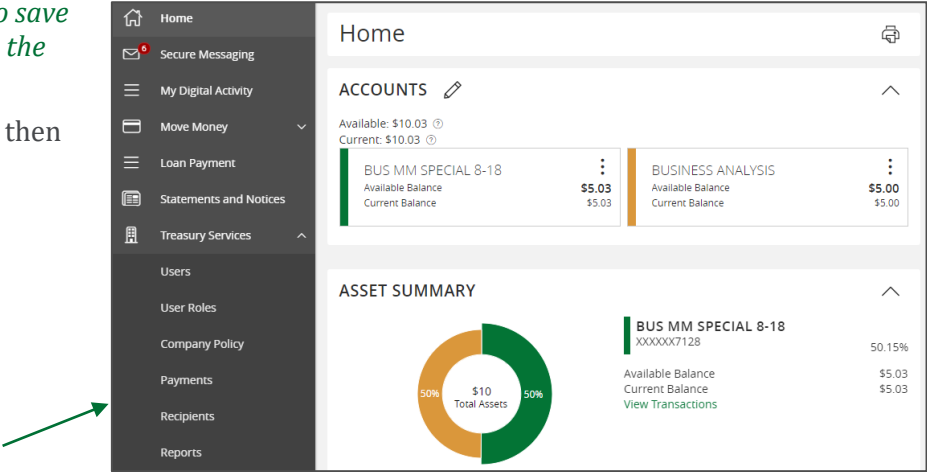
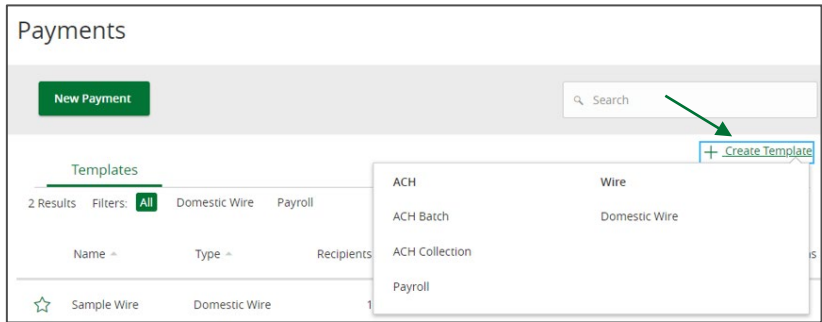


NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.

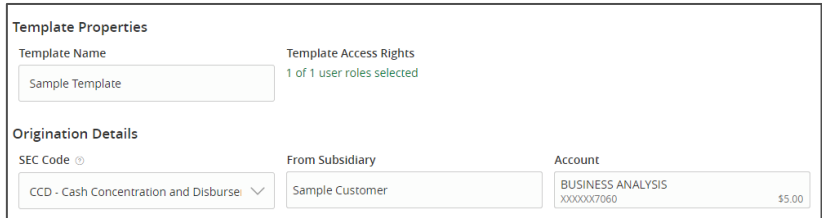
1. Select the 'Treasury Services' menu and then 'Payments'.



2. Select 'Create Template' and the desired payment type.



3. Designate a 'Template Name'.
4. Select an 'SEC Code'.
5. Select a 'Subsidiary'.
6. Select an offset 'Account'.
7. Click the link below 'Template Access Rights'.



8. Select the User Role(s) who should have access to the template.

NOTE: A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access from the corresponding User Role.

SELECT USER ROLE(S)

Search:

Select All | Deselect All

<input checked="" type="checkbox"/> VP of Finance	<input checked="" type="checkbox"/> Payroll Administrator	<input checked="" type="checkbox"/> Controller
<input checked="" type="checkbox"/> Payroll Clerk	<input checked="" type="checkbox"/> Wire Clerk	

Done

9. Click the '+Add multiple recipients' link to add multiple recipients to the template.

Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

10. Select the desired recipients and click the 'Add' button when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

Search:

Select All | Clear All

<input checked="" type="checkbox"/> Sample Recipient Checking 12345	<input checked="" type="checkbox"/> Sample Recipient 2 Checking 12345	<input checked="" type="checkbox"/> Sample Recipient 3 Checking 12345
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Cancel Add (3)

11. Enter a dollar amount for each linked recipient.

NOTE: *The amount may be left as \$0.00 if the amount will differ from file to file.*

12. Review the information on the screen for accuracy and then select 'Save'.

Recipient/Account	Amount
Sample Recipient Checking 12345	\$3.00
Sample Recipient 2 Checking 12345	\$4.00
Sample Recipient 3 Checking 12345	\$10.00
<input type="text" value="Search by name or account"/>	\$0.00
<div style="border: 1px solid #ccc; padding: 2px;"> <p>+ New Recipient</p> <p>Sample Recipient</p> <p>Sample Recipient Checking 12345</p> </div>	
+ Add another recipient	
<div style="display: flex; justify-content: space-between; align-items: center;"> \$17 4 pay Sample Recipient 2 </div>	