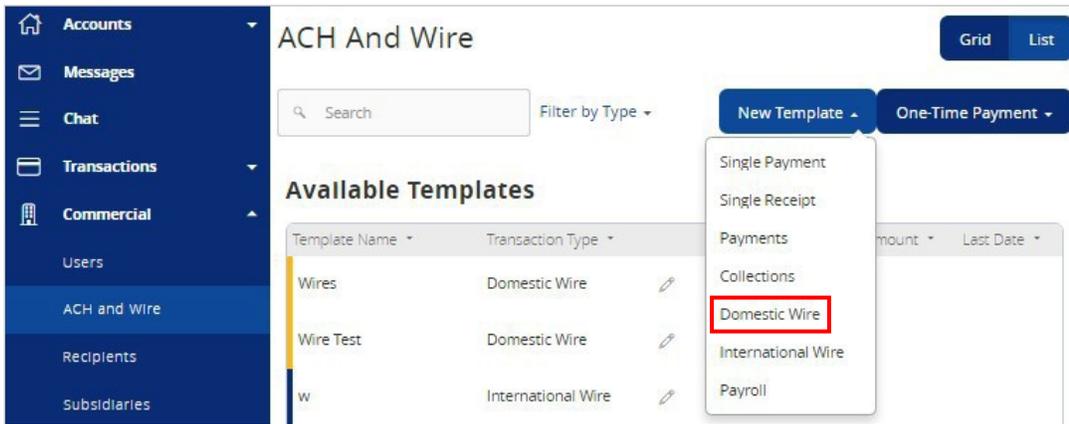


Wire Transactions

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.

The screenshot shows the 'ACH and Wire - Domestic Wire' 'Info & Users' screen. At the top is a workflow ribbon with steps: 'Info & Users' (active), 'Recipient & Amount', 'Subsidiary', 'Account', and 'Review & Submit'. Below the ribbon is a form with a 'TEMPLATE NAME*' field containing 'Sample Domestic Wire'. Underneath is a 'Grant User Access*' section with a search bar and a table of users.

Name
<input checked="" type="checkbox"/> test test
<input checked="" type="checkbox"/> test2 test2

Recipient & Amount

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

ACH and Wire - Domestic Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
 Sample Domestic Wire

Grid List

Show Recipients

New Recipient

Name	Account	Notify	Amount	Message to Beneficiary
<input checked="" type="checkbox"/> Sample Wi...	1234567	<input type="checkbox"/>	\$10.00	

Cancel Next

Subsidiary

- 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.
- 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.

ACH and Wire - Domestic Wire

Info & Users Recipient & Amount **Subsidiary** Account Review & Submit

TEMPLATE NAME:
Sample Domestic Wire

SEND PAYMENT AS:
Q2 TEST

Search Grid List

Name	ACH/Wire	Company ID
<input type="checkbox"/> Property 125	Wire & ACH	*****4646
<input type="checkbox"/> Support Test	Wire & ACH	****1111
<input type="checkbox"/> testing	Wire	

Cancel Next

Account

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

ACH and Wire - Domestic Wire

Info & Users Recipient & Amount Subsidiary **Account** Review & Submit

TEMPLATE NAME:
Sample Domestic Wire

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.85
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

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.

ACH and Wire - Domestic Wire

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

TEMPLATE NAME:
Sample Domestic Wire

SEND PAYMENT AS
Q2 TEST

TOTAL AMOUNT
\$10.00 to 1 recipient

FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572

PROCESS DATE *

RECURRENCE
None

Selected Recipients

Grid
List

Name ▾	Account ▾	Notify	Amount ▾	Message to Beneficiary
Sample Wire Recipient	1234567	No	\$10.00	

* - Indicates required field

Cancel

Save

Draft

Approve

Existing Domestic Wire Templates

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

ACH And Wire

Grid List

Filter by Type ▾
New Template ▾
One-Time Payment ▾

Available Templates

Template Name ▾	Transaction Type ▾	Last Amount ▾	Last Date ▾
Wires	Domestic Wire		 
Wire Test	Domestic Wire		 

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.

ACH and Wire - Domestic Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME *




Grant User Access*

Name
<input type="checkbox"/> test test
<input checked="" type="checkbox"/> test2 test2

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

ACH and Wire - Domestic Wire

Info & Users | Recipient & Amount | Subsidiary | Account | Review & Submit

TEMPLATE NAME:
Wire Test ☆

Grid List

Search: Sampl x Show Recipients New Recipient

Name ^	Account	Notify	Amount	Message to Beneficiary
<input checked="" type="checkbox"/> Sample Wi...	1234567	<input type="checkbox"/>	\$10.00	

Cancel Next

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

ACH and Wire - Domestic Wire

Info & Users | Recipient & Amount | Subsidiary | Account | Review & Submit

TEMPLATE NAME:
Wire Test ☆ Delete Template

SEND PAYMENT AS
Property 125

Search Grid List

Name ^	ACH/Wire	Company ID ^
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel Next

- Confirm the account to be used for the domestic wire.
- 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.

