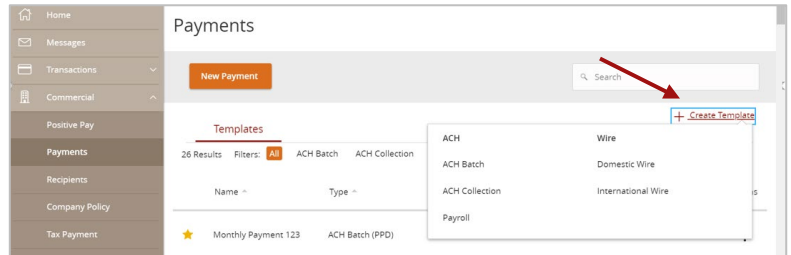
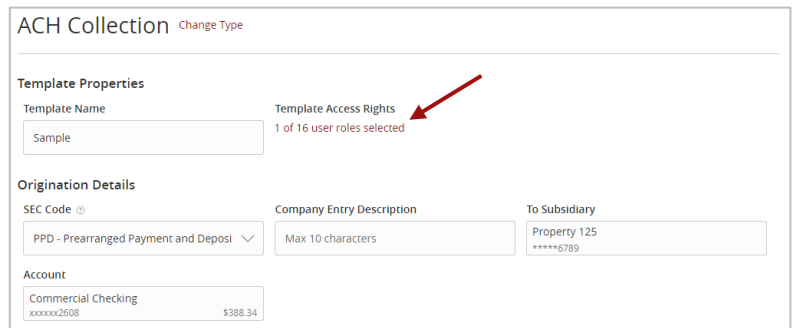


1. Select the 'Payments' option under the 'Commercial' menu.
2. Click the 'Create Template' link and select the desired transaction type.



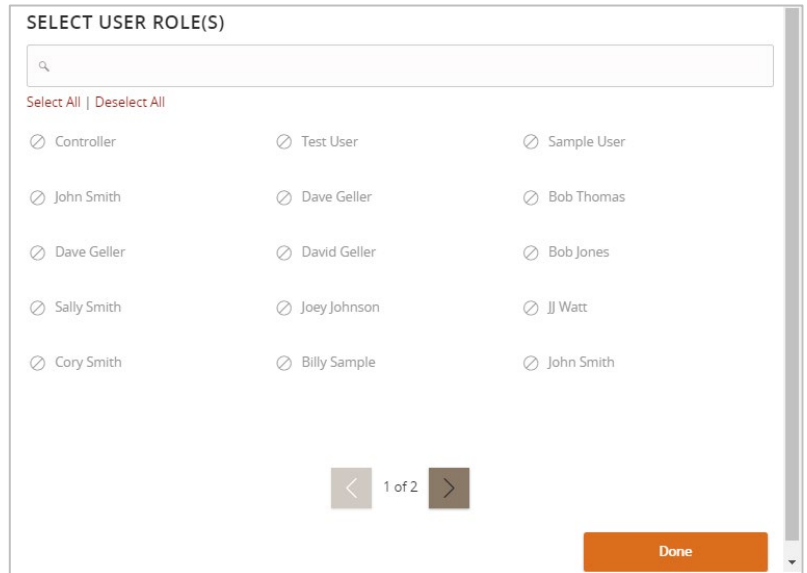
## Template Properties

1. Enter the desired Template Name.
2. Click the link below 'Template Access Rights' to designate which company user(s) have access to the template.



3. Select the desired users who should have access to the template.

**NOTE:** The 'Manage Templates' feature overrides the ability to turn off access to the template. This is controlled in the Features section of the User Role.





11. Enter the desired dollar amount for each recipient.

**NOTE:** The dollar amount may remain as \$0.00 if the amount is expected to differ from file to file.

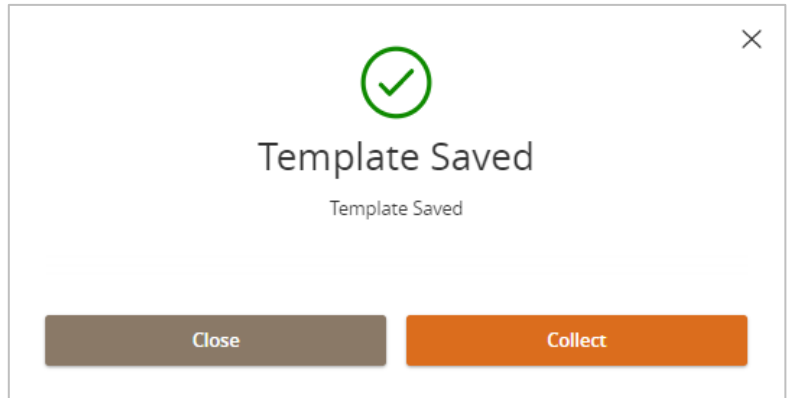
12. Click the 'Save' button to save the template.

ABC Company (1235468) Checking 1234568	\$	150.00	⋮
ACH Recipient Checking 1234567	\$	225.00	⋮
Another Recipient Savings 987654321	\$	100.00	⋮
EID 12345 (12345) Checking 123456	\$	0.00	⋮
EID 2345 (2345) Checking 12345	\$	0.00	⋮
EID 5567 (5567) Checking 1234567	\$	0.00	⋮

\$475.00  
6 collections (3 for \$0.00)

Cancel Save

**NOTE:** The Template has now been saved for future.



Questions? Call our customer support.  
Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)