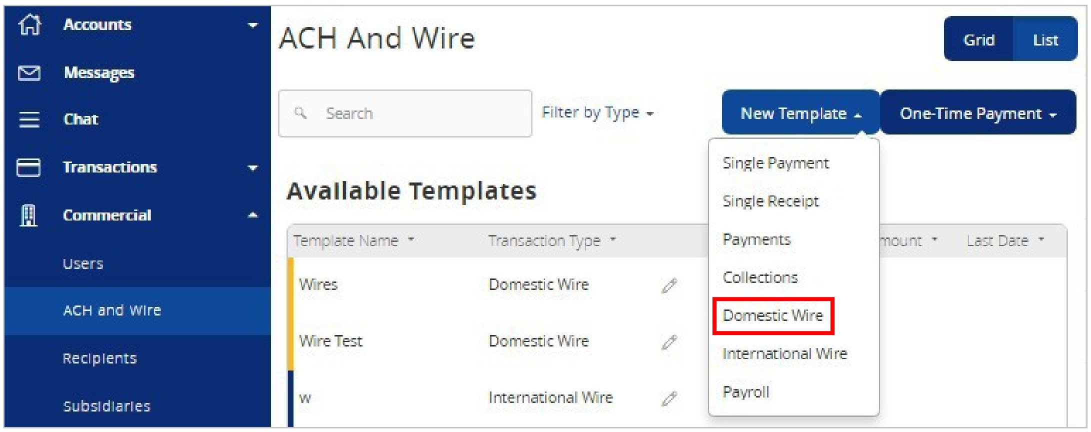
Wire Transactions

Domestic Wire Template Creation

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'New Template' button and select the 'Domestic Wire' option from the drop down menu.



Info & Users

1. The 'Info & Users' screen allows the user to name the template and to determine who else in the company is allowed access to the template.
2. Click the 'Next' button at the bottom of the screen or 'Recipient and Amount' in the workflow ribbon at the top of the page to move to the next step.

Recipient & Amount

3. The ‘Recipient & Amount’ screen allows the user to select which recipient is tied to the template and designate a dollar amount.

4. Click the ‘Next’ button at the bottom of the screen or ‘Subsidiary” (if applicable) in the workflow ribbon at the top of the page to move to the next step.

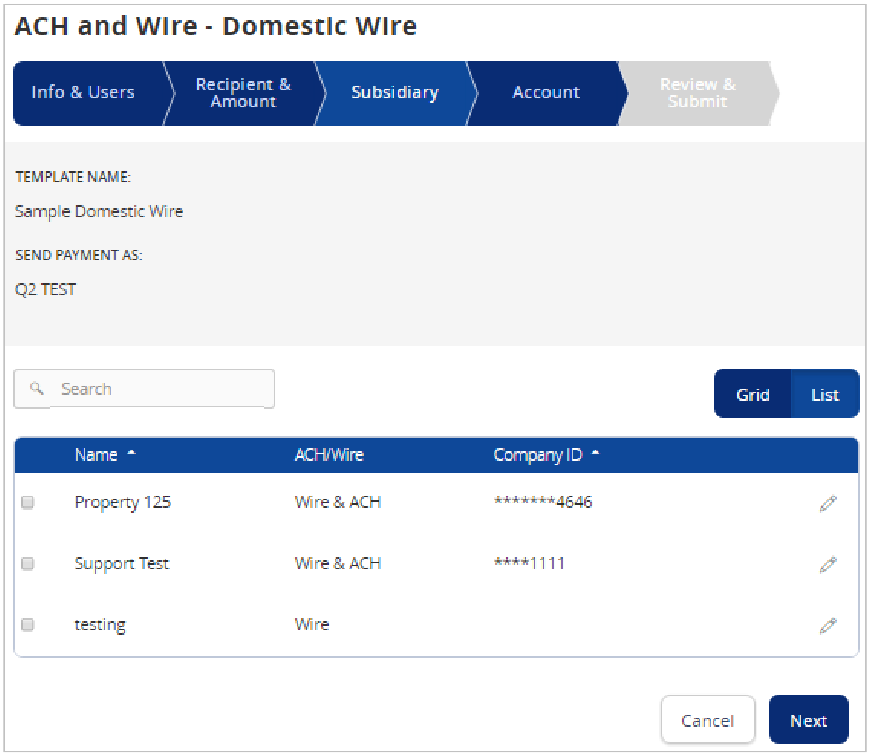
NOTE: Recipients with at least one account eligible for Wire transactions will show in the list of recipients to select. The ‘Add Recipient’ button is used to add a new recipient while remaining within the workflow of the existing payment template.

Subsidiary

5. Select the appropriate ‘Subsidiary’ to be used for this transaction. If one is not selected, the company name and tax ID associated with the primary corporation will be used.

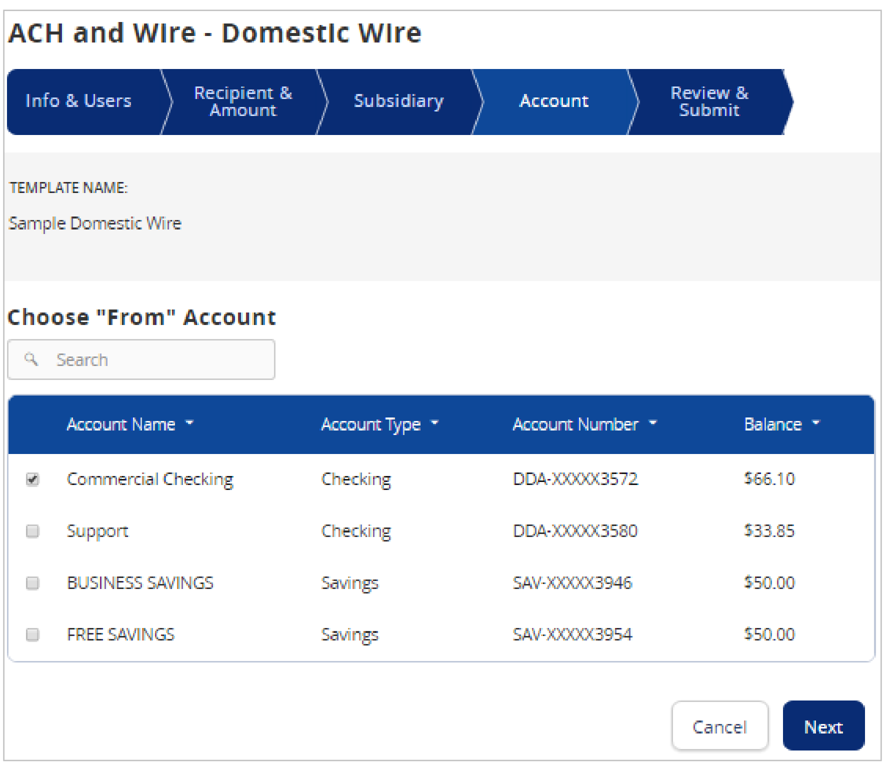
6. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the next step.

NOTE: If a company only has one name and tax ID, the ‘Subsidiary’ tab will not appear in the workflow.



