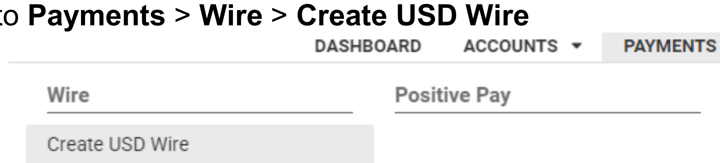
ONLINE WIRE USER GUIDE

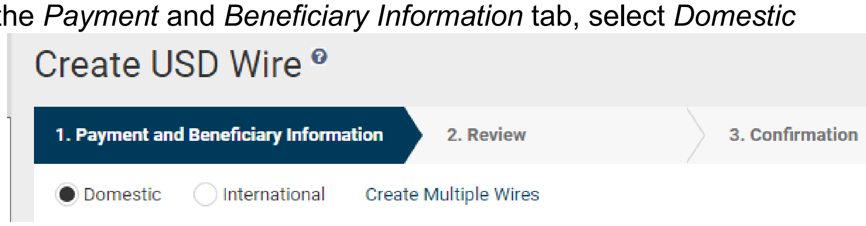
Within **Payments** > **Wire**, you can create recurring, future-dated, and one-time domestic and/or international wires. You can also create domestic and/or international beneficiaries, view wire activity, search wires, download or print a PDF or .csv file for a payment in detail or summary view, and approve or reject wires.

<u>Creating a USD Domestic Wire</u> – Use when not utilizing a wire template

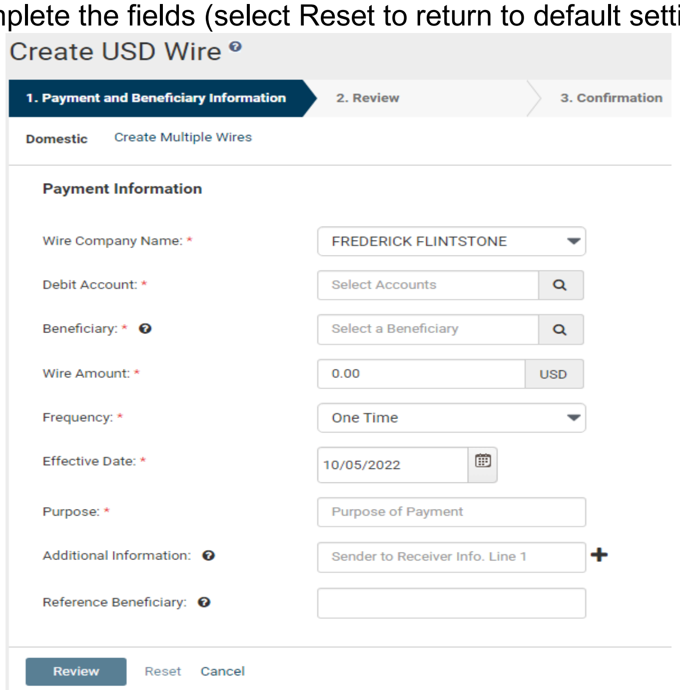
Go to **Payments** > **Wire** > **Create USD Wire**



On the *Payment* and *Beneficiary Information* tab, select *Domestic*

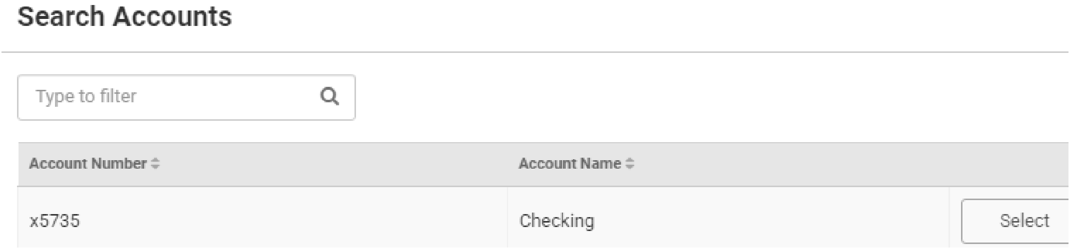


Complete the fields (select Reset to return to default settings)

