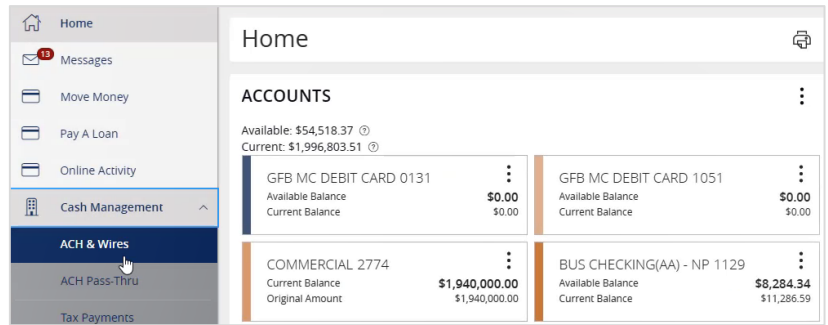
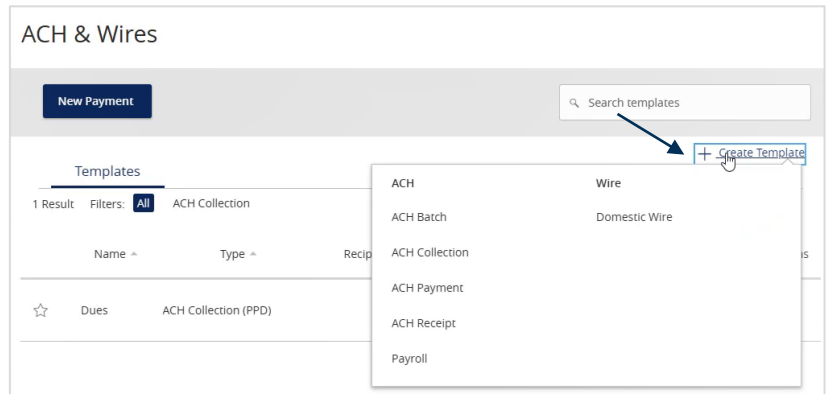


NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.

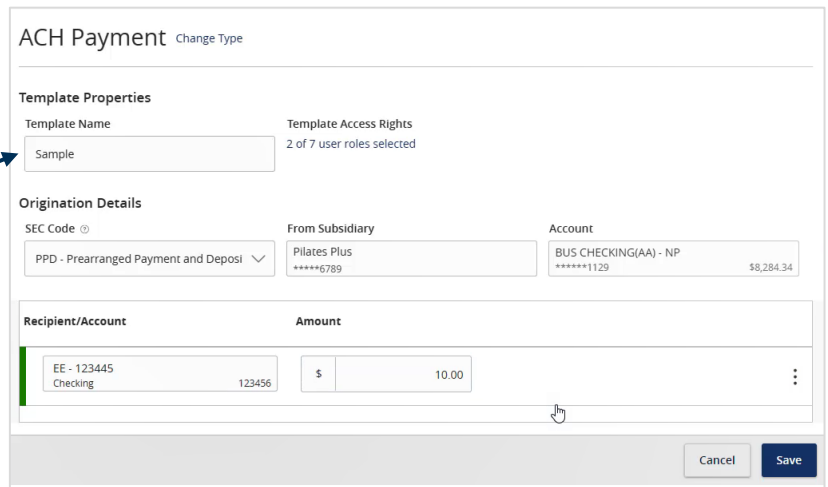
1. Select the 'Cash Management' menu and then 'ACH & Wires'



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

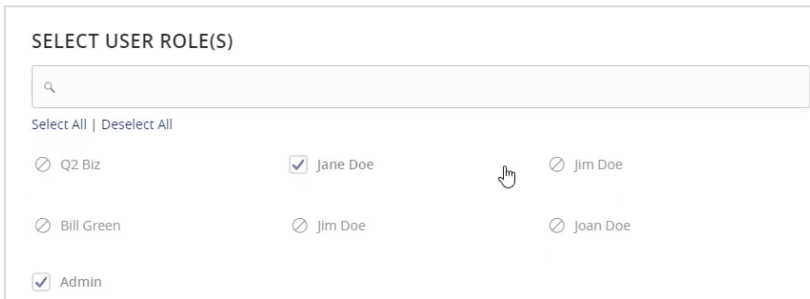


3. Enter a 'Template Name'.



- 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.



