

## Copy Payment in „Manage Payments”

**Copy Payment** allows an entitled user the option to copy details of a prior initiated payment (irrespective of the payment status) and submit a new payment with those same details already included (except Payment Amount and Transaction Reference Number).

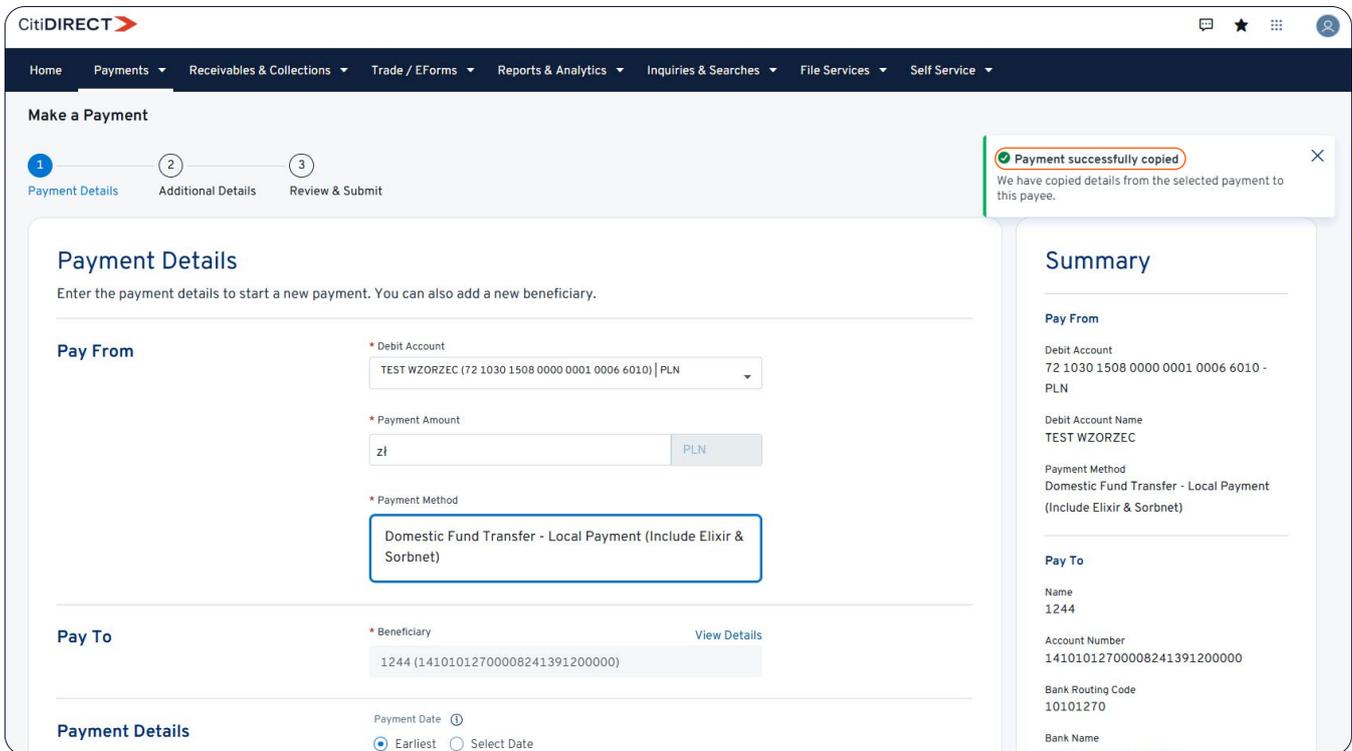
1. Click on **Manage Payments** in menu and search for a particular payment by using the appropriate filters.

The screenshot shows the CitiDIRECT 'Manage Payments' interface. At the top, there are navigation tabs: Home, Payments, Receivables & Collections, Trade / EForms, Reports & Analytics, Inquiries & Searches, File Services, and Self Service. Below the navigation is a summary bar with statistics: 42 All Payments, 31 Pending Action, 11 Rejected, 0 Processing, and 0 Completed. A filter bar is visible with fields for Creation Date, Value Date Range (02/01/2025-02/28/2025), Account No./Name, Beneficiary, and Transaction Reference. Below the filters, a table displays a list of payments. The table has columns: Value Date ↑, Trxn Ref, Status, Sub status, Ccy, Amount, Bene, and Actions. Three rows are highlighted with a red box: 02/06/2025 (03750J57YXH, Level 2 Authorization Required), 02/07/2025 (View Details, Input), and 02/10/2025 (04150J8DJ68, Level 2 Authorization Required). The bottom of the interface shows 'Showing 1-10 of 42 rows' and 'As of: 03/04/2025 12:59:26 PM GMT+01:00'.

