

Wire Transactions

Paying Existing Domestic/International Wire Templates

1. Click “ACH and Wire” under the *Commercial* menu. Click on the three dots of the template you would like to *Pay*.

The screenshot shows the 'ACH and Wire' interface. On the left is a navigation menu with 'ACH and Wire' highlighted in red. The main area displays a 'One-Time Payment' button, a search bar, and a 'Templates' section. Below this is a table with 32 results, filtered by 'All'. The table has columns for Name, Type, Recipients, Last Paid Date, Last Paid Amount, and Actions. Three templates are listed: 'ACH Single Payment', 'Domestic Wire', and 'International Wire'. The 'Domestic Wire' row has a dropdown menu open, with 'Pay' highlighted in red. Other options in the menu include Edit, Copy, and Delete.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
ACH Single Payment	Single Payment (PPD)	1			⋮
Domestic Wire	Domestic Wire	1			⋮ Click to view template actions Pay Edit Copy Delete
International Wire	International Wire	1			

2. You will be taken to a screen to review your Wire. Here you can set a date to send the payment, input an *Amount* (if needed), and *Draft* or *Approve* based on your user rights and your Wire Transfer Agreement.

Origination Details

From Subsidiary: Subsidiary will display here *****6789

Account: Account name will display here DDA-XXXXX1234

Process Date:

Recurrence: None

Recipient/Account: Recipient name will appear here Checking 123456789

Amount: \$0.00

Message to Beneficiary:

Purpose Of Wire:

OPTIONAL WIRE INFORMATION:

Buttons: Cancel, Draft, Approve

Creating a One-Time Domestic/International Wire Transfer

1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time Wire Payment* you would like to make.



2. For the *Origination Details* section, fill in the following:
 - a. *From Subsidiary* – the company initiating the payment
 - b. *Account* – select the corresponding offset account for the commercial payment
 - c. *Process Date* – set a date to send the payment

Domestic Wire [Change Type](#)

Origination Details

From Subsidiary

Account

Process Date

Recurrence

None

NOTE: The example above is for a *Domestic Wire*, but you can always change the Wire type by clicking “Change Type” to the right of the title.

- For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. You will also need to fill out the *Amount* field, a *Message to Beneficiary*, and the *Purpose of Wire*.

Recipient/Account	Amount	⋮
<input type="text" value="Search by name or account."/>	<input type="text" value="\$0.00"/>	
Message to Beneficiary ⓘ <input type="text"/>		
Purpose Of Wire ⓘ <input type="text"/>		

NOTE: Click the three dots to *Expand Row* and add a *Description*.

- Once completed, you can Draft or Approve based on your user rights and your Wire Transfer Agreement.

<input type="button" value="Cancel"/>	<input type="button" value="Draft"/>	<input type="button" value="Approve"/>
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NOTE: If you have any questions or issues, you may contact our Wire Department during business hours at 781.982.6888.

Creating a One-Time Domestic/International Multiple Wire Transaction

1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time Wire Payment* you would like to make.

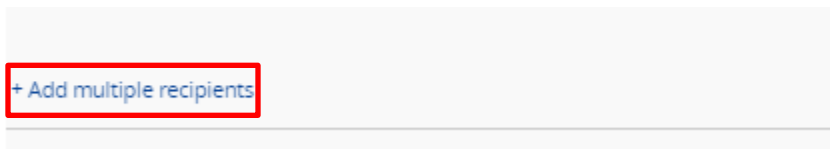


2. If you're using the same *Subsidiary*, *Account*, and *Process Date* check the respective box for each one that is applicable. If not, leave the box unchecked and you can input the information for each individual Wire separately.

Origination Details

From Subsidiary <input checked="" type="checkbox"/> Use same Subsidiary for all wires <input type="text"/>	Account <input checked="" type="checkbox"/> Use same Account for all wires <input type="text"/>
Process Date <input checked="" type="checkbox"/> Use same Date for all wires <input type="text"/>	Recurrence None

3. Click “+ Add Multiple Recipients”.



4. Check the box next to the *Recipients* you would like to pay. Click “Add” when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

Search bar with magnifying glass icon

[Select All](#) | [Clear All](#)

<input type="checkbox"/> Company 1 Checking 123456789	<input type="checkbox"/> Company 2 Checking 987654321	<input type="checkbox"/> Company 3 Checking 111111111
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< 1 of 2 >

Cancel Add

5. For each *Recipient*, you will also need to fill out the *Amount* field, a *Message to Beneficiary*, and the *Purpose of Wire*.
6. Once completed, you can Draft or Approve based on your user rights and your Wire Transfer Agreement.

Cancel Draft Approve

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