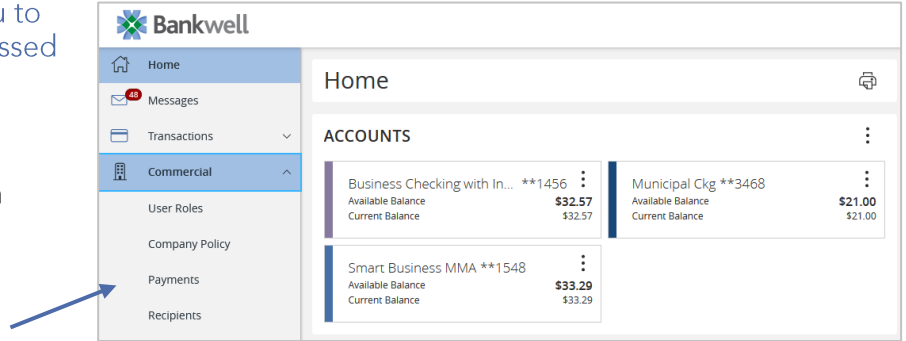
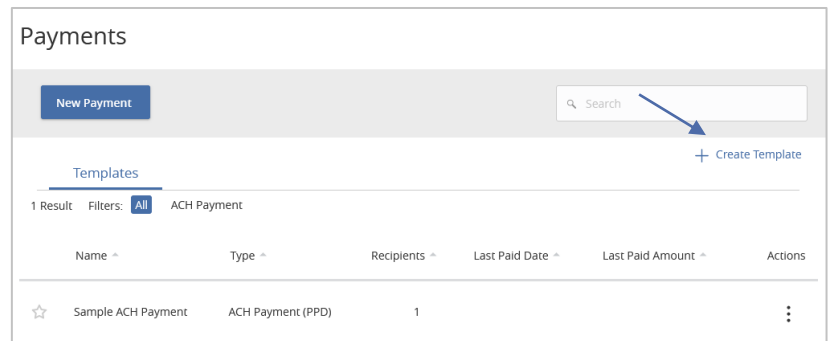


NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.

1. Select the 'Commercial' menu and then 'Payments'.

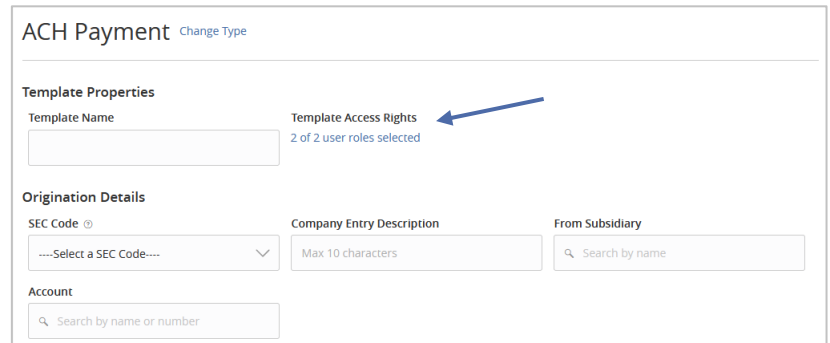


2. Select 'Create Template' and the desired transaction type.



3. Enter a 'Template Name'.

4. Select the 'Template Access Rights'.





5. 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.

6. Select a 'SEC Code'.
7. Enter the 'Company Entry Description'.
8. Select a 'From Subsidiary'.
9. Select an offset 'Account'.
10. Select each recipient to be linked to the template.
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. If the recipient has not yet been setup, select the 'New Recipient' link within the dropdown menu.

NOTE: Reference the 'Recipient Management' setup document for information regarding the setup of a new recipient.

The screenshot shows a dialog box titled "SELECT USER ROLE(S)". It features a search bar at the top. Below the search bar are two buttons: "Select All" and "Deselect All". There are two checkboxes: "Company Admin" (checked) and "Sample Role" (checked).

The screenshot shows the "ACH Payment" form. It includes sections for "Template Properties" (Template Name, Template Access Rights), "Origination Details" (SEC Code, Company Entry Description, From Subsidiary), and "Account" (Municipal Ckg). The "Recipients (1)" section shows a table with columns "Recipient/Account" and "Amount". The table contains one entry: "Anthony Smith Checking 77777777" with an amount of "\$0.00". There are buttons for "+ Add multiple recipients" and "+ Add another recipient".

This is a close-up of the recipient dropdown menu. It shows a search bar with the text "Search by name or account." and a "\$0.00" amount field. Below the search bar is a "+ New Recipient" button. The dropdown menu is open, showing a list of recipients, with "Anthony Smith Checking 77777777" selected. A blue arrow points to the "+ New Recipient" button.



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

ACH Payment [Change Type](#)

Template Properties

Template Name **Template Access Rights**
2 of 2 user roles selected

Origination Details

SEC Code [ⓘ] **Company Entry Description** **From Subsidiary**

Account

Municipal Ckg \$21.00

Recipients (1) Filters: All Pre-Notes ⋮

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Anthony Smith
Checking 77777777"/>	<input type="text" value="\$0.00"/>
+ Add another recipient	

\$0.00
1 payments (1 for \$0.00)