2. Once payments appear on the **Manage Payments** grid, navigate to the particular payment. Under the **Actions** column, click the **More Actions** button (noted with 3 dots) and then click **Copy Payment**.

This screenshot shows the same CitiDIRECT 'Manage Payments' interface, but with a different set of payments. The summary bar and filter bar are identical. The table now shows several rows, with the 'Actions' column highlighted. The 'Copy Payment' option is circled in red in the Actions column for the row with Value Date 02/04/2025 and Trxn Ref 03550J1W2DH. Other rows include 02/03/2025 (03450IZXGCK, Deleted), 02/04/2025 (03550J1W2DH, Level 1 Authorization Required), 02/04/2025 (View Details, Invalid), 02/04/2025 (03550J1UTM3, Level 1 Authorization Required), and 02/04/2025 (03550J1X4DO, Level 1 Authorization Required). The bottom of the interface shows 'Showing 1-10 of 42 rows' and 'As of: 03/04/2025 12:59:26 PM GMT+01:00'.

- You will be navigated directly to the **Make a Payment** screen to Submit a new payment. The message “Payment successfully copied” will appear on the screen.



**CitiDIRECT**

Home Payments Receivables & Collections Trade / EForms Reports & Analytics Inquiries & Searches File Services Self Service

### Make a Payment

1 Payment Details 2 Additional Details 3 Review & Submit

**Payment successfully copied**

We have copied details from the selected payment to this payee.

#### Payment Details

Enter the payment details to start a new payment. You can also add a new beneficiary.

**Pay From**

\* Debit Account  
TEST WZORZEC (72 1030 1508 0000 0001 0006 6010) | PLN

\* Payment Amount  
zł PLN

\* Payment Method  
Domestic Fund Transfer - Local Payment (Include Elixir & Sorbnet)

**Pay To**

\* Beneficiary View Details  
1244 (14101012700008241391200000)

**Payment Details**

Payment Date ⓘ  
 Earliest  Select Date

#### Summary

**Pay From**

Debit Account  
72 1030 1508 0000 0001 0006 6010 - PLN

Debit Account Name  
TEST WZORZEC

Payment Method  
Domestic Fund Transfer - Local Payment (Include Elixir & Sorbnet)

