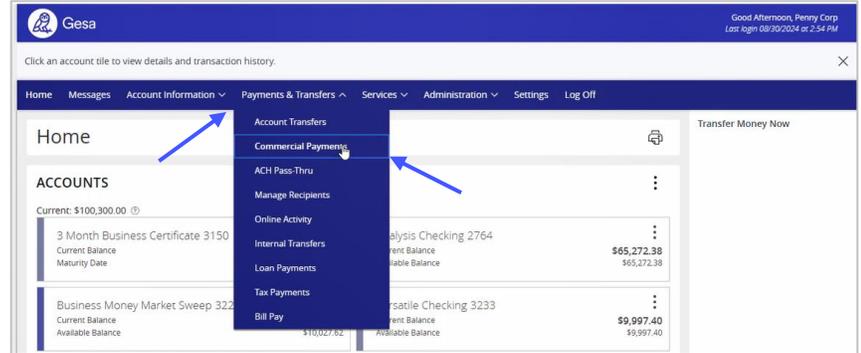
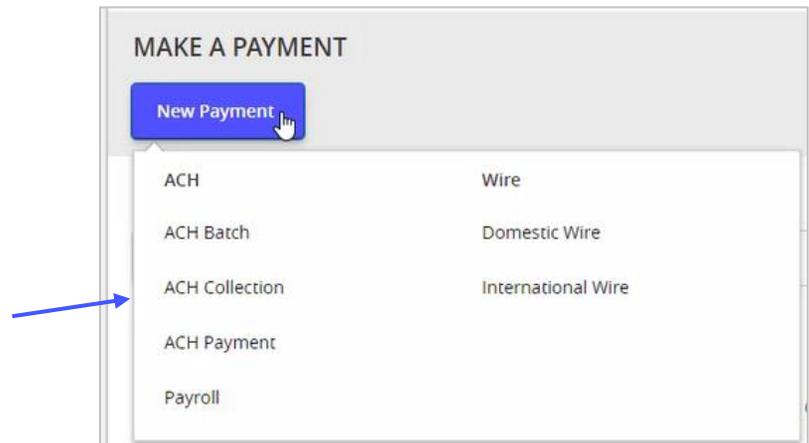




1. Select the "Payments & Transfers" menu, then "Commercial Payments".



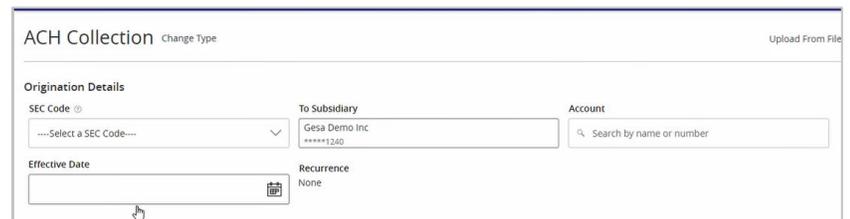
2. Select the desired transaction type within the "New Payment" drop-down menu.



3. Select the desired "SEC Code".

**NOTE:** Payroll transactions will automatically default to an ACH Class Code of PPD.

4. Select the "To Subsidiary".
5. Select the offset "Account".
6. Select the "Effective Date".





Optional: Click "Set schedule" to set up a recurring transaction.

7. Select how often the transaction should repeat.
8. Designate when the transaction should stop.
  - a. Click the calendar and select a date to designate a specific date to stop the recurrence.
  - b. Enter the number of desired occurrences.
  - c. Click the option "Forever (Until I cancel)" to set up an indefinite recurrence.
9. Click "Set Recurring Transaction" to save the recurrence.

**Schedule Recurring Transaction**

**How often should this transaction repeat?**

1st Of The Month       Every Other Week

Last Day Of The Month       Monthly

1st & 15th Of The Month       Quarterly

15th & Last Day Of The Month       Semi-Annually

Daily (Monday - Friday)       Yearly

Weekly

**When should this transaction stop?**

On/Before Date

After  occurrence(s)

Forever (Until I Cancel)

10. Select an existing recipient from the drop-down menu or select "+New Recipient" to create a new recipient.

**NOTE:** Refer to the "Recipient Management" sheet for details on creating a new recipient.

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00
+ New Recipient	
Sample Recipient Checking 12345678	
Sample Recipient Checking 987654321	
Matched 1 recipient account(s).	



# One-Time Commercial Payments

11. To add more than one recipient, select the "+Add existing recipients" link, and select additional recipients.

Recipient/Account	Amount
Sample Recipient Checking 12345678	\$ 100.00

12. Enter the desired transaction amount.

13. Review the information on the screen for accuracy and then select "Draft" or "Approve" depending on user entitlement.

Recipient/Account	Amount
Sample Recipient Checking 12345678	\$ 100.00
Sample Recipient Checking 987654321	\$ 10.00

\$110.00  
2 collections

Cancel Draft Approve