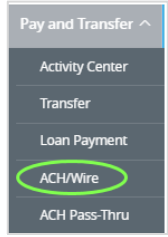
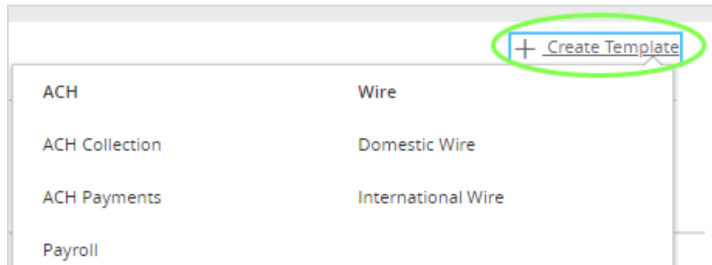
Wire Template Creation

1. Under the Pay and Transfer tab, select ***ACH/Wire***.



2. Select ***+Create Template*** and the desired payment type from the list displayed.

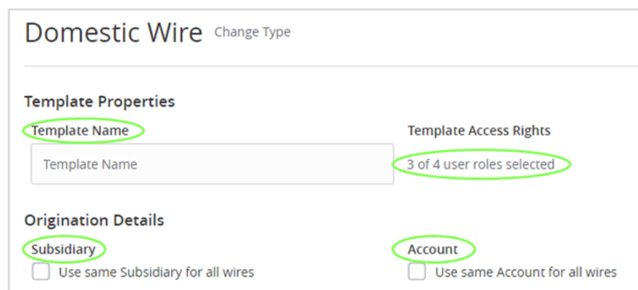


Template Properties

3. Enter the ***Template Name.***

4. Select the link under ***Template Access Rights*** and select the user roles that will have access to the template. (Refer to the User Role guide for more details.)

5. Select ***Done*** to return to the Template***.***



Origination Details

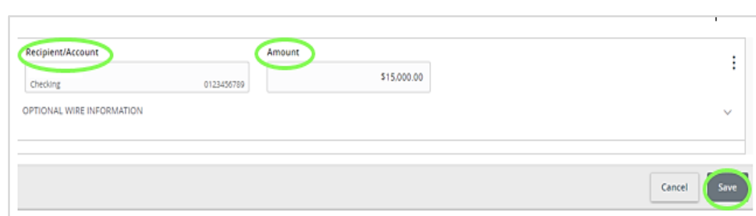
6. Select the corresponding ***Subsidiary*** for the commercial payment.

7. Select the corresponding ***Account*** for the commercial payment.

Recipients

8. Select the **desired Recipients** in the template and designate an **Amount** for each.

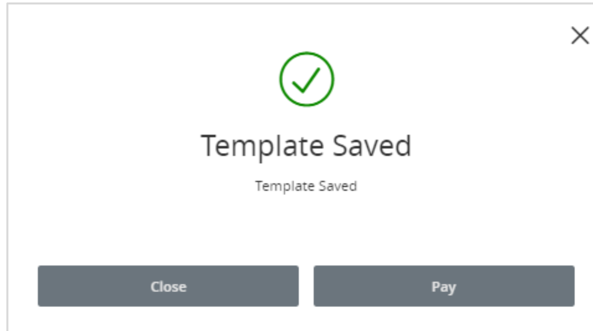
   NOTE: Only the recipients with at least one account eligible for the corresponding transaction type (Wire) will be displayed in the list of recipients to select. The ***+New Recipient*** link can be used to add a new recipient within the workflow of the existing payment template.



Review

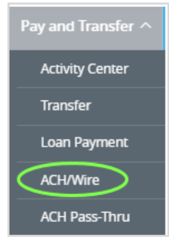
9. Review the information on the screen and select ***Save.***

   NOTE: After the template is saved, a dialog box will appear and you can either ***Close*** the template or ***Pay*** from the newly created template.

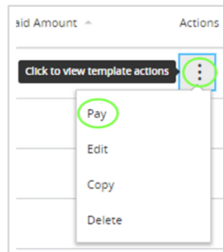


Wire Origination from Template

1. Under the Pay and Transfer tab, select ***ACH/Wire***.



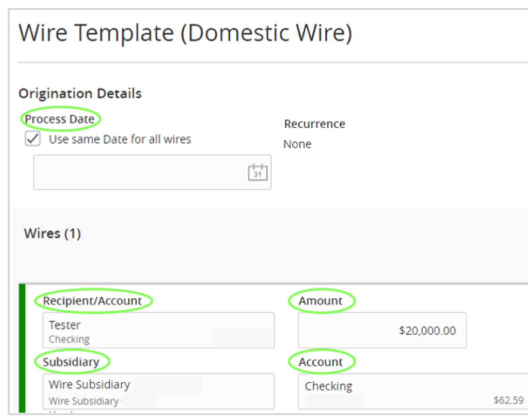
2. Select the ***kebab icon*** under the Actions column for the existing template and choose ***Pay***.



