount: \$5,624.30 nt Date: 03/23/2023 otion: Sch # 2	Image: Wizard Image: Wizard<	Image: Payment Wizard Image: Payment Method Image: Payment Me

Result: Two scheduled payments for the same transaction (They can see this in Payment History).

F	Payment Hi	istory				
	Close					
	Schedule	es History				
	Tools	Bank Account	Description	Frequency	Payment Date	Payment Amount
	Actions	BANGOR SAVINGS BANK(Checking) XXXX63997	Sch #1	One-Time Payment	03/23/2023	\$5,624.30
	Actions	BANGOR SAVINGS BANK(Checking) XXXX63997	Sch # 2	One-Time Payment	03/23/2023	\$5,624.30

ESS EFT	Scheduled F	ayment Report						
Print]							<u>Ex</u> j
	ESS EFT Scheduled Payments Report From 03/23/2023 - 03/23/2023							
EFT ER	EFT ER Location Code	EFT ER Location Name	EFT Payment Status	EFT Effective Date	EFT Payment Amount	EFT Payor Account Number	Bank Routing Number	Account Start Date
P0365	P0365	Anson-Madison Sanitary Distric	t Scheduled	03/23/2023	\$ 5,624.30	7063997	211274382	08/01/2017
Descrip	tion:Sch #1 Tr	ansaction # 3178616 Trans Typ	be WH					
P0365	P0365	Anson-Madison Sanitary Distric	t Scheduled	03/23/2023	\$ 5,624.30	7063997	211274382	08/01/2017
Descrip	tion: Sch # 2 T	ransaction # 3178616 Trans Ty	pe WH					
	Count = 2			Total =	\$ 11,248.60			