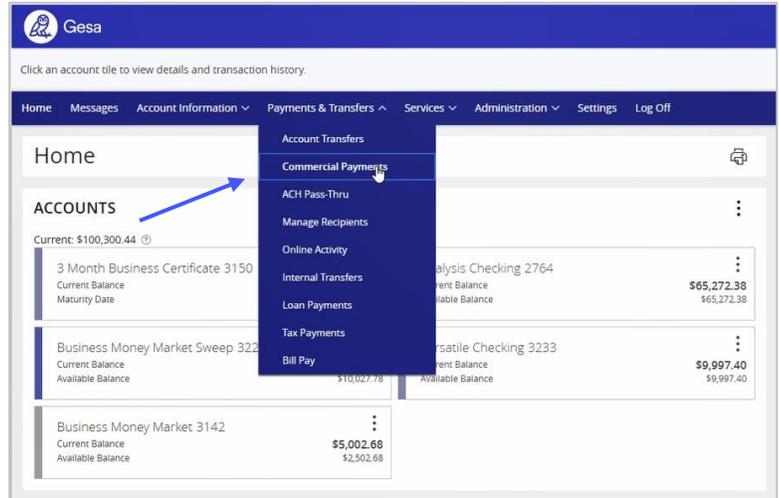


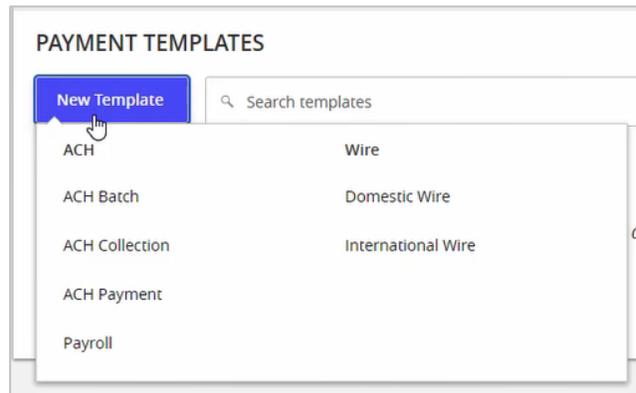


NOTE: A Commercial Payment Template allows you to save payment information that can be accessed in the future.

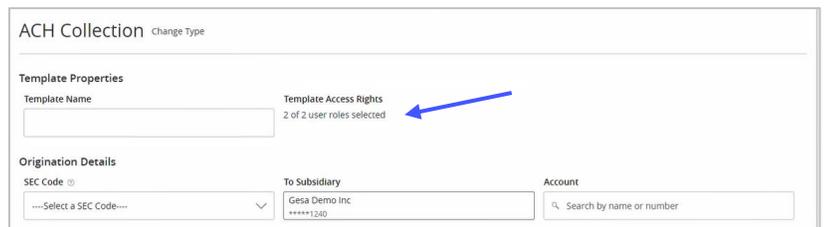
1. Select the "Payments & Transfers" menu and then "Commercial Payments".



2. Select "New Template" and the desired transaction type.



3. Enter a "Template Name".
4. Click the link under "Template Access Rights".





5. 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 bar

Select All | Deselect All

Copy of Company Admin Copy of Payables Manager

6. Select a "SEC Code".

7. Select a "To Subsidiary".

8. Select an offset "Account".

9. Select each recipient to be linked to the template.

10. Enter a dollar amount for each linked recipient.

ACH Collection Change Type

Template Properties

Template Name: Sample Template | Template Access Rights: 2 of 2 user roles selected

Origination Details

SEC Code: [Dropdown] | To Subsidiary: Gesa Demo Inc | Account: [Search]

Recipients (1)

Recipient/Account	Amount
[Search]	\$ 0.00

NOTE: The amount may be left as \$0.00 if the amount will differ from file to file.

11. If the recipient has not yet been set up, select the "New Recipient" link within the drop-down menu.

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

Recipient/Account	Amount
Sample Recipient Checking 12345678	\$ 100.00
This payment is valid.	
[Search]	\$ 200.00
+ New Recipient	
Sample Recipient	
Sample Recipient Checking 12345678	
Sample Recipient Checking 987654321	
Matched 1 recipient account(s).	



12. Review the information on the screen for accuracy and then select "Save".

The screenshot displays the 'Payment Template Creation' interface in the Gesa system. At the top, the user is logged in as 'Good Afternoon, Penny Corp'. The navigation menu includes Home, Messages, Account Information, Payments & Transfers, Services, Administration, Settings, and Log Off. The main form contains the following fields:

- SEC Code:** PPD - Prearranged Payment and Deposit
- To Subsidiary:** Gesa Demo Inc (****1234)
- Account:** Business Money Market Sweep (XXXXXX3225) with a balance of \$10,027.78

The 'Recipients (2)' section shows two entries:

Recipient/Account	Amount
Sample Recipient Checking 12345678	\$ 100.00
Sample Recipient Checking 12345678	\$ 200.00

A search dropdown is open for the second recipient, showing a list of 'Sample Recipient' accounts with account numbers 12345678 and 987654321. A 'Matched 1 recipient account(s)' message is visible at the bottom of the dropdown. The total amount for the payment is \$300.00, and there are 2 collections. The 'Save' button is highlighted with a blue arrow.