

Wire Transfers

IB_263







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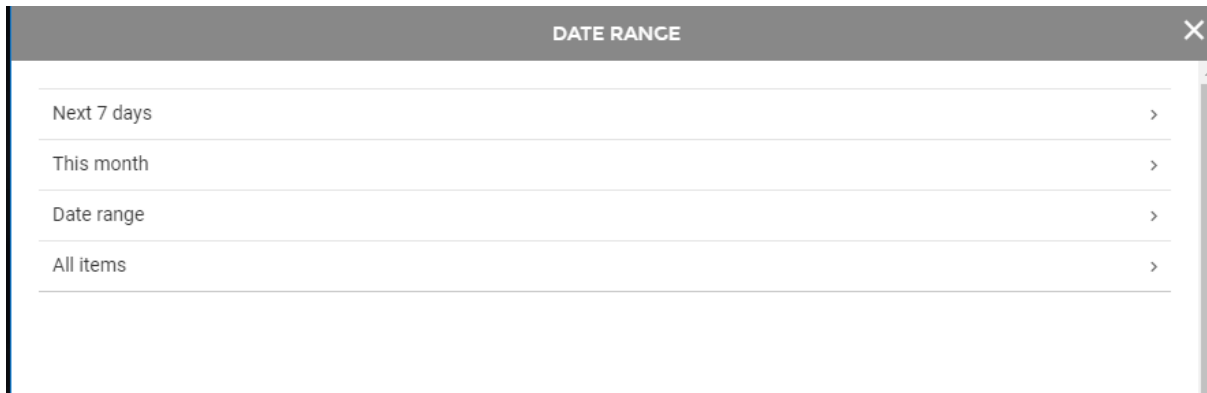
Wire Transfers

Wire Transfers Page

The Wire Transfers page is where you can see scheduled wire items, create new ones, and edit scheduled wires. Here, you can see the status of a wire, as well as the name of the recipient, account, transaction date, amount, wire type (domestic/international), and the scheduled date.

