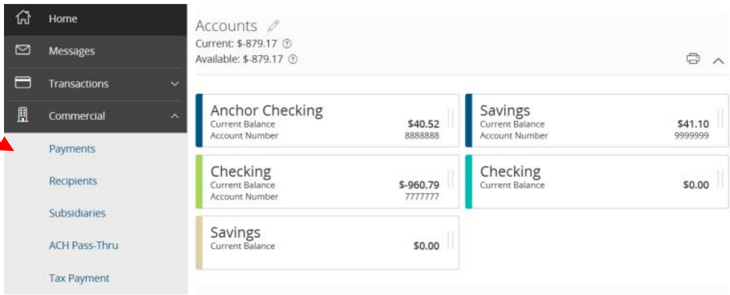
Wire Templates

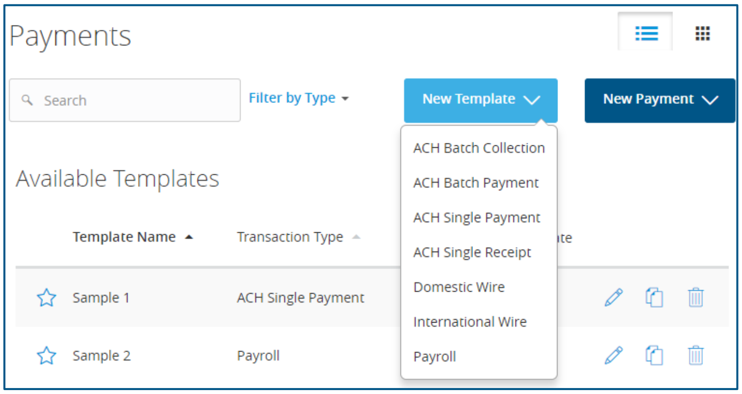
Wire Template Creation

Note: A Wire Template allows you to save payment information that can be accessed in the future.

1. Select 'Commercial' and then select 'Payments'.

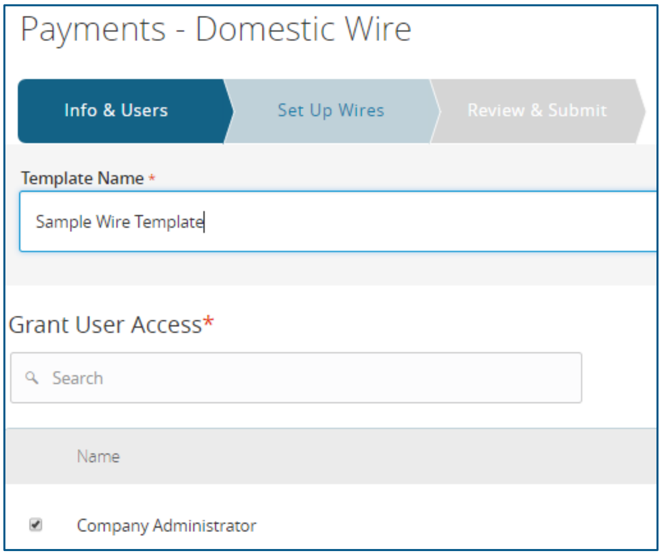


2. Select 'New Template' and the desired wire transfer payment type.



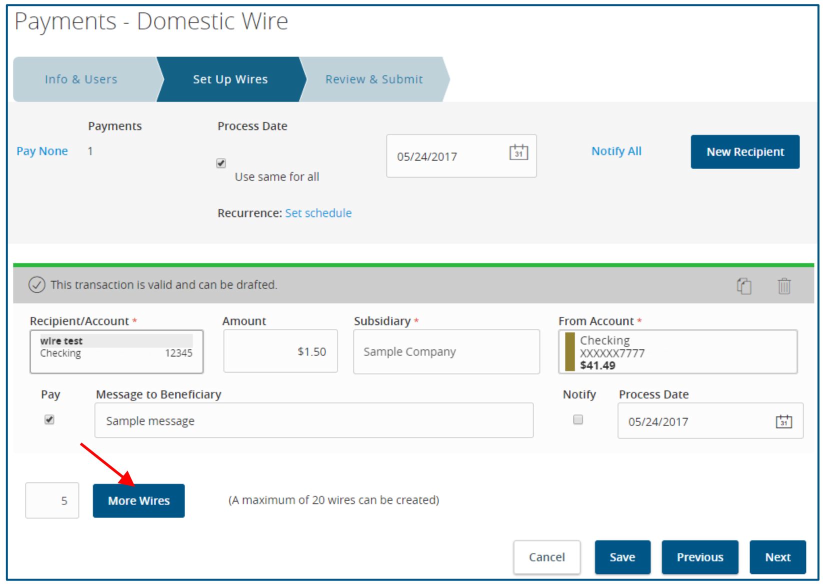
Info & Users

3. Enter the desired template name.
4. Select which users should have access to the template by checking the box next to each name.
5. Click 'Next' or 'Set Up Wires' in the workflow ribbon at the top of the page.