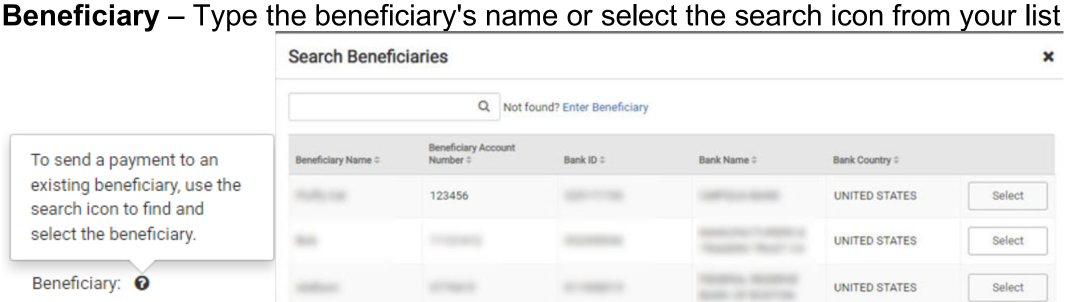


Wire Company – Use the drop down and select the wire company that is used to originate the wire

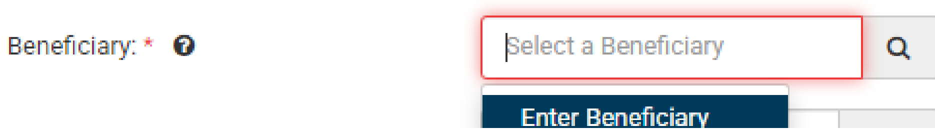
Debit Account – Start typing the account number in this field, and the matching entry auto-completes or **Search** to select which account to debit and click **Select**



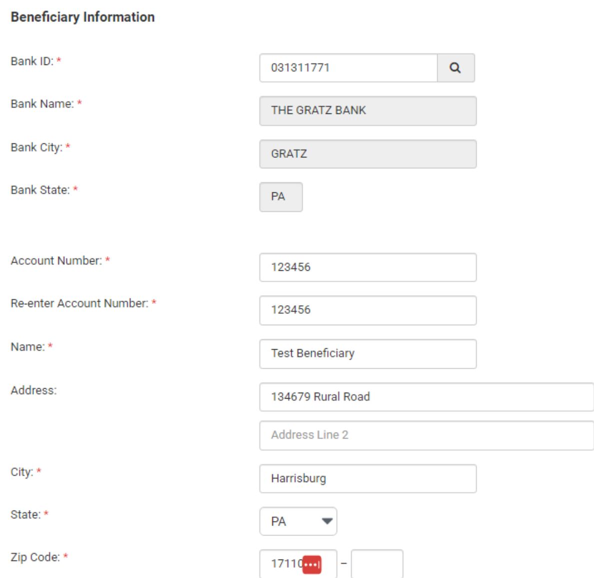
Beneficiary – Type the beneficiary's name or select the search icon from your list of beneficiaries



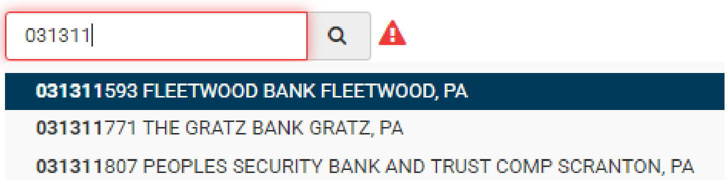
If you beneciary isn't available, you can select ***Enter Beneficiary***. The *Beneficiary Information* section opens for you to add the beneficiary before continuing with your wire. The entered beneficiary does not appear in the *Wire Beneficiary* view for future use.



