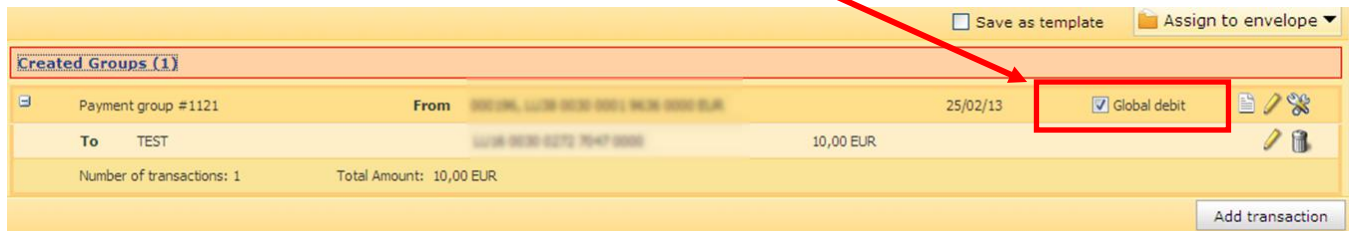


MULTILINE

How to use a template of a Group of payments?

Generally, it is important to emphasize that a Group of payments is by default a Collective payment which can be changed in an Individual payment by unflagging the designated checkbox.



To use this functionality:

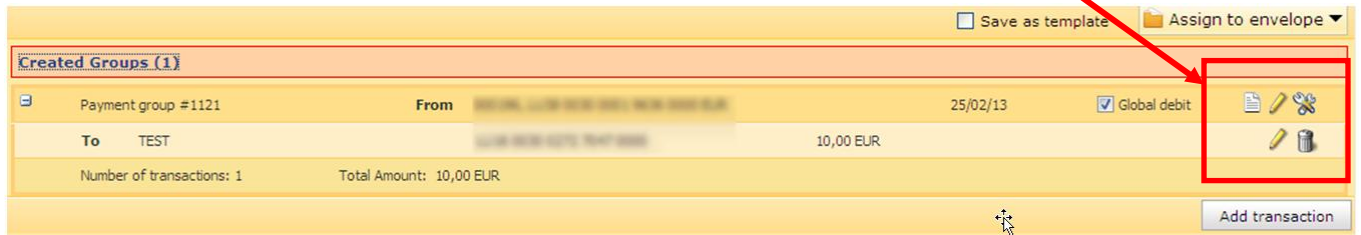
1. Select the tab **Transactions**
2. Select « **New > Group of payments** » in the « **navigation area** » in order to create a « **Group of payments** ».
3. Insert multiple transactions and click on « **Next transaction** » in order to continue in the « **Payment Data** » menu. The transactions are automatically grouped in the « **Created Groups (X)** » menu (where X = number of groups).

Important note: The automatic grouping of the transactions is realized on predefined criteria:

- Account number
- Account currency
- Execution date
- Priority
- Reason of payment
- Cost attribution

If one of the above mentioned criteria changes for a payment of a certain group, the latter will automatically be removed from the group and is inserted into a new one.

4. Click on the « Created Groups » bar in order to open the « Created Groups » menu.
5. In order to modify a group of payments, use the icon designed as a pen, located for every saved group on the right side of the screen.



6. Select/activate the « Save as template » option (over the « Created Groups » bar, on the left side of the « Assign to envelope » button).

