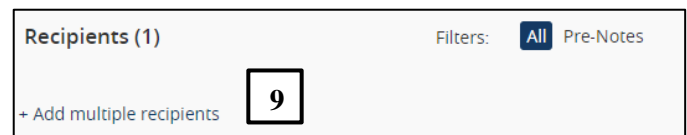
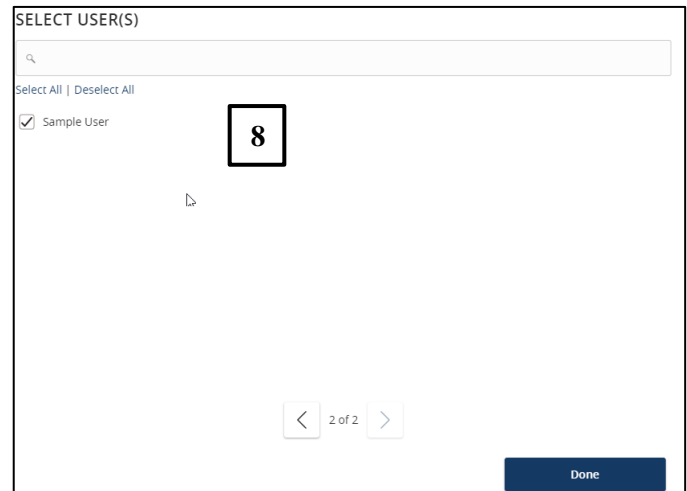
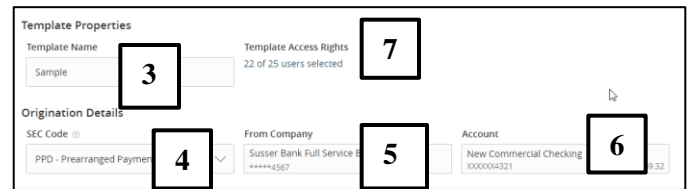
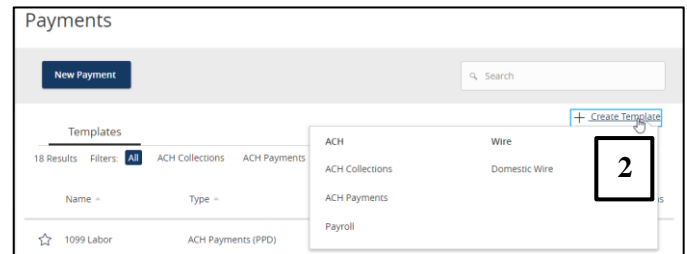
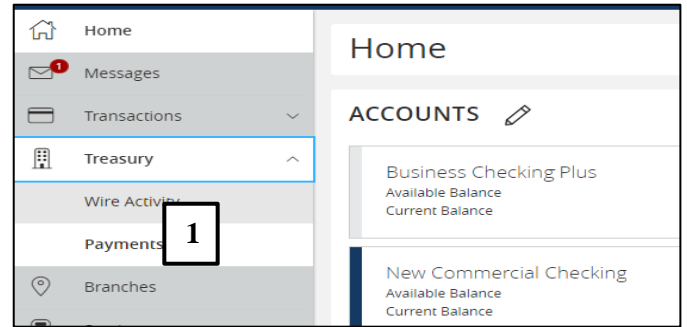


Please note, a Commercial Template allows you to save payment information that can be accessed in the future.

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 **From Company**.
6. Select an offset **Account**.
7. Click the link below **Template Access Rights**.
8. Select the **User** or **User Role(s)** who should have access to the template and click **Done**.

Please note, a User or 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 type="checkbox"/> Ashley Checking 2221001	<input type="checkbox"/> John Doe Checking 999888777	<input type="checkbox"/> Stephanie Checking 888777
<input checked="" type="checkbox"/> Attorney Checking 1234577545722	<input type="checkbox"/> John Doe Checking 1234567890	<input type="checkbox"/> Stephanie Savings 646464
<input checked="" type="checkbox"/> Contractor Checking 2455854211	<input type="checkbox"/> John Smith Checking 528741963	<input type="checkbox"/> Test Payee Checking 123456789
<input type="checkbox"/> Jane Doe Checking 148796556	<input type="checkbox"/> Rikki Checking 164979...	

Cancel Add (2)

Recipient/Account	Amount
Attorney Checking 1234577545722	\$10.00
Contractor Checking 2455854211	\$20.00

+ Add another recipient

\$30.00
2 payments

Cancel Save