ACH and Wire - Domestic Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

TEMPLATE NAME:
Wire Test ☆ Delete Template

Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.85
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

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

ACH and Wire - Domestic Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Wire Test ☆ Delete Template

SEND PAYMENT AS
Property 125

TOTAL AMOUNT
\$10.00 to 1 recipient

FROM ACCOUNT
Commercial Checking - DDA-XXXX3572

PROCESS DATE * 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 Save Draft 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.

The screenshot shows the 'ACH And Wire' interface. At the top right, there are 'Grid' and 'List' buttons. Below them is a search bar and a 'Filter by Type' dropdown. A 'New Template' button is followed by a 'One-Time Payment' dropdown menu that is open, showing options: Single Payment, Single Receipt, Payments, Collections, Domestic Wire (highlighted with a red box), International Wire, Payroll, and Payment From File. Below the dropdown is a table of 'Available Templates' with columns for Template Name, Transaction Type, and Last Amount. The table contains four rows of data.

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.

The screenshot shows the 'ACH and Wire - Domestic Wire' interface. At the top, there is a workflow ribbon with four steps: Recipient & Amount, Subsidiary (highlighted), Account, and Review & Submit. Below the ribbon is a 'One Time Payment' section. On the right side, there are 'Grid' and 'List' buttons, and a 'New Recipient' button. Below these is a search bar with 'sample' entered and a 'Show Recipients' button. A table of recipients is displayed with columns: Name, Account, Notify, Amount, and Message to Beneficiary. The table contains one row with a checked checkbox, 'Sample Wi...', '1234567', a 'Notify' icon, '\$10.00', and a text input field. At the bottom right, there are 'Cancel' and 'Next' buttons.

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.

ACH and Wire - Domestic Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

SEND PAYMENT AS:
Property 125

Search

Grid List

Name	ACH/Wire	Company ID
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel Next

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.

ACH and Wire - Domestic Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXX3580	\$33.82
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXX3954	\$50.00

Cancel Next

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

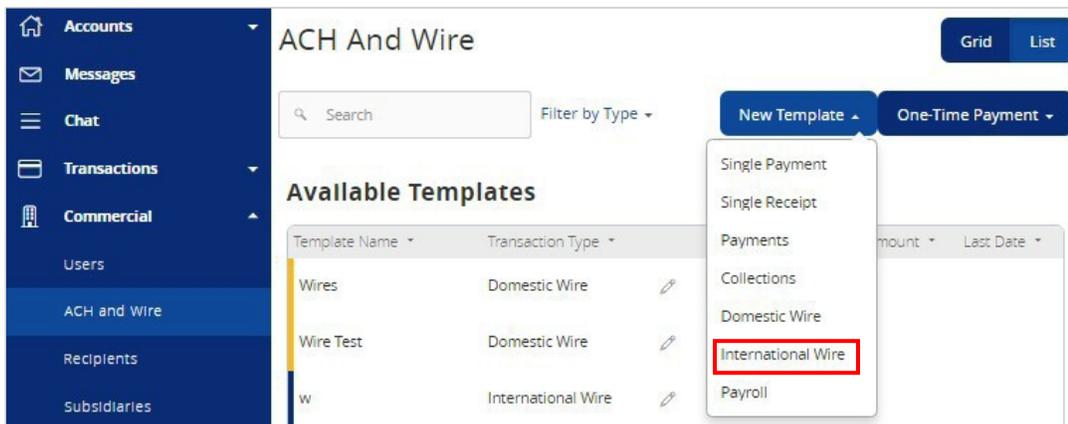
Cancel

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.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

TEMPLATE NAME *

Sample Intl Wire

Grant User Access*

Search

Name
<input checked="" type="checkbox"/> test test
<input checked="" type="checkbox"/> test2 test2

Recipient & Amount

5. The 'Recipient & Amount' screen allows the user to select which recipient is tied to the template and designate a dollaramount.
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 nextstep.

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.

ACH and Wire - International Wire

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

TEMPLATE NAME:
test ☆

Grid

List

Show Recipients

New Recipient

Name ↑	Account	Notify	Amount	Currency	Message to Beneficiary	
<input checked="" type="checkbox"/> Q2 Server ...	123af4s65...	<input checked="" type="checkbox"/>	\$100.00	USD - ▾		☰ ✎

Cancel

Next

Subsidiary

8. 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.
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 next step.

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

ACH and Wire - International Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Intl Wire

SEND PAYMENT AS:
Property 125

Grid List

Name	ACH/Wire	Company ID	
<input checked="" type="checkbox"/>	Property 125	Wire & ACH	*****4646 ✎

Cancel Next

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 next step.

ACH and Wire - International Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Intl Wire

Choose "From" Account

Account Name	Account Type	Account Number	Balance		
<input checked="" type="checkbox"/>	Commercial Checking	Checking	DDA-XXXXX3572	\$66.10	
<input type="checkbox"/>	Support	Checking	DDA-XXXXX3580	\$33.85	
<input type="checkbox"/>	BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00	
<input type="checkbox"/>	FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00	

Cancel Next

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.