Account

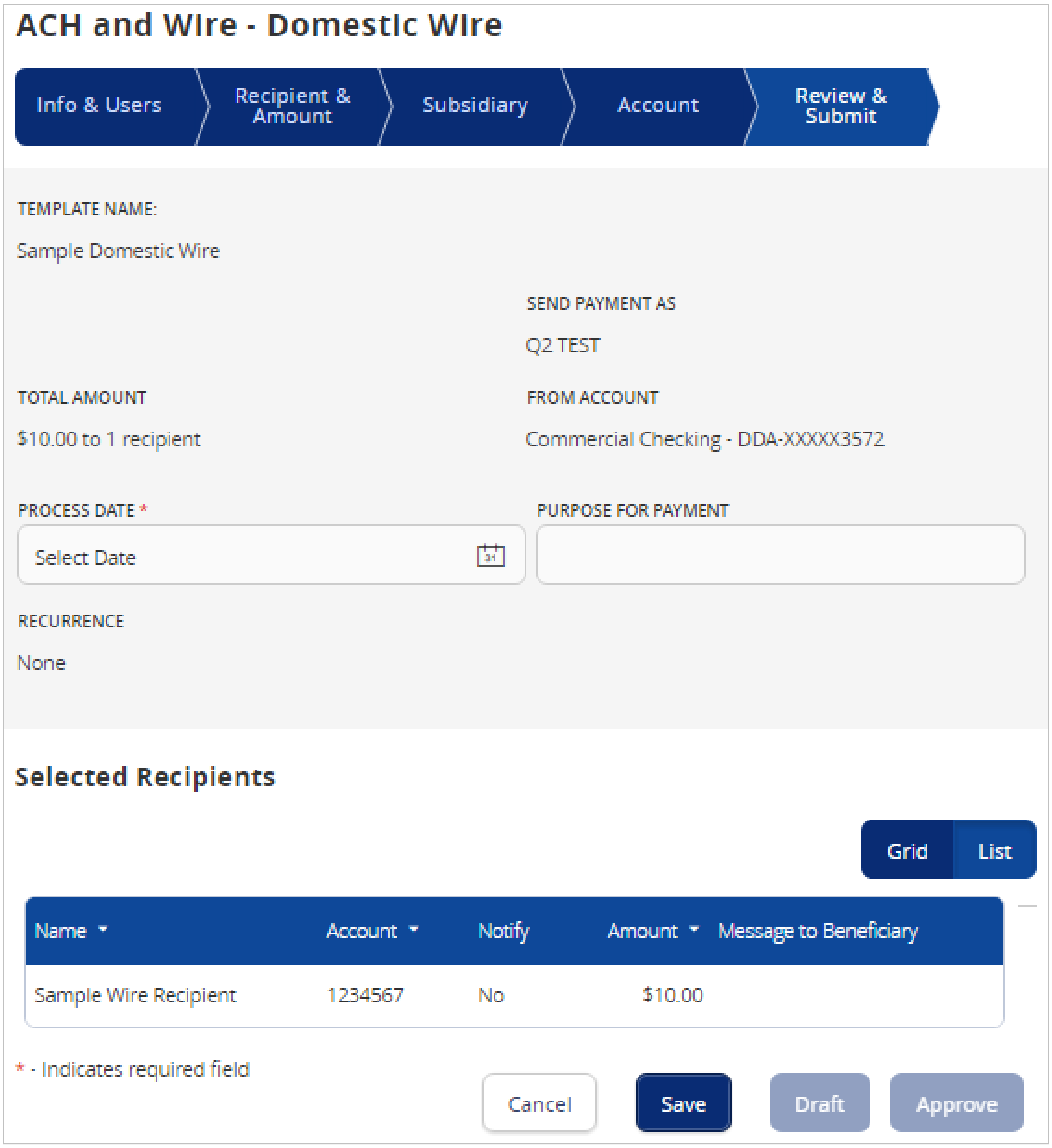
7. Select the corresponding offset account for the commercial payment.
8. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.



Review & Submit

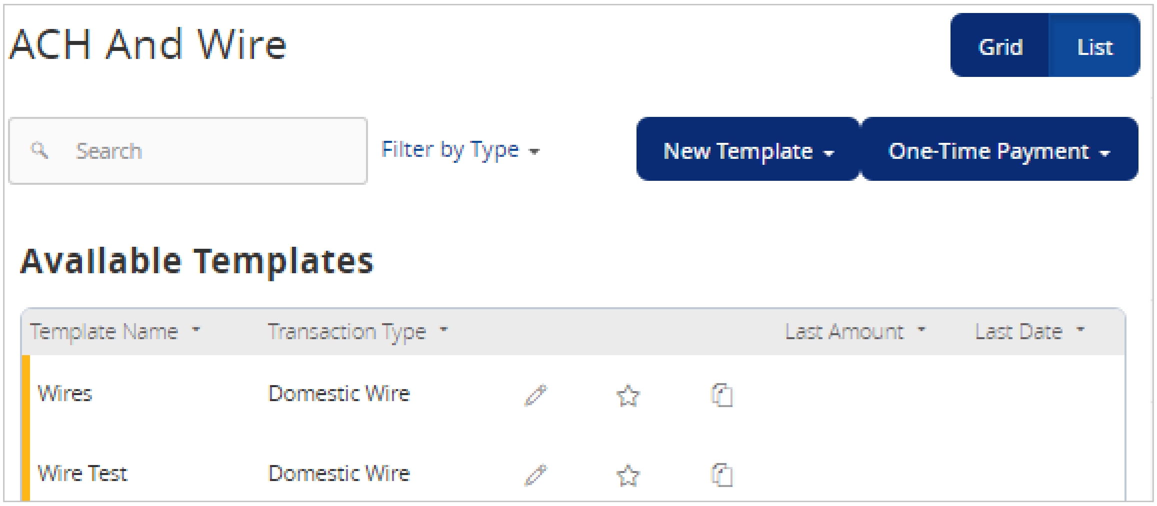
9. Review the information on the screen for accuracy and then click'Save'.

NOTE: The 'Process Date' field is not required to save the template even though an asterisk marks the field. This is only required when the template is being used to generate a payment.



Existing Domestic Wire Templates

1. Click on the pencil  icon next to the desired domestic wire template.



2. Confirm the 'Template Name' and 'User Access.'
3. Click the ‘Next’ button at the bottom of the screen or ‘Recipient & Amount’ in the workflow ribbon at the top of the page to move to the next step once complete.