Origination Details

1. Select a ***Process Date***.

2. Verify the template information for payment:
    1.) Recipient/Account
    2.) Amount
    3.) Subsidiary
    4.) Account



Review

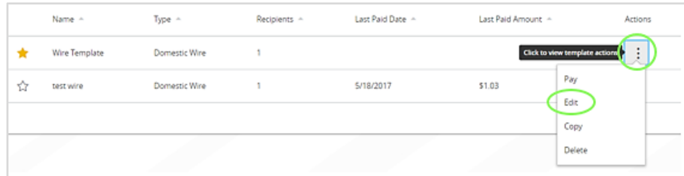
3. Review the subtotals at the bottom within the footer for accuracy and select ***Approve***. If changes are needed, select ***Cancel***. You will receive an access code to your established method of delivery via text or voice call.

NOTES: ***Draft*** may be the only option if the user does not have approval rights to that transaction type. If this is the case, another user in the company must approve the transaction.

Cutoff time is 4:00 pm CST, Monday – Friday. Transactions entered after 4:00 pm will be processed the following business day.

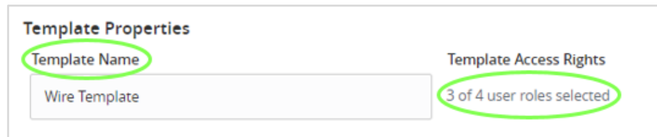
Edit Existing Template

1. Select the ***kebab icon*** within the Actions column for the existing template and choose ***Edit***.



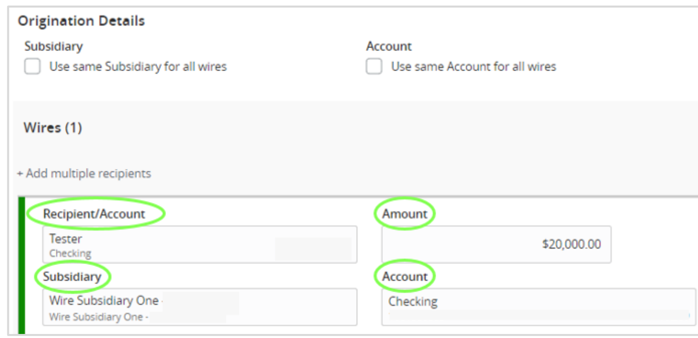
Template Properties

2. Modify the existing ***Template Name***. (Optional)



Origination Details

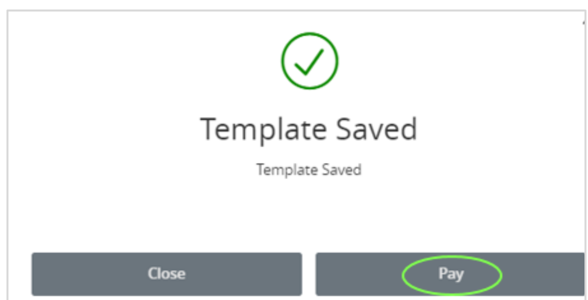
3. ***Review or Edit*** the following information:
   1.) Recipient/Account
   2.) Amount
   3.) Subsidiary
   4.) Account



4. Select ***+New Recipient*** to add a recipient if it has not yet been created. This option may be found by clicking in the Recipient/Account box and a dropdown menu will appear (Optional.)

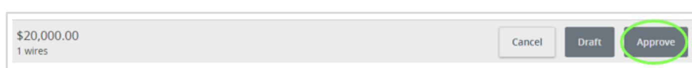
5. Select ***Save***.

   NOTE: If processing the transactions within the template, select ***Pay.***



Review

6. Review the subtotals at the bottom within the footer for accuracy and select ***Approve***. If changes are needed, select ***Cancel***. You will receive an access code to your established method of delivery via text or voice call.



   NOTES: ***Draft*** may be the only option if the user does not have approval rights to that transaction type. If this is the case, another user in the company must approve the transaction.

   Cutoff time is 4:00 pm CST, Monday – Friday. Transactions entered after 4:00 pm will be processed the following business day.