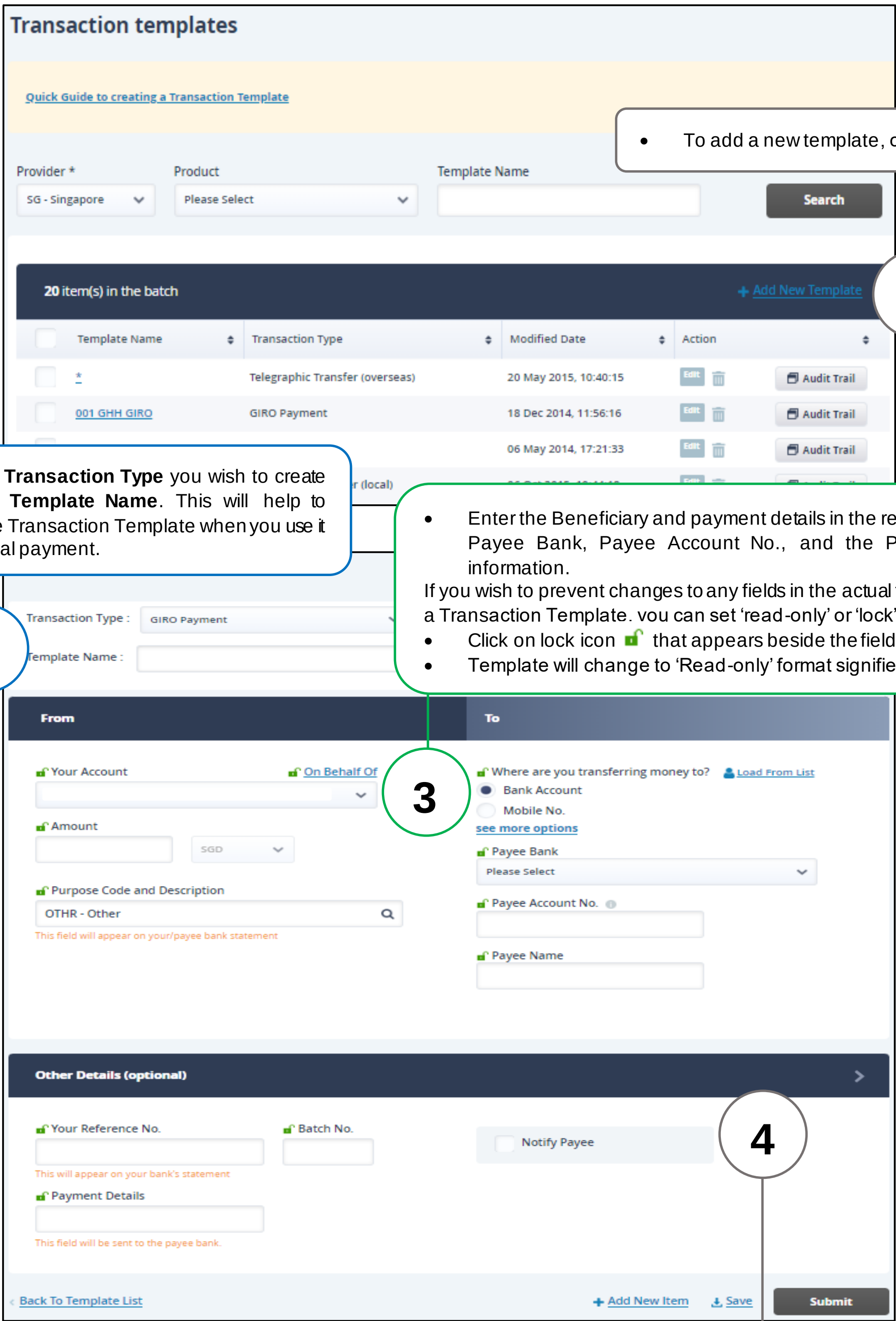
# OCBC Velocity

## HOW TO CREATE A TRANSACTION TEMPLATE

Do you pay the same supplier or beneficiary regularly, with varying amounts each time? If so, using Transaction Template will certainly save you time from having to enter the same information over again.

A Transaction Template is where information such as Beneficiary's Name, Beneficiary Account No., Beneficiary Bank Name and SW IFT Codes can be entered and saved for repeated use. When you are ready to pay, pull out this Template and provide just the payment amount and Value Date to create the new payment for this Beneficiary.




1

- To add a new template, click "**Add New Template**"

2

- Select the **Transaction Type** you wish to create and enter **Template Name**. This will help to identify the Transaction Template when you use it for an actual payment.

3

- Enter the Beneficiary and payment details in the respective fields. Note that the Payee Bank, Payee Account No., and the Payee Name are essential information.

If you wish to prevent changes to any fields in the actual transaction after loading from a Transaction Template. you can set 'read-only' or 'lock' the field.

- Click on lock icon that appears beside the field name.
- Template will change to 'Read-only' format signified by a red colour lock icon

4

- Check on **Notify Payee** – to notify the payee via email once Transaction Status turns Successful.
- To create a template for a GIRO batch transaction, click **Add New Item**.
- Once you have completed entering all payment details, click **Submit**