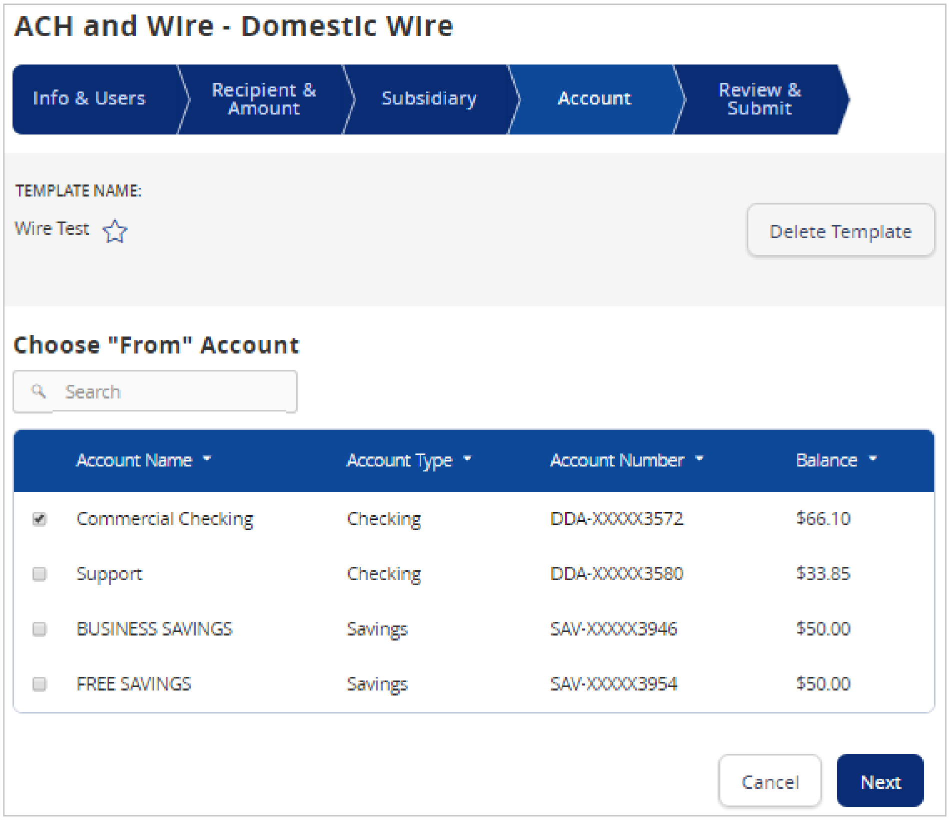
4. Enter the dollar amount for the domestic wire recipient.

5. Click the ‘Next’ button at the bottom of the screen or ‘Subsidiary’ (if applicable) in the workflow ribbon at the top of the page to move to the nextstep.

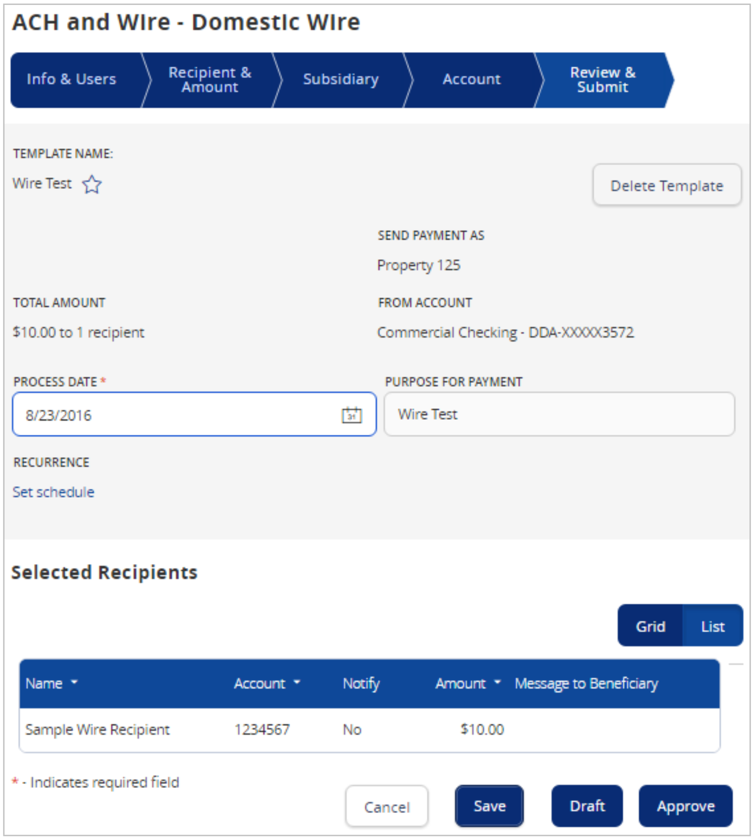
6. Confirm the subsidiary to be used for the Domestic Wire under 'SEND PAYMENT AS'.

7. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the nextstep.

8. Confirm the account to be used for the domestic wire.
9. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

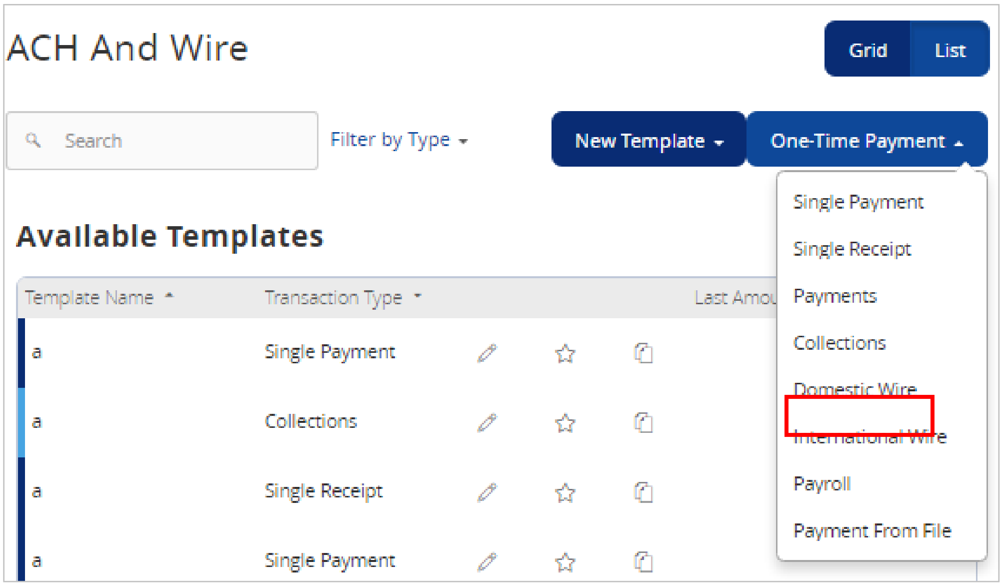


10. Designate the ‘Process Date’ and enter the ‘Purpose for Payment.’ Next, depending on your access, click ‘Draft’ or ‘Approve.’

