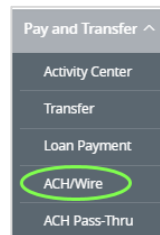
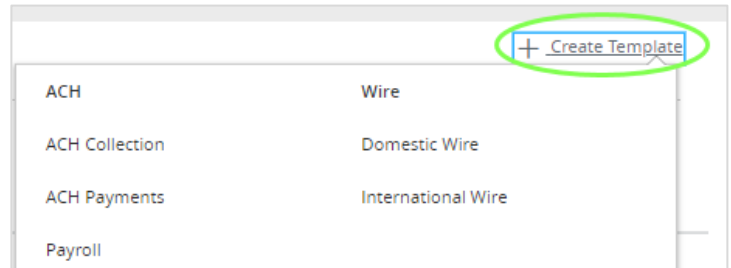


Wire Template Creation

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

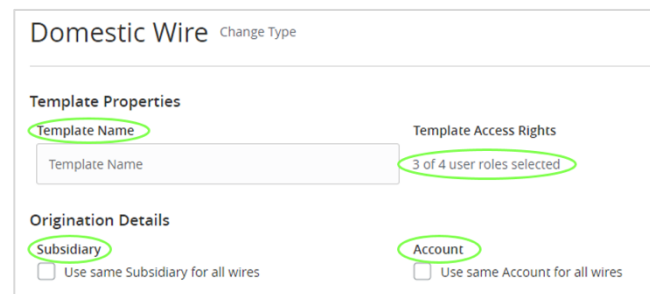


2. Select **+Create Template** and the desired payment type from the list displayed.



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.



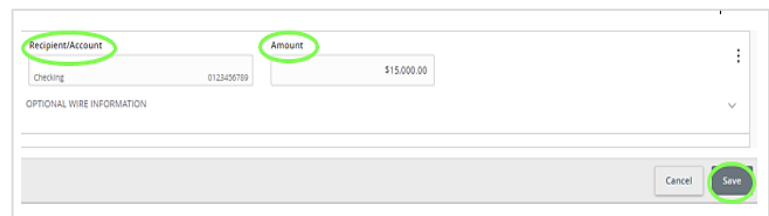
Origination Details

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.

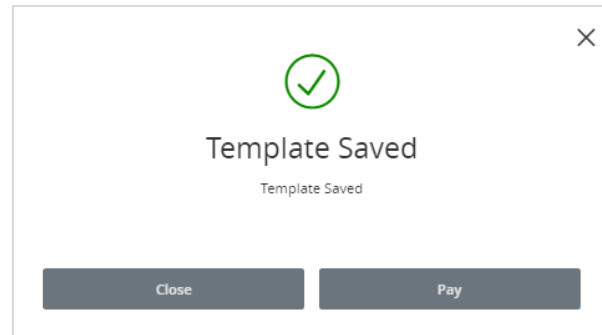
NOTE: Only the recipients with at least one account eligible for the corresponding transaction type (Wire) will be displayed in the list of recipients to select. The **+New Recipient** link can be used to add a new recipient within the workflow of the existing payment template.



Review

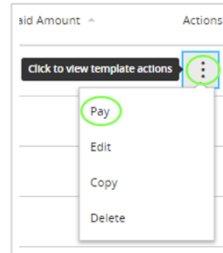
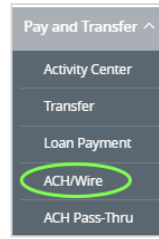
9. Review the information on the screen and select **Save**.

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.



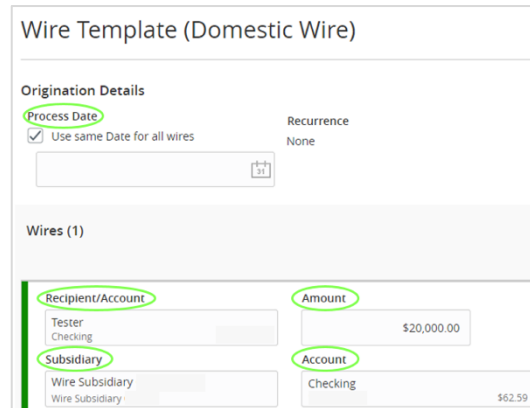
Wire Origination from Template

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

A screenshot of the "Wire Template (Domestic Wire)" form. The "Origination Details" section includes a "Process Date" field circled in green, a checked "Use same Date for all wires" checkbox, and a "Recurrence" dropdown set to "None". The "Wires (1)" section shows a table with columns for "Recipient/Account", "Amount", "Subsidiary", and "Account". The "Recipient/Account" field contains "Tester Checking" and is circled in green. The "Amount" field contains "\$20,000.00" and is circled in green. The "Subsidiary" field contains "Wire Subsidiary" and is circled in green. The "Account" field contains "Checking" and is circled in green. The "Amount" field also has a small "\$62.59" value below it.

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.

A screenshot of the footer area showing a subtotal of "\$20,000.00" and "1 wires". There are three buttons: "Cancel", "Draft", and "Approve". The "Approve" button is circled in green.

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**.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
★ Wire Template	Domestic Wire	1			Click to view template account Pay Edit Copy Delete
☆ test wire	Domestic Wire	1	5/18/2017	\$1.03	

Template Properties

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

Template Properties

Template Access Rights
3 of 4 user roles selected

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**.

Origination Details


Use same Subsidiary for all wires Use same Account for all wires

Wires (1)

+ Add multiple recipients

<input type="text" value="Tester Checking"/> <input type="text" value="Wire Subsidiary One"/>	<input type="text" value="\$20,000.00"/> <input type="text" value="Checking"/>
--	---

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



Template Saved

Template Saved

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.

\$20,000.00
1 wires

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.