**Pay To**

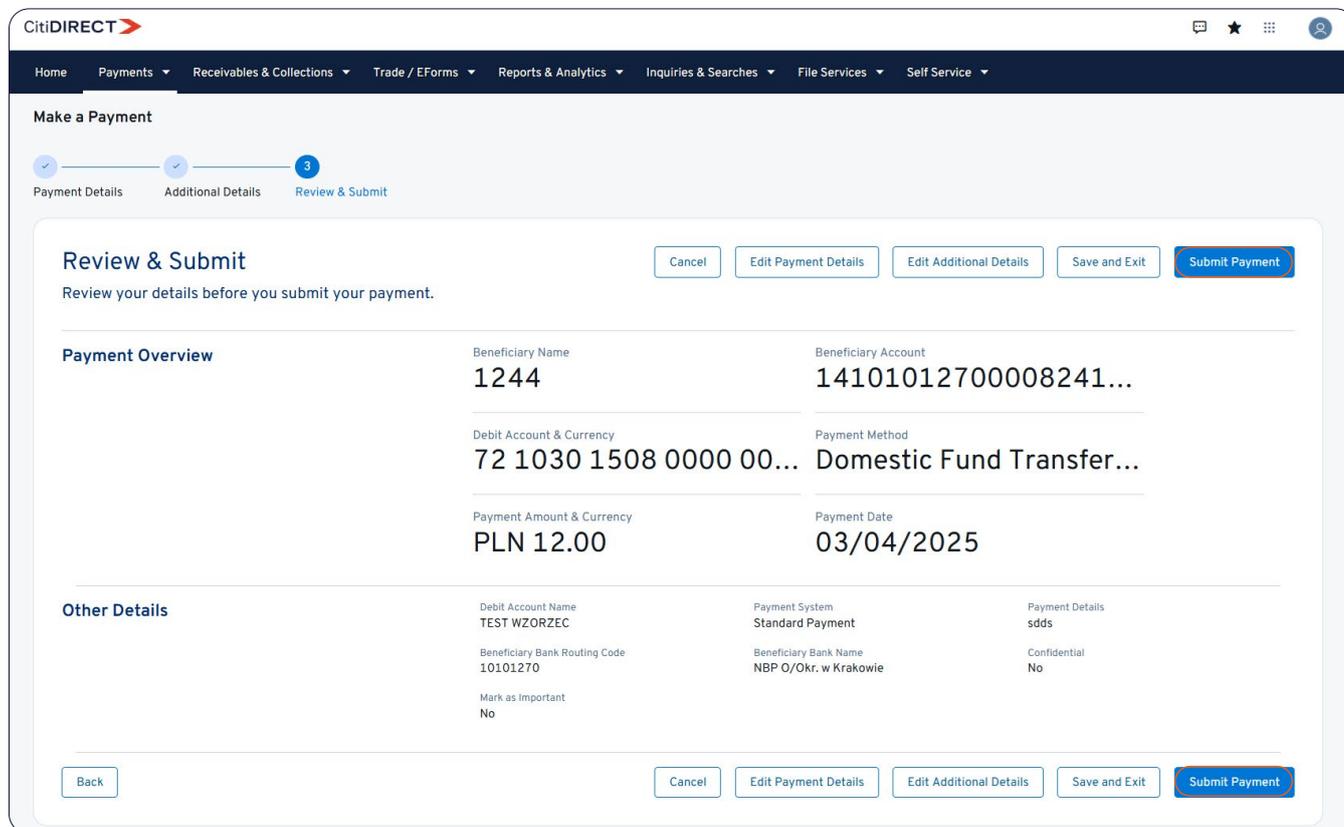
Name  
1244

Account Number  
14101012700008241391200000

Bank Routing Code  
10101270

Bank Name  
NBP S.A. w Katowicach

- Enter Payment Amount and Transaction Reference Number (depending on the settings, it may be completed automatically by the system).  
Review the other payment details, then click [Continue](#) (within [Make a Payment](#)).  
Click [Submit Payment](#) (within [Make a Payment](#)).



**Review & Submit**

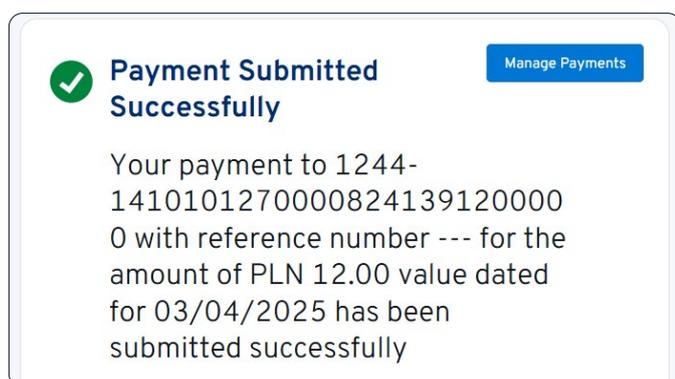
Review your details before you submit your payment.

**Payment Overview**

Beneficiary Name	1244	Beneficiary Account	14101012700008241...
Debit Account & Currency	72 1030 1508 0000 00...	Payment Method	Domestic Fund Transfer...
Payment Amount & Currency	PLN 12.00	Payment Date	03/04/2025

**Other Details**

Debit Account Name	TEST WZORZEC	Payment System	Standard Payment	Payment Details	sdds
Beneficiary Bank Routing Code	10101270	Beneficiary Bank Name	NBP O/Okr. w Krakowie	Confidential	No
Mark as Important	No				



**Payment Submitted Successfully** [Manage Payments](#)

Your payment to 1244-1410101270000824139120000 0 with reference number --- for the amount of PLN 12.00 value dated for 03/04/2025 has been submitted successfully

- You will be navigated back to the [Manage Payment](#) screen to continue with any other actions.