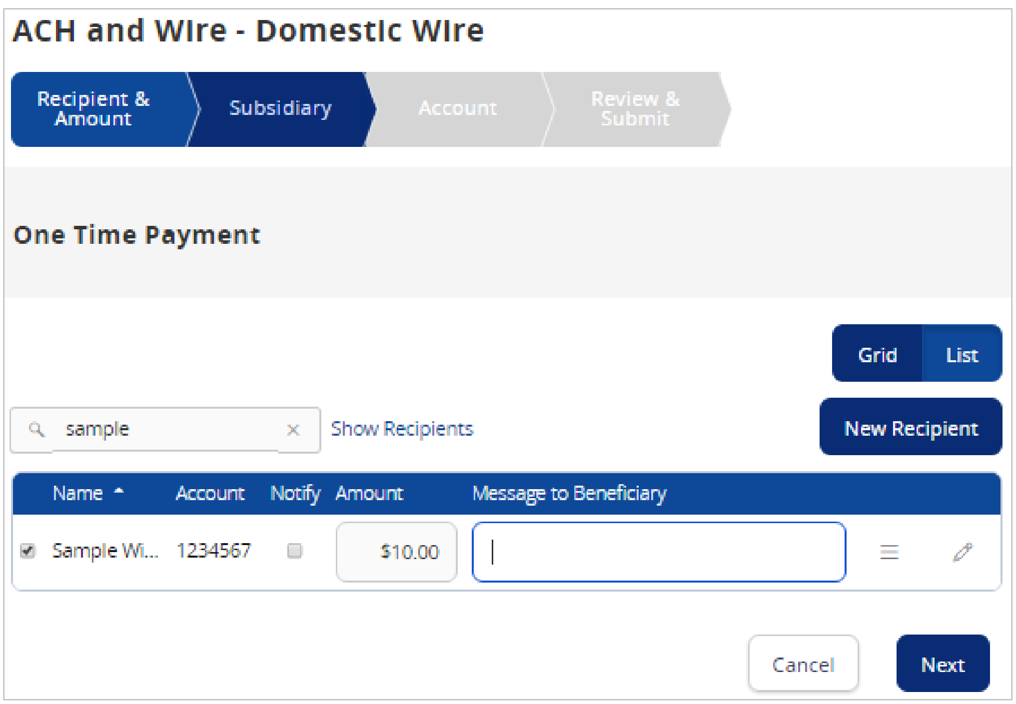


Creating a One-Time Domestic Wire Transfer

1. Select the ‘ACH and Wire’ option under the ‘Commercial’ menu.
2. Click the ‘One-Time Payment’ button and select the ‘Domestic Wire’ option from the drop down menu.

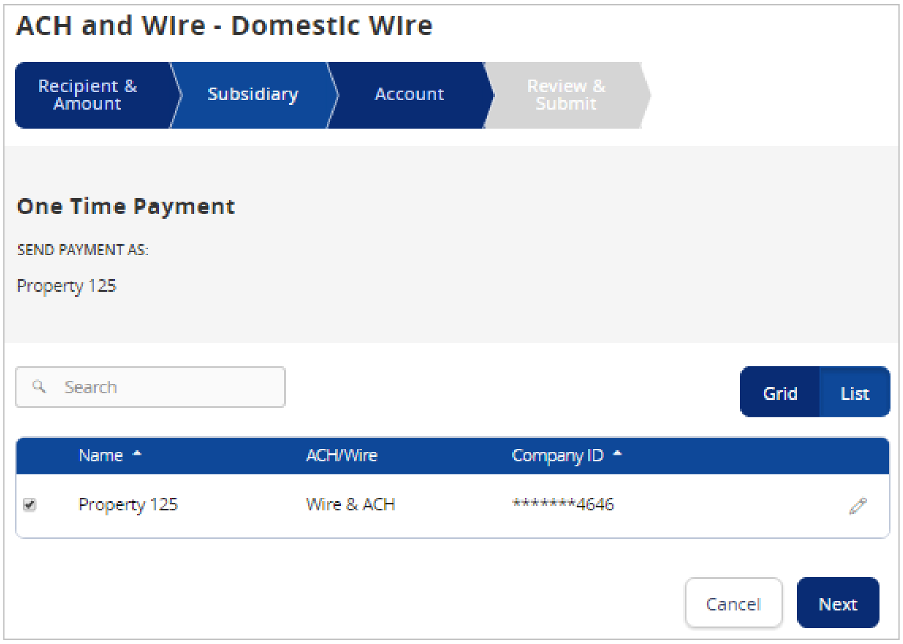


3. Select a recipient from the list.
4. Enter the dollar amount for the domestic wire.
5. Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) in the workflow ribbon at the top of the page to move to the next step.



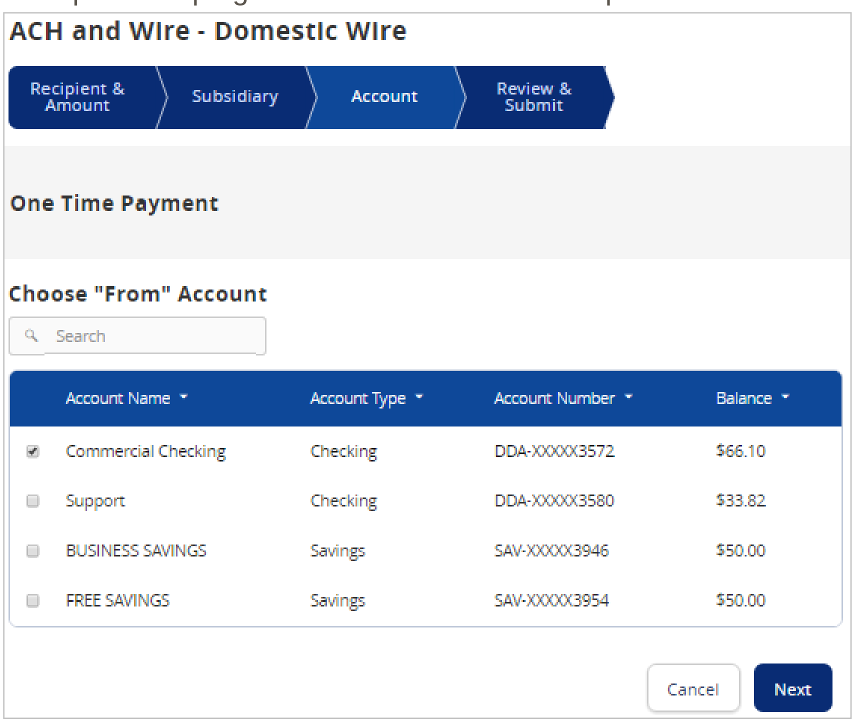
6. Select the subsidiary for the wire transaction.
7. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