ACH and Wire - International Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Intl Wire

SEND PAYMENT AS
Property 125

TOTAL AMOUNT
\$0.00 to 1 recipient usd

PROCESS DATE *

RECURRENCE
None

FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572

PURPOSE FOR PAYMENT

Selected Recipients

Grid
List

Name ▾	Account ▾	Notify	Amount ▾	Message to Beneficiary
Sample Intl Wire Recipient	234567	No	\$0.00	

* - Indicates required field

Cancel
Save
Draft
Approve

Existing International Wire Templates

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

ACH And Wire

Grid List

× Filter by Type ▾
New Template ▾
One-Time Payment ▾

Available Templates

Template Name ▾	Transaction Type ▾	Last Amount ▾	Last Date ▾
Test1	International Wire		 
test IFI foreign RN	International Wire		 

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.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

TEMPLATE NAME *

Grant User Access*

Name
<input type="checkbox"/> test test
<input checked="" type="checkbox"/> test2 test2

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

ACH and Wire - International Wire

Info & Users | Recipient & Amount | Subsidiary | Account | Review & Submit

TEMPLATE NAME:
test ☆

Grid List

Search Show Recipients New Recipient

Name ^	Account	Notify	Amount	Message to Beneficiary
<input checked="" type="checkbox"/> Q2 Server ...	123af4s65...	<input checked="" type="checkbox"/>	\$100.00	USD - ▾

- USD - U.S. Dollar
- CAD - Canadian dollar
- AED - United Arab Emirates dirham
- ALL - Albanian lek
- ARS - Argentine peso
- AUD - Australian dollar
- BAM - Bosnia and Herzegovina convertible mar
- BDT - Bangladeshi taka

- Confirm the Subsidiary to be used for the international wire.
- 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.

ACH and Wire - International Wire

Info & Users | Recipient & Amount | Subsidiary | Account | Review & Submit

TEMPLATE NAME:
test ☆ Delete Template

SEND PAYMENT AS:
Property 125

Search Grid List

Name ^	ACH/Wire	Company ID ^
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel Next

- Confirm the account to be used for the international wire.
- 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.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

TEMPLATE NAME:
test ☆ Delete Template

Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.82
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

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

ACH and Wire - International Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
test ☆ Delete Template

SEND PAYMENT AS
Property 125

TOTAL AMOUNT
\$100.00 to 1 recipient usd

FROM ACCOUNT
Commercial Checking - DDA:XXXX3572

PROCESS DATE * [calendar icon]

PURPOSE FOR PAYMENT

RECURRENCE
Set schedule

Selected Recipients

Grid
List

Name	Account	Notify	Amount	Message to Beneficiary
Q2 Server Move - International	123af4s65fa9df7a9	Yes	\$100.00	

* - Indicates required field

Cancel
Save
Draft
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.

The screenshot shows the 'ACH And Wire' interface. At the top right, there are 'Grid' and 'List' buttons. Below the title, there is a search bar and a 'Filter by Type' dropdown. A 'New Template' dropdown is also visible. The 'One-Time Payment' dropdown menu is open, showing options: Single Payment, Single Receipt, Payments, Collections, Domestic Wire, **International Wire** (highlighted with a red box), Payroll, and Payment From File. Below the dropdown, there is a table of 'Available Templates' with columns for Template Name, Transaction Type, and Last Amount.

Template Name	Transaction Type	Last Amount
a	Single Payment	
a	Collections	
a	Single Receipt	
a	Single Payment	

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.

The screenshot shows the 'ACH and Wire - International Wire' interface. At the top, there is a workflow ribbon with steps: Recipient & Amount, Subsidiary, Account, and Review & Submit. Below the ribbon, there is a 'One Time Payment' section. On the right, there are 'Grid' and 'List' buttons. Below these, there is a search bar with 'sample' and a 'Show Recipients' button. A 'New Recipient' button is also present. Below the search bar, there is a table with columns: Name, Account, Notify, Amount, and Message to Beneficiary. The table contains one row with a checked checkbox, 'Sample Int...', '234567', a notify icon, '\$10.00', 'USD - U', and a message field. At the bottom, there are 'Cancel' and 'Next' buttons.

Name	Account	Notify	Amount	Message to Beneficiary
<input checked="" type="checkbox"/> Sample Int...	234567	<input type="checkbox"/>	\$10.00	USD - U

- Confirm the Subsidiary to be used for the international wire under 'SEND PAYMENT AS.'
- 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.

ACH and Wire - International Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

SEND PAYMENT AS:
Property 125

Search

Grid List

Name ^	ACH/Wire	Company ID ^
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel Next

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

ACH and Wire - International Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

Choose "From" Account

Search

Account Name ^	Account Type ^	Account Number ^	Balance ^
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.82
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

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

ACH and Wire - International Wire

Recipient & Amount
Subsidiary
Account
Review & Submit

One Time Payment

TOTAL AMOUNT
\$10.00 to 1 recipient usd

SEND PAYMENT AS
Property 125

FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572

PROCESS DATE *

PURPOSE FOR PAYMENT

RECURRENCE
Set schedule

Selected Recipients

Grid List

Name	Account	Notify	Amount	Message to Beneficiary
Sample Intl Wire Recipient	234567	No	\$10.00	

* - Indicates required field

Cancel Draft Approve