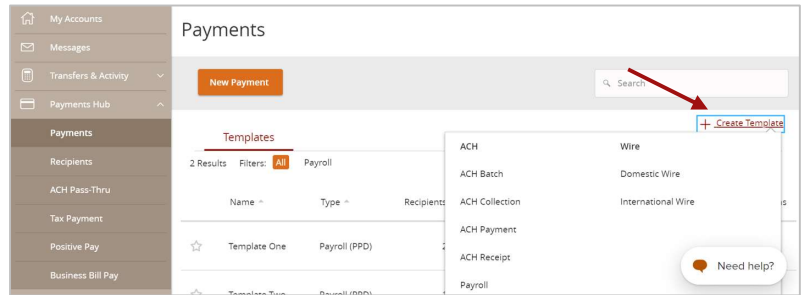
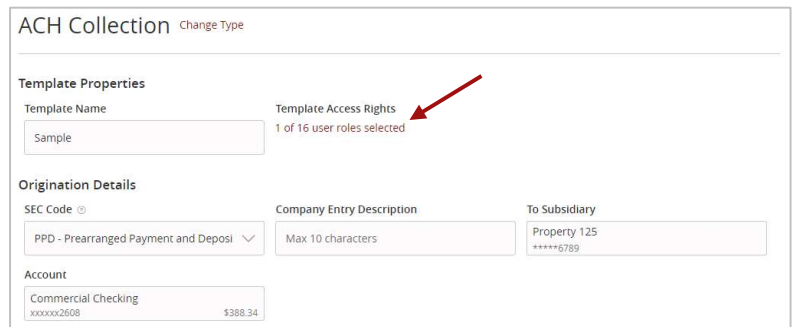


1. Select the 'Payments' option under the 'Payments Hub' menu.
2. Click the 'Create Template' link and select the desired transaction type.



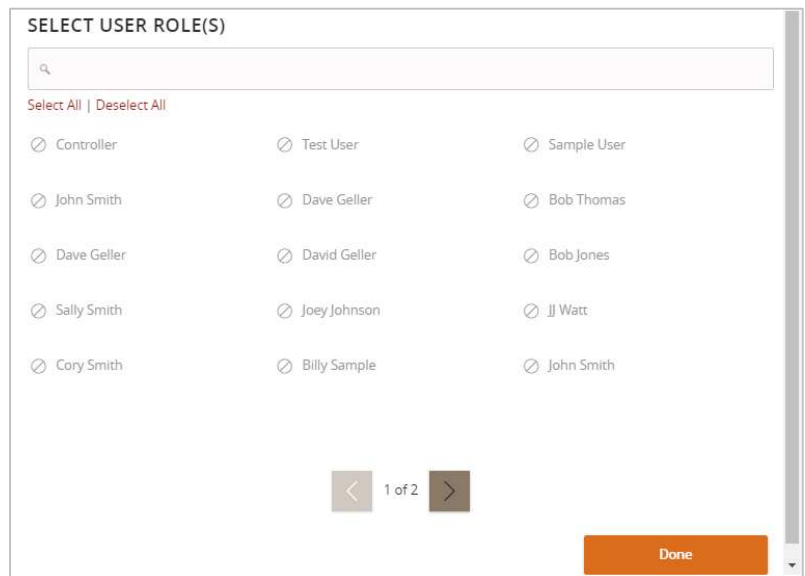
## Template Properties

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.



Questions? Call our customer support.  
 Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)  
 Revised 10/21/2023

## Origination Details

4. Select the desired SEC Code.

**NOTE:** Payroll templates will automatically be assigned a PPD SEC Code.

5. Enter the desired Company Entry Description.

6. Select the desired Subsidiary from the 'To Subsidiary' or 'From Subsidiary' drop-down menu.

7. Select the offset Account.

ACH Collection Change Type

**Template Properties**

Template Name: Sample  
 Template Access Rights: 1 of 16 user roles selected

**Origination Details**

SEC Code: PPD - Prearranged Payment and Deposits  
 Company Entry Description: Max 10 characters  
 To Subsidiary: Property 125 \*\*\*\*\*789

Account: Commercial Checking \$388.34

8. To link a single Recipient to the template, click on the drop-down menu and select the desired recipient.

9. To link multiple Recipients to the template, click the '+Add multiple recipients' link.

Recipients (1) Filters: All Pre-Notes Find recipients in collection

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Search by name or account."/> <ul style="list-style-type: none"> <li>+ New Recipient</li> <li>ABC Company</li> <li>ABC Company (1235468) Checking 1234568</li> <li>ACH Recipient</li> <li>ACH Recipient Checking 1234567</li> </ul>	\$ 0.00

+ Add another recipient

Cancel Save

10. Select the desired Recipients and click the 'Add' button.

Select All | Clear All

<input checked="" type="checkbox"/> ABC Company (1235468) Checking 1234568	<input checked="" type="checkbox"/> Another Recipient Savings 987654321	<input type="checkbox"/> EID 3456 (3456) Checking 1354687
<input checked="" type="checkbox"/> ACH Recipient: Checking 1234567	<input checked="" type="checkbox"/> EID 12345 (12345) Checking 123456	<input type="checkbox"/> EID 4567 Checking 1234567
<input type="checkbox"/> ACH Recipient: Checking 123456789	<input type="checkbox"/> EID 12345 (12345) Checking 1234568	<input checked="" type="checkbox"/> EID 5567 (5567) Checking 1234567
<input type="checkbox"/> Advisory Recipient: Checking 123	<input checked="" type="checkbox"/> EID 2345 (2345) Checking 12345	<input type="checkbox"/> Vendor 123 Checking 12345
<input type="checkbox"/> Another Recipient Savings 987654321	<input type="checkbox"/> EID 2345 (2345) Savings 23456	

Cancel Add (6)

Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

Revised 10/21/2023

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 12345	\$	0.00	⋮

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

Cancel Save

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