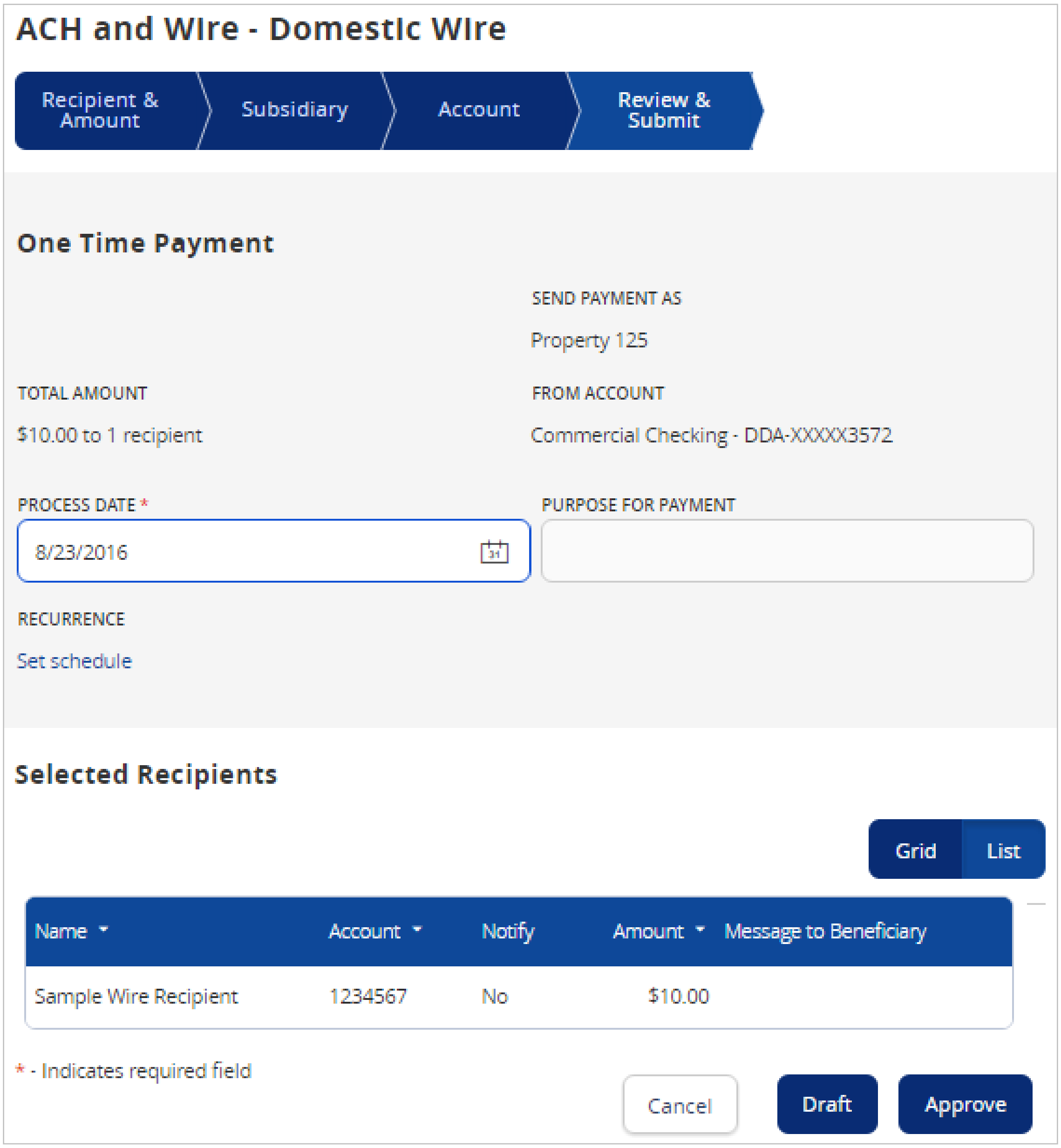


8. Select the account for the domestic wire transaction.

9. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

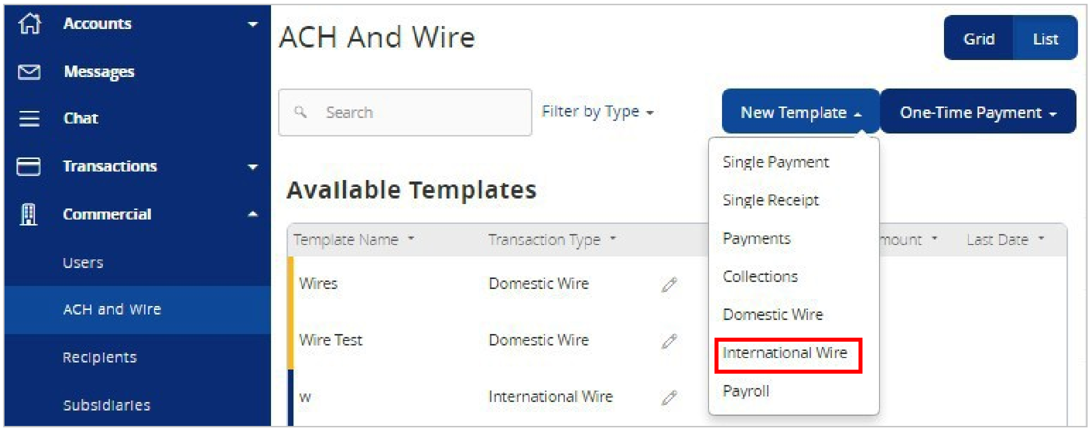


10. Designate the ‘Process Date’ and enter the ‘Purpose for Payment’ before you click ‘Draft’ or ‘Approve’ depending on access.


ACH and Wire - Domestic Wire
Recipient & Amount
Subsidiary
Account
Review & Submit
One Time Payment
SEND PAYMENT AS
Property 125
TOTAL AMOUNT
$10.00 to 1 recipient
FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572
PROCESS DATE *
8/23/2016
PURPOSE FOR PAYMENT
RECURRENCE
Set schedule
Selected Recipients
Grid
List
Name
Account
Notify
Amount
Message to Beneficiary
Sample Wire Recipient
1234567
No
$10.00
* - Indicates required field
Cancel
Draft
Approve

International Wire Template Creation

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'New Template' button and select the 'International Wire' option from the drop down menu.