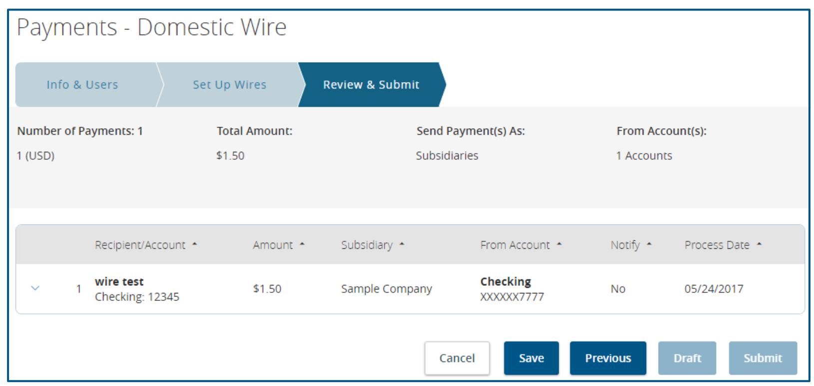
Set Up Wires

6. Enter the number of additional wires you would like to create in the box to the left of the 'More Wires' button.
7. Select 'More Wires' to add the corresponding number of wires to the template.
8. For each wire included in the template, perform the following steps.
    a. Select the 'Recipient/Account'.
    b. Enter the 'Amount'.
    c. Select the 'Subsidiary', if applicable.
    d. Select the 'From Account'.
9. Select 'Next'.



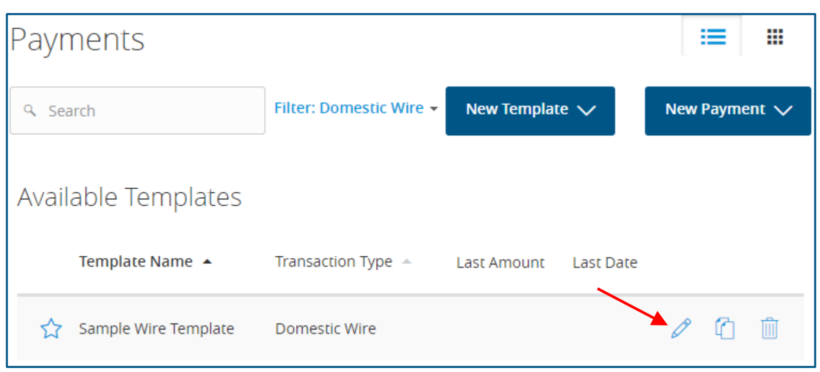
Review & Submit

10. Review the information on the screen for accuracy and then select 'Save'.
11. The Template will now be available to use on the Payments page.



Wire Payment Creation from Template

1. Under 'Commercial' then 'Payments', select the 'Pencil' icon for the existing template.



Info & Users

2. Optional: Modify the 'Template Name' and which user(s) have access to the template by checking or unchecking the box next to each name.
3. Select 'Set Up Wires' in the workflow ribbon.

Set Up Wires

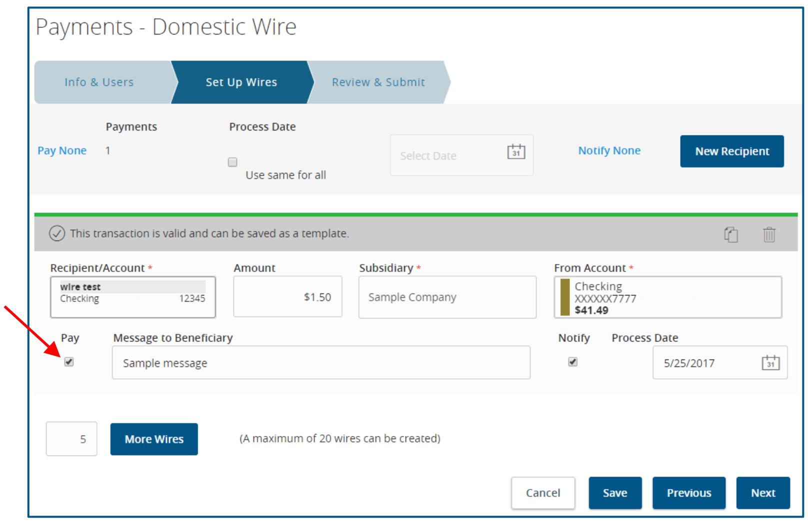
4. Select the 'Pay' check box on the left side of the screen to include the wire for processing.
5. Enter a message to the beneficiary (optional).
6. Select the 'Notify' check box to automatically notify the Recipient via e-mail of the transaction.

