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GET A LIST OF TEMPLATES

Although there is no report to get a list of Payment Services templates, you can use the following steps:

1. With Payment Services Template Maintenance open, click the **asterisk** next to **Template Name** to open the Template Look Up.

The screenshot shows the 'Payment Services - Template' application window. The 'Template Name' field has an asterisk next to it, and a red arrow points to it. The 'Template Look Up' dialog box is open, showing search criteria fields for Name, Type, PCA, and Desc. The 'Find' button is circled in red.

2. Leave the fields blank, but click the **Show Details** check box next to the **Find** button.
3. Click **Find**.
4. Use your cursor to highlight the list of templates (including all of the cells in the list table).

The screenshot shows the 'Payment Services - Template Look Up' dialog box. The 'Show Details' checkbox is checked. The 'Find' button is clicked, and a table of templates is displayed below.

	Name	Type	Amount	Percent	PCA	Index	Sub	Dir	Description
Select	CDP E11	Amount	\$149.80	3.00	34110	1000	5320		CUSTOM DATA PR
Select	CDP E11	Amount	\$149.80	3.00	34110	1000	5320		CUSTOM DATA PR
Select	CDP E11	Amount	\$32.40	3.00	34400	1000	5320		CUSTOM DATA PR
Select	CDP FAP	Blank	50.00	3.00	33370	1000	5320		CUSTOM DATA PR
Select	CDP FAP	Blank	50.00	3.00	33320	1000	5320		CUSTOM DATA PR

5. Press **Ctrl+C** to copy the list.
6. Paste the contents into Notepad, MS Excel, or similar software.