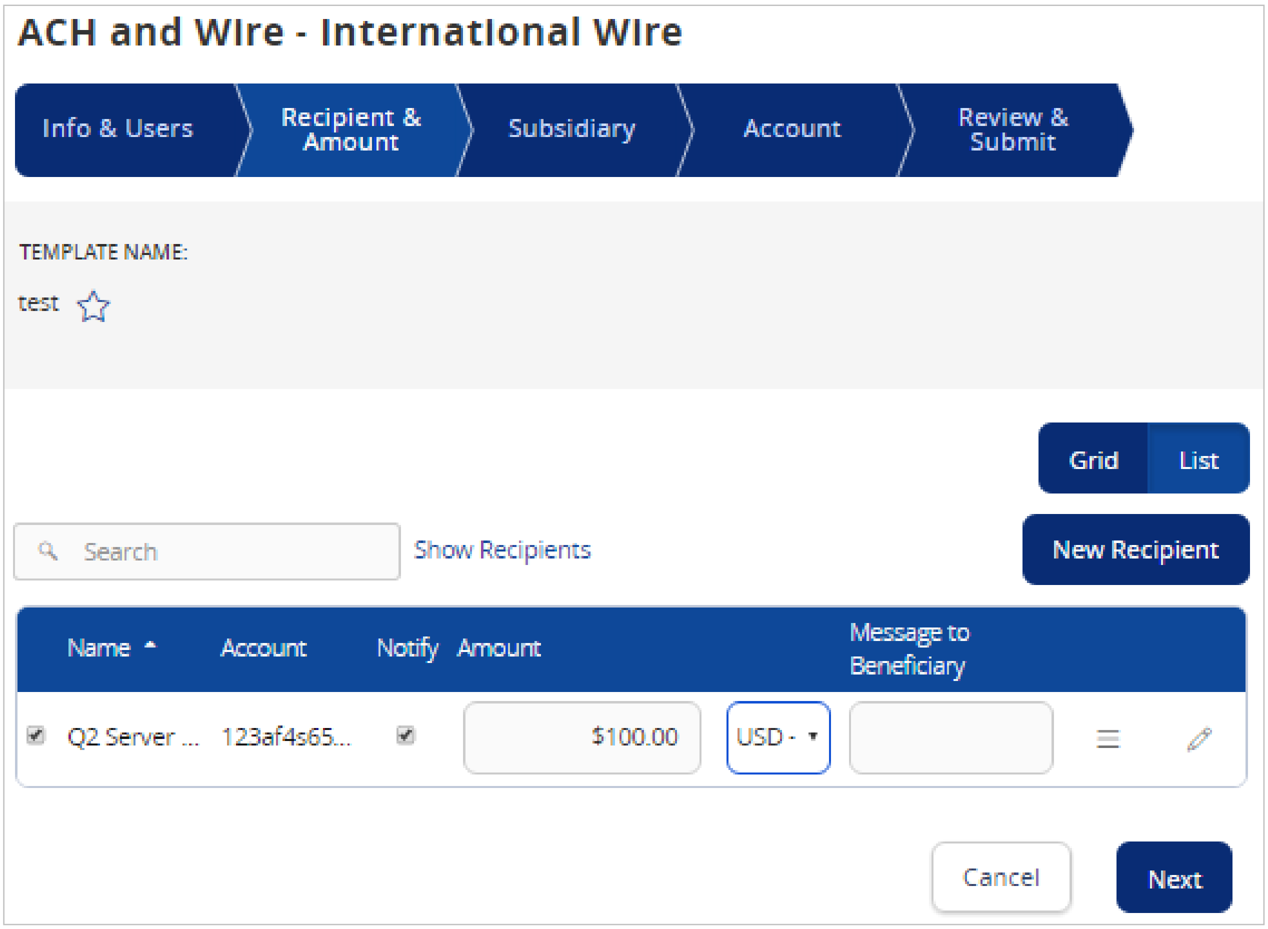
Info & Users

3. The 'Info & Users' screen allows the user to name the template and to determine who else in the company is allowed access to the template.
4. Click the 'Next' button at the bottom of the screen or 'Recipient and Amount' in the workflow ribbon at the top of the page to move to the next step.

Recipient & Amount

5. The ‘Recipient & Amount’ screen allows the user to select which recipient is tied to the template and designate a dollar amount.
6. Select the currency from the drop down box and enter the amount.
7. Click the ‘Next’ button at the bottom of the screen or ‘Subsidiary’ (if applicable) in the workflow ribbon at the top of the page to move to the next step.

NOTE: Only the recipients with at least one account eligible for Wire transactions will show in the list of recipients to select. The ‘Add Recipient’ button is used to add a new recipient remaining within the workflow of the existing payment template.



Subsidiary

8. Select the appropriate 'Subsidiary' to be used for this transaction. If one is notselected, the company name and tax ID associated with the primary corporation will be used.

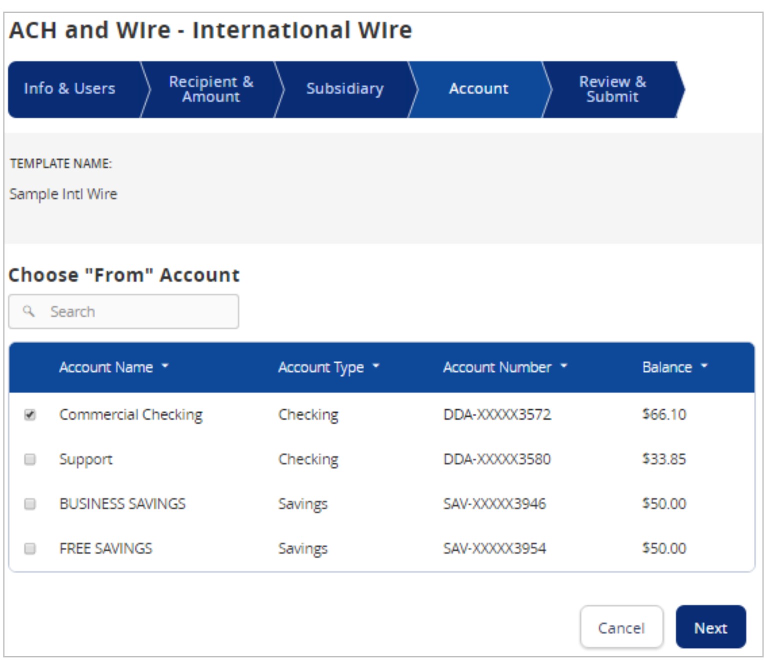
9. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the nextstep.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

Account

10. Select the corresponding offset account for the commercial payment.

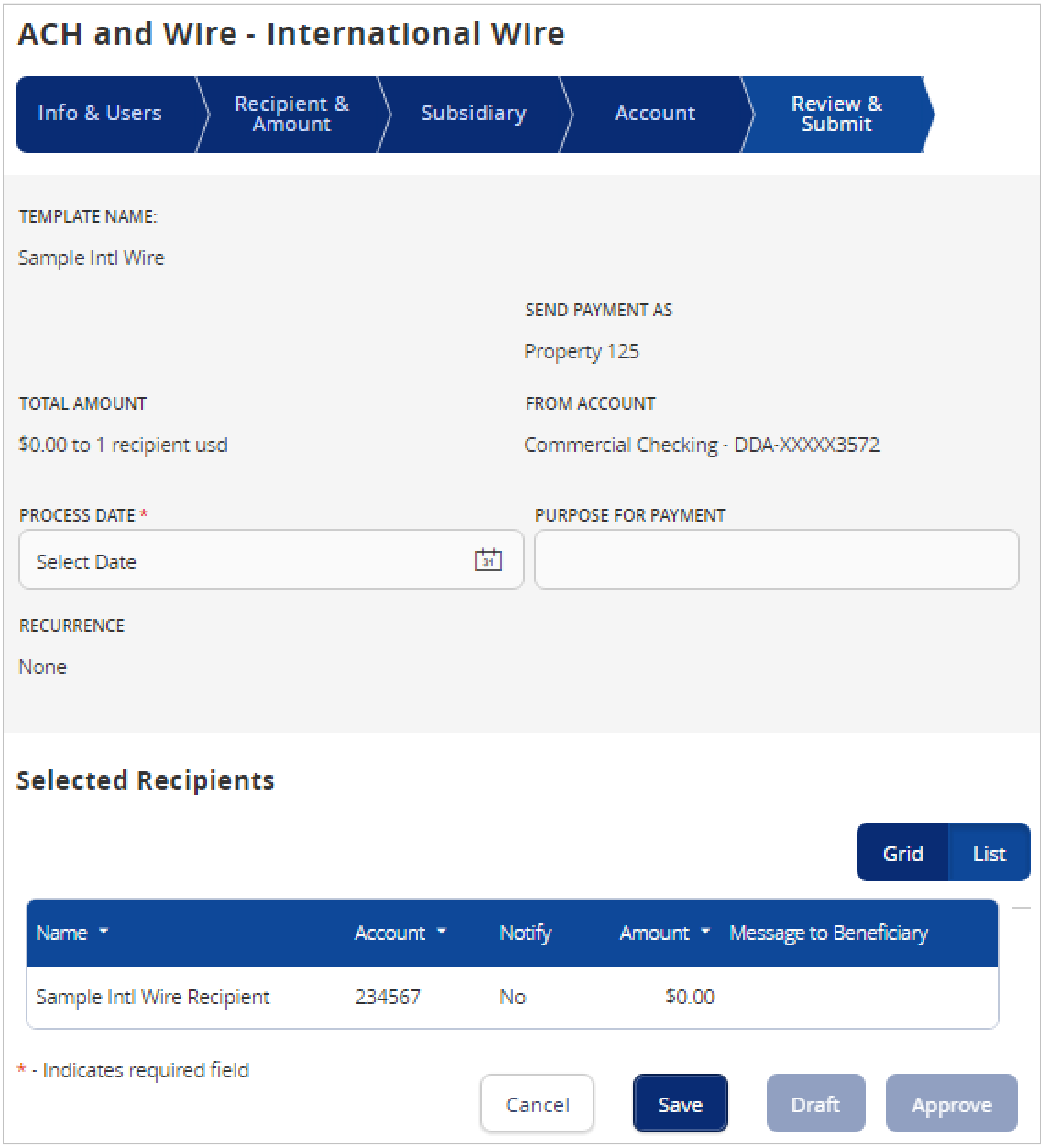
11. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the nextstep.