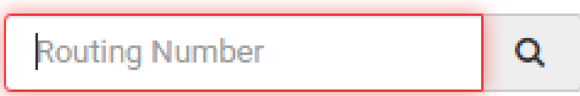
The *Beneficiary Information* section opens for you to add the beneficiary before continuing with your wire. The entered beneficiary does not appear in the *Wire Beneficiary* view for future use.

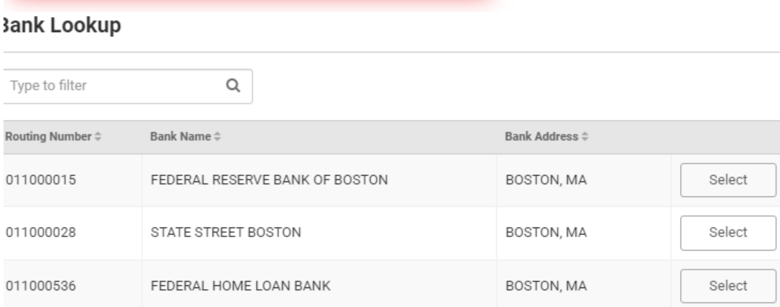


➢ **Note:** For Bank ID – Suggested routing numbers will start to populate when you start intering numbers

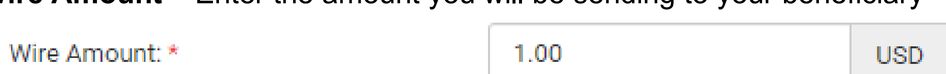


You can also search for routing numbers





Wire Amount – Enter the amount you will be sending to your beneficiary



Frequency – Select the frequency of your wire by using the dropdown:

- One Time
- Weekly
- Every Two Weeks
- Twice a Month

- Monthly
- Quarterly
- Every Six Months
- Yearly

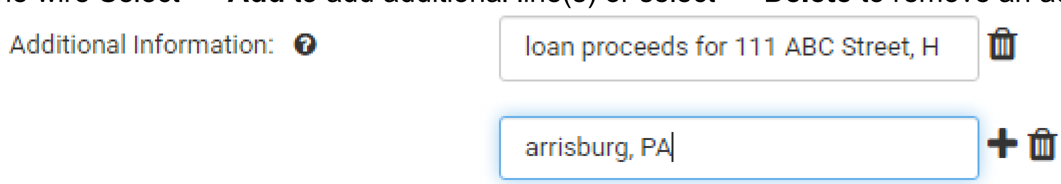
*Depending on your selection, you may be prompted to enter wire data in the following field options:

- Effective Date
- Repeat On Days
- Repeat On
- Start On
- End On

Effective Date – Enter the effective date of your wire transaction

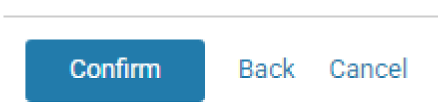
Purpose – Enter a short description of the wire

Additional Information – Enter a specific memo that the beneficiary can view when they receive the wire Select **Add** to add additional line(s) or select **Delete** to remove an additional line(s)



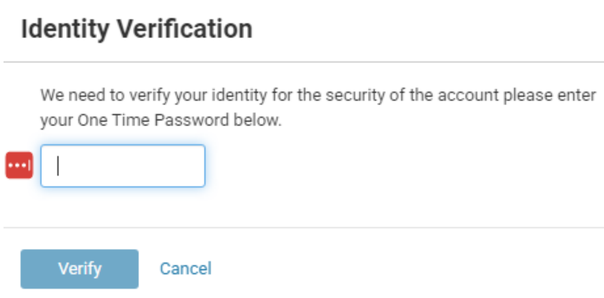
Select Review – Proceed to the *Review* tab to ensure information is accurate

Select Confirm – proceed to the *Confirmation* tab, confirming you've created a domestic wire



➢ **NOTE:** From this screen, you can **save the wire as a Template**

Single Control Users – will receive a One Time Password to approve wire to be released



