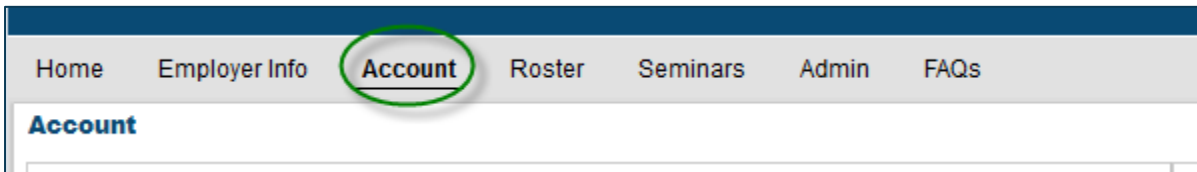


Purpose: The purpose of this function is to schedule a payment for a work report or an adjustment report. This function will schedule your payment and process it on the date you select.

Step 1: From the main menu, select the Account tab.



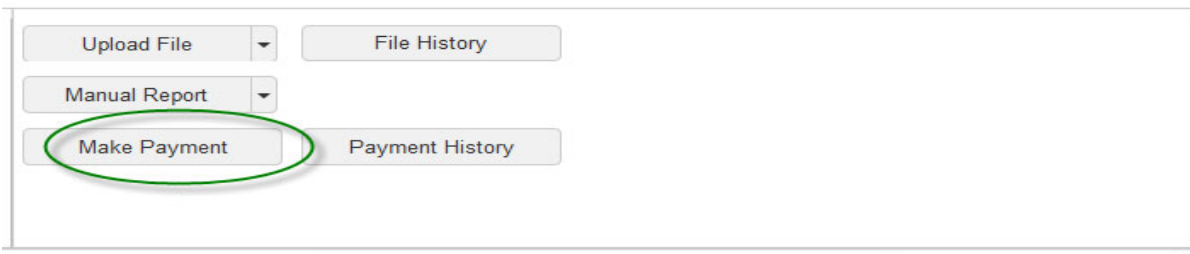
At the Account page, you can generate the payment either from the work report row or the Make Payment button.

Step 2a: From the transactions list, select the report you want to pay. Click on the Actions link in the Tools column and select Pay this Transaction from the dropdown menu.

Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Report Status	Due Date	Balance	Payment Status	Original Amount	Reporting Group Name
<ul style="list-style-type: none"> Transaction Summary Report Details Submit Report <li style="background-color: yellow;">Pay this Transaction 	07/23/2018	292756	Work Report	Work Report: 07/14/2018-07/20/2018	Submitted	07/27/2018	\$98.75	Open	\$98.75	10594-1 CITY OF BR...

or

Step 2b: In the functions section at the top right of the page, click the Make Payment button.

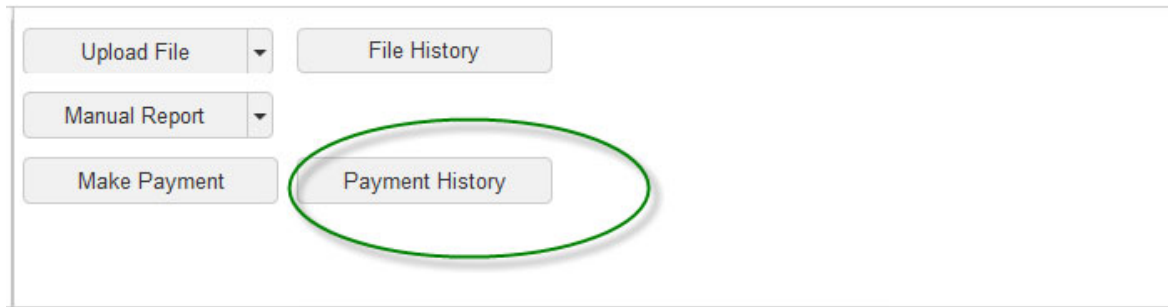


Either transaction will open the Make Payment Wizard window.

Step 3: In the wizard at the Payment Method step, enter a date in the Payment Date field. You can enter a future payment date as long as it is not later than the due date.

The screenshot shows a 'Make Payment Wizard' window with three steps: 1. Payment Method (active), 2. Payment Method, and 3. Confirm & Review. Under the 'One Time Payment' section, there is a radio button for 'Select Transactions to pay for' and a 'Show Transactions Due By Date' field with a date input 'mm/dd/yyyy' and a 'Show' button. Below this are fields for 'Payment Amount' with an 'Auto Apply' button, 'Tax Election' set to 'All', 'Payment Date' (highlighted in yellow) with a date input 'mm/dd/yyyy', and a 'Description' field. 'Cancel' and 'Next' buttons are at the bottom.

View Scheduled Payments: You can see any payments you have scheduled by clicking on the Payment History button. This function will list all your scheduled payments.



Note: On the Account screen in the transactions list, the balance does not zero on the report the until the payment is debited from your account.