Review & Submit

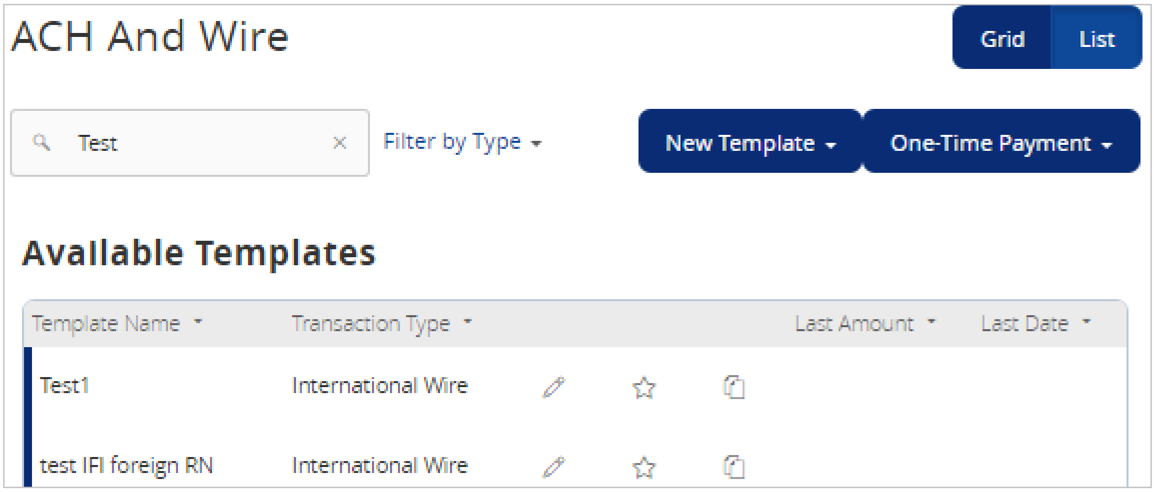
12. Designate the ‘Process Date’ and enter the ‘Purpose for Payment.’ Next, depending on your access, click ‘Draft’ or ‘Approve.’

NOTE: The ‘Process Date’ field is not required to save the template even though an asterisk marks the field. This is only required when the template is being used to generate a payment.



Existing International Wire Templates

1. Click on the pencil  icon next to the desired international wire template.



2. Confirm the 'Template Name' and 'User Access.'
3. Click the ‘Next’ button at the bottom of the screen or ‘Recipient & Amount’ in the workflow ribbon at the top of the page to move to the next step.

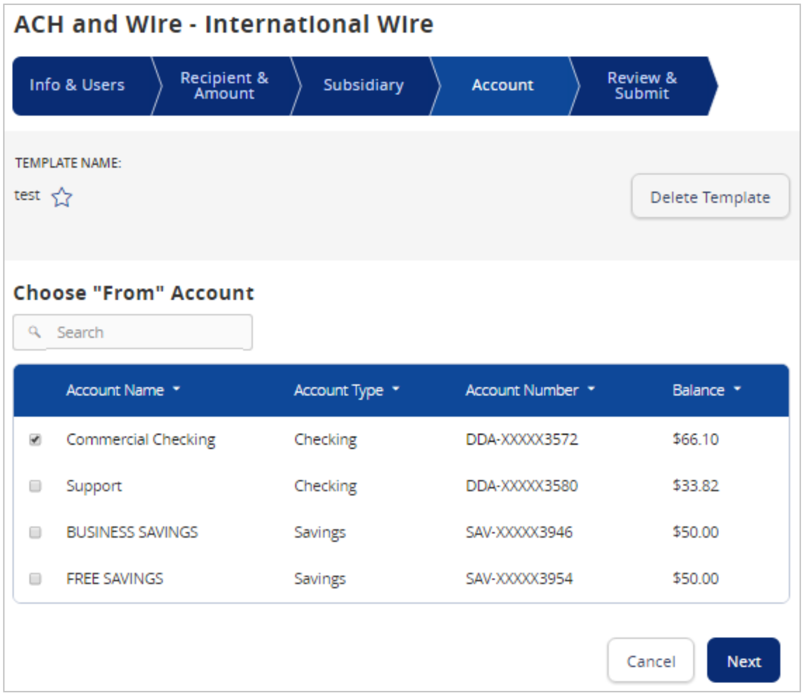
4. Select the currency from the drop down box and enter theamount.
5. Click the ‘Next’ button at the bottom of the screen or ‘Subsidiary’ (if applicable) in the workflow ribbon at the top of the page to move to the nextstep.

6. Confirm the Subsidiary to be used for the internationalwire.
7. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the nextstep.

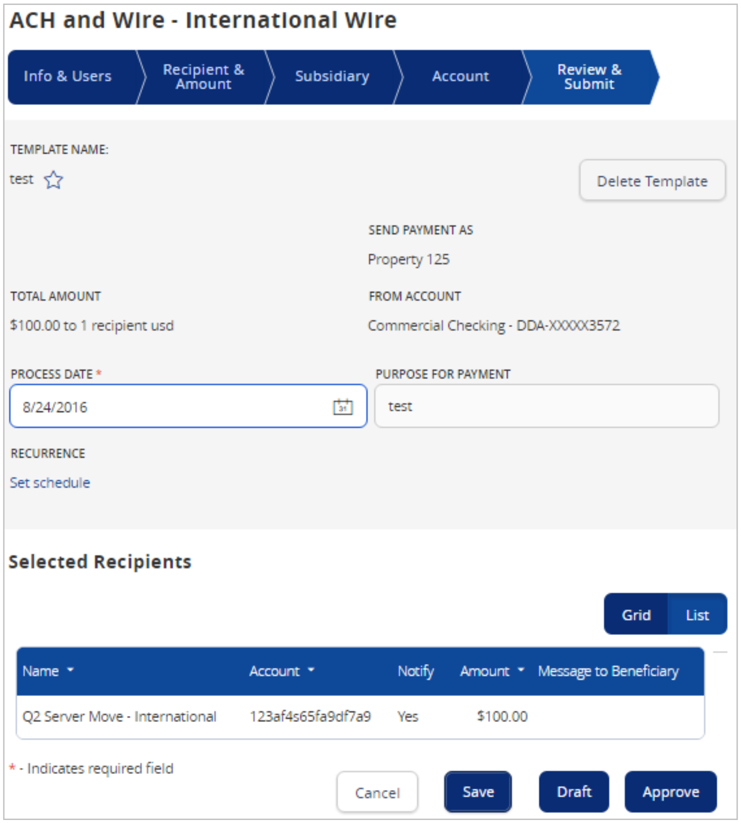
NOTE: If a company only has one name and tax ID, the ‘Subsidiary’ tab will not appear in the workflow.