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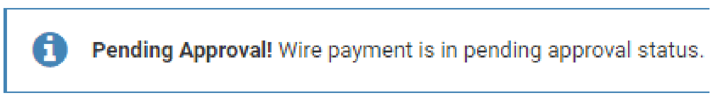
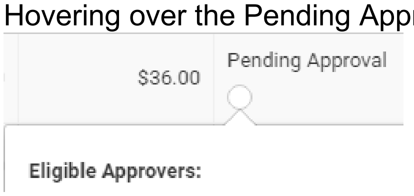
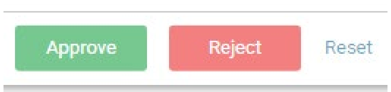
Dual Control Users – additional authorized user will approve the wire to be released



Hovering over the Pending Approval to see a list of Eligible Approvers



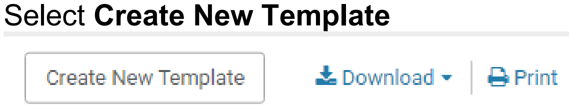
Approver will have the option to **Approve** or **Reject**



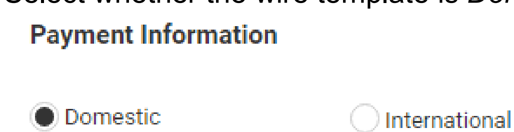
<u>Creating a Wire Template</u>

Go to **Payments** > **Wire** > **Wire Templates**

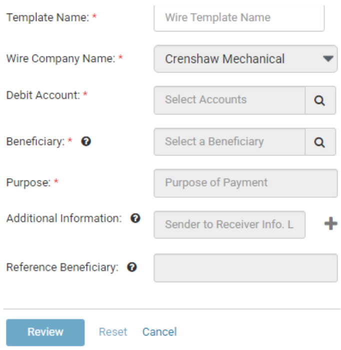
Select **Create New Template**



Select whether the wire template is *Domestic* or *International*



Complete the following fields on the *Payment and Beneficiary Information* tab



- **Template Name** – Enter the name of the template
- **Wire Company** – Select the wire company that is used to originate the wire
- **Debit Account** – Select the affected debited wire accounts
- **Beneficiary** – Type the beneficiary's name or select the search icon from your list of beneficiaries
- **Purpose** – Enter a short description of the wire
- **Additional Information** – Enter a specific memo that the beneficiary can view when they receive the wire Select **Add** to add additional line(s) or select **Delete** to remove an additional line(s)

Select **Review** - Proceed to the *Review* tab

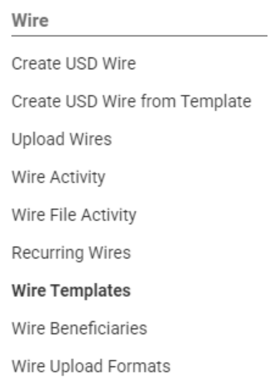
Review the information entered to ensure that it is accurate

Select **Confirm** - Proceed to the *Confirmation* tab, confirming that the wire template is ready

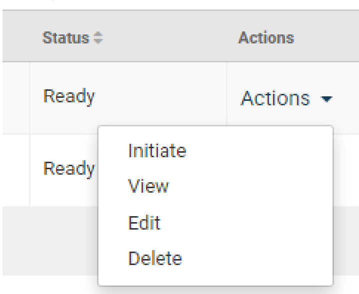
NOTE: From this screen, you can **Create Another Wire Template** or **View Wire Templates**

Working with Wire Templates

Use the *Wire Templates* view to work with wire templates



You can select check boxes for certain templates or select all that are ready. Use the **Actions** drop-down menu to *Initiate*, *View*, *Edit*, or *Delete* a wire template. Select the **Template Name** link to view, edit, or delete its details.



You can sort the information in ascending or descending order by selecting individual column headers. Select templates with a **Ready** status to initiate a payment. From this view, you can also work with templates to perform the following options, based on status:

- View templates
- Initiate templates
- Delete templates
- Edit templates
- Search templates
- Create templates

For further instruction on how to use additional wire features, please refer to the Treasury Complete Guide or contact **Professional Services** at **professionalservices@linkbank.com**