SELECT USER ROLE(S)

Search:

Select All | Deselect All

☐ Q2 Biz	☒ Jane Doe	☐ Jim Doe
☐ Bill Green	☐ Jim Doe	☐ Joan Doe
☒ Admin		

- Select an 'SEC Code'.

- Select a 'Subsidiary'.

- Select an offset 'Account'.

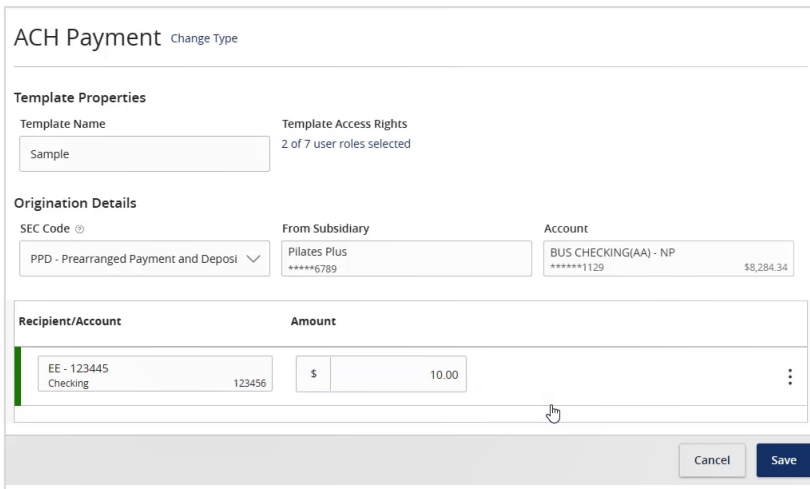
- Select each recipient to be linked to the template.

- 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.

- 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.



ACH Payment [Change Type](#)

Template Properties

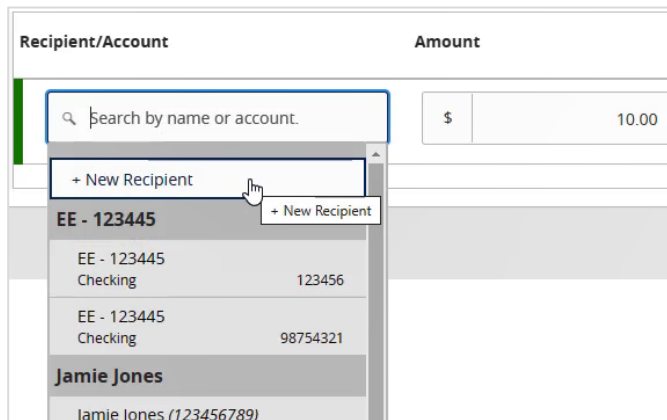
Template Name: Template Access Rights: 2 of 7 user roles selected

Origination Details

SEC Code: From Subsidiary: Account:

Recipient/Account	Amount
EE - 123445 Checking 123456	\$ 10.00

[Cancel](#) [Save](#)



Recipient/Account **Amount**

Search by name or account.

+ New Recipient

EE - 123445
Checking 123456

EE - 123445
Checking 98754321

Jamie Jones
jamie jones (123456789)

\$ 10.00

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

ACH Payment
Change Type

Template Properties

Template Name

Sample

Template Access Rights
2 of 7 user roles selected

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Deposits

From Subsidiary

Pilates Plus *****6789

Account

BUS CHECKING(AA) - NP *****1129
\$8,284.34

Recipient/Account	Amount
EE - 123445 Checking 123456	\$ 10.00

Cancel

Save