8. Confirm the account to be used for the internationalwire.

9. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the nextstep.



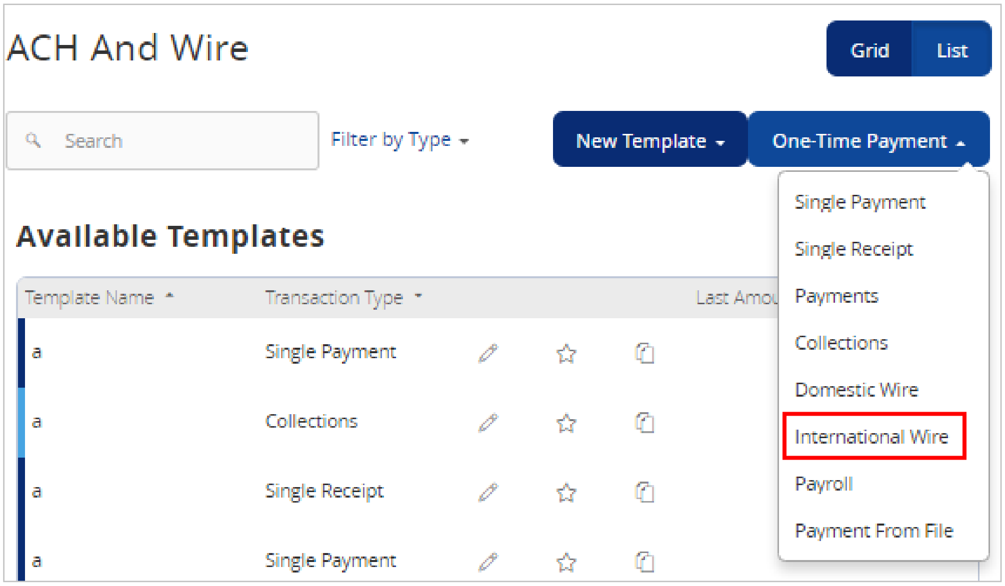
10. Designate the ‘Process Date’ and enter the ‘Purpose for Payment.’ Next, depending on your access, click ‘Draft’ or ‘Approve.’



Creating a One-Time International Wire Transfer

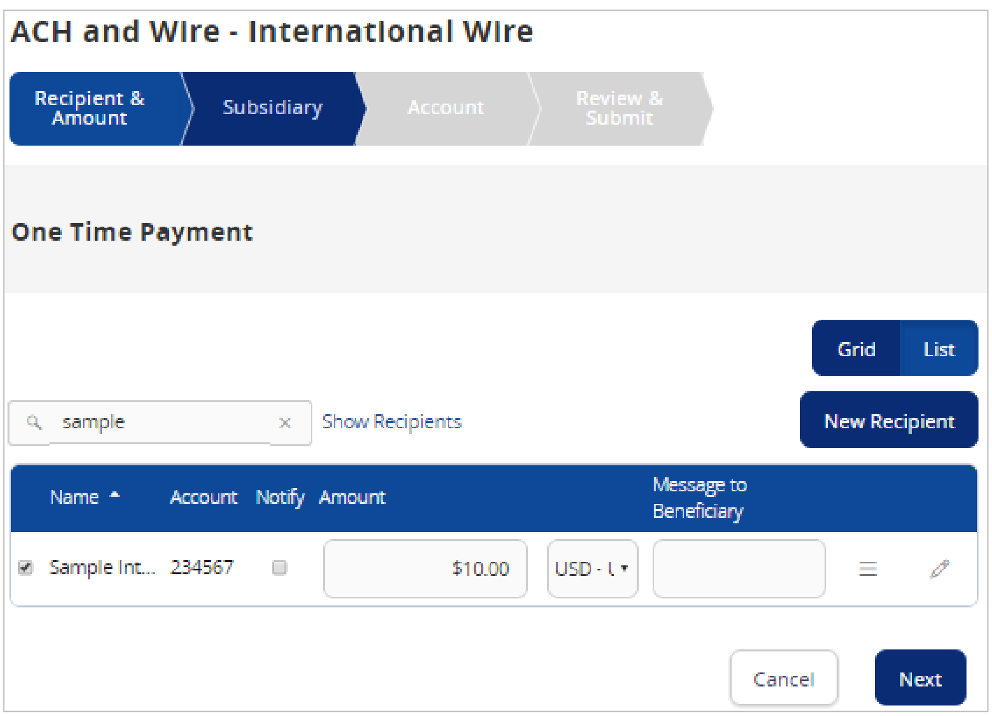
1. Select the 'ACH and Wire' option under the 'Commercial' menu.

2. Click the 'One-Time Payment' button and select the 'International Wire' option from the drop down menu.



3. Select the currency from the drop down box and enter the amount.

4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) in the workflow ribbon at the top of the page to move to the next step.

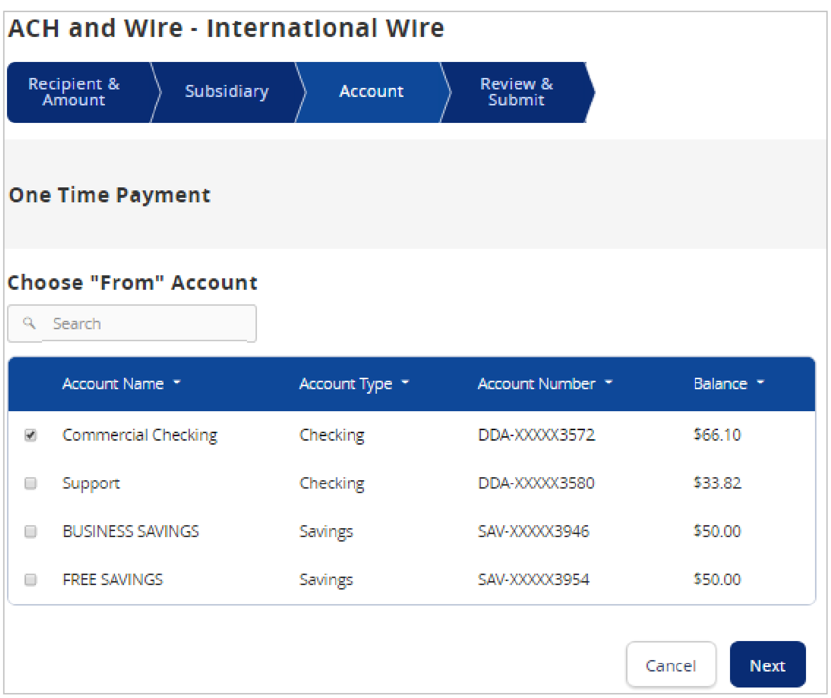


5. Confirm the Subsidiary to be used for the international wire under 'SEND PAYMENT AS.'
6. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the next step.

NOTE: If a company only has one name and tax ID, the ‘Subsidiary’ tab will not appear in the workflow.

7. Select the account to be used for the international wire.

8. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.



9. Designate the 'Process Date' and enter the 'Purpose for Payment.' Next, depending on your access, click 'Draft' or 'Approve.'