NOTE: The recipient must have an e-mail address included on the 'Recipient Detail' screen for the notification to work.

7. Enter a Process Date for the transaction.
8. Repeat steps 3-6 for all wires to be processed.

NOTE: Check the 'Use same for all' box under 'Process Date' near the top of the screen and select the date for processing if all wires need to be processed on the same day.

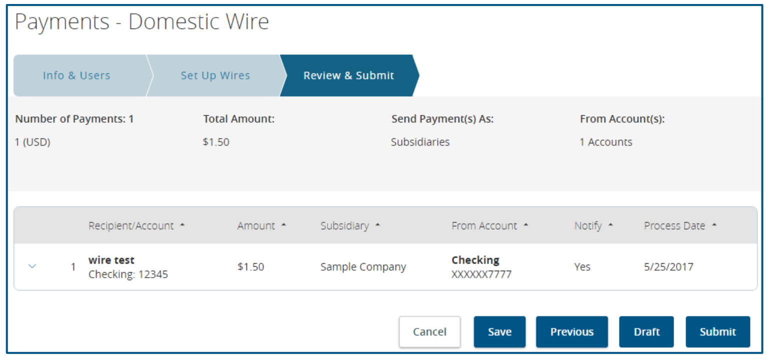
9. Select 'Next'.



Review & Submit

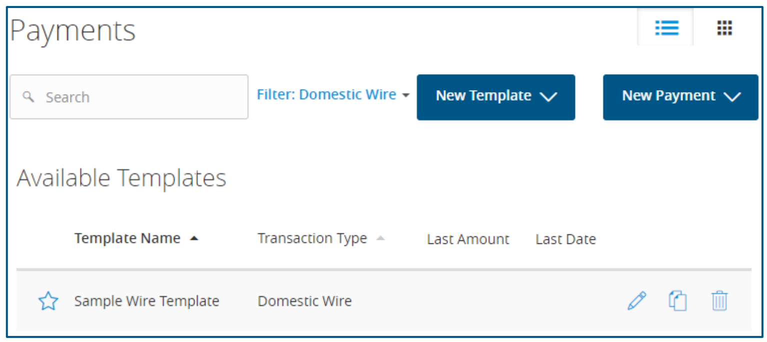
10. Review the information on the screen for accuracy and then select ‘Submit’ to authorize the wire(s) or select ‘Draft’ to only draft the wire.

Note: The wire must be fully approved in ‘Authorized’ status for it to leave the bank.



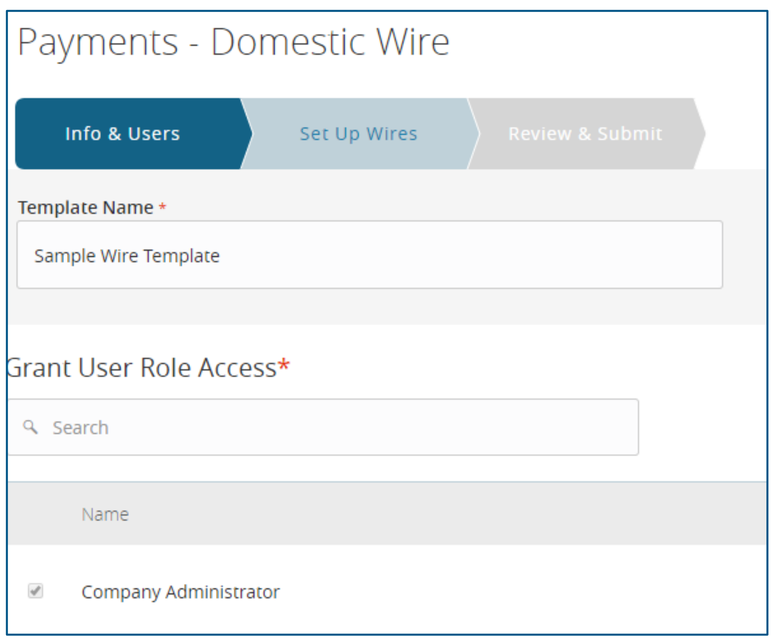
Edit Existing Template

1. Under Commercial then Payments, select the pencil icon for an existing template.



Info & Users

2. Modify existing template name. (Optional)
3. Check/Uncheck access to the wire template for users.
4. Select ‘Set Up Wires’ in the workflow ribbon or select ‘Next’.



Set Up Wires

5. Enter the number of wires to be added to the template and select 'More Wires'.
6. Select the trash bin icon on the right side of the screen next to each wire to delete.
7. Select 'Save'.