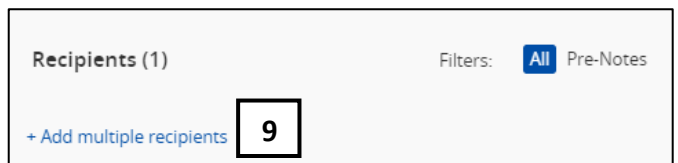
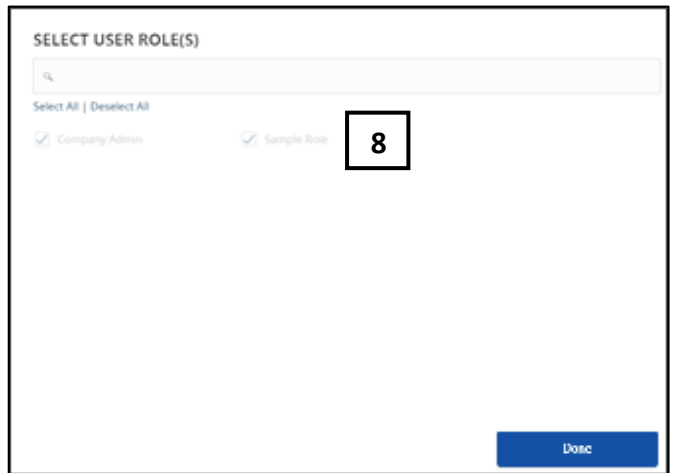
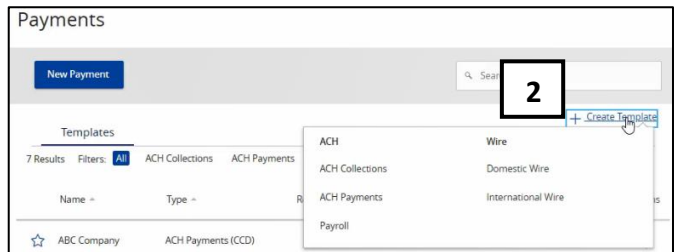
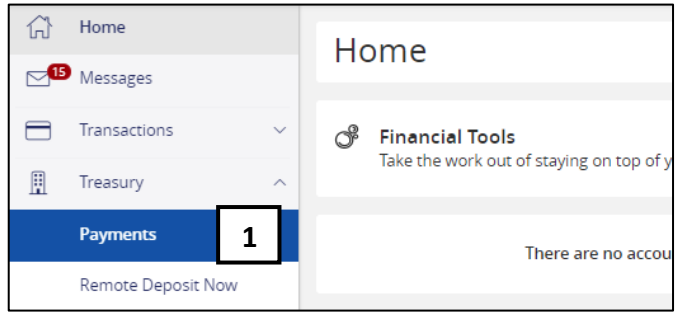


Please note, a Commercial Template allows you to save payment information that can be accessed in the future.

1. Select the **Treasury** menu and then select **Payments**.
2. Select **Create Template** and the desired payment type.
3. Designate a **Template Name**.
4. Select an **SEC Code**. This will not apply to Payroll, which is automatically assigned a PPD class 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 and click **Done**.

Please 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.

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



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

11. Enter a **dollar** amount for each linked recipient.

Please 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**.

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> ACH and Wires Recipient (123456789) Checking | <input type="checkbox"/> CrndCollections Checking | <input type="checkbox"/> JoesSampleShack Checking |
| <input checked="" type="checkbox"/> ACH Only Recipient (123456789) Checking | <input type="checkbox"/> CoreyCollections Checking | <input type="checkbox"/> Lauren Test Mouse Checking |
| <input type="checkbox"/> CandyCollections Checking | <input type="checkbox"/> George Strait ACH Checking | <input type="checkbox"/> Lorella Lee Checking |
| <input type="checkbox"/> CandyCollections Checking | <input type="checkbox"/> Intl Wire (789456123) Checking | <input type="checkbox"/> Luke Bryan Checking |
| <input type="checkbox"/> CarrieCollections Checking | <input type="checkbox"/> Jenae Jean Checking | <input type="checkbox"/> Madie Test Mouse Checking |

1 of 3

Cancel Add (2)

| Recipient/Account | Amount |
|--|---------|
| ACH and Wires Recipient (123456789) Checking | \$10.00 |
| ACH Only Recipient (123456789) Checking | \$20.00 |

+ Add another recipient

\$30.00
2 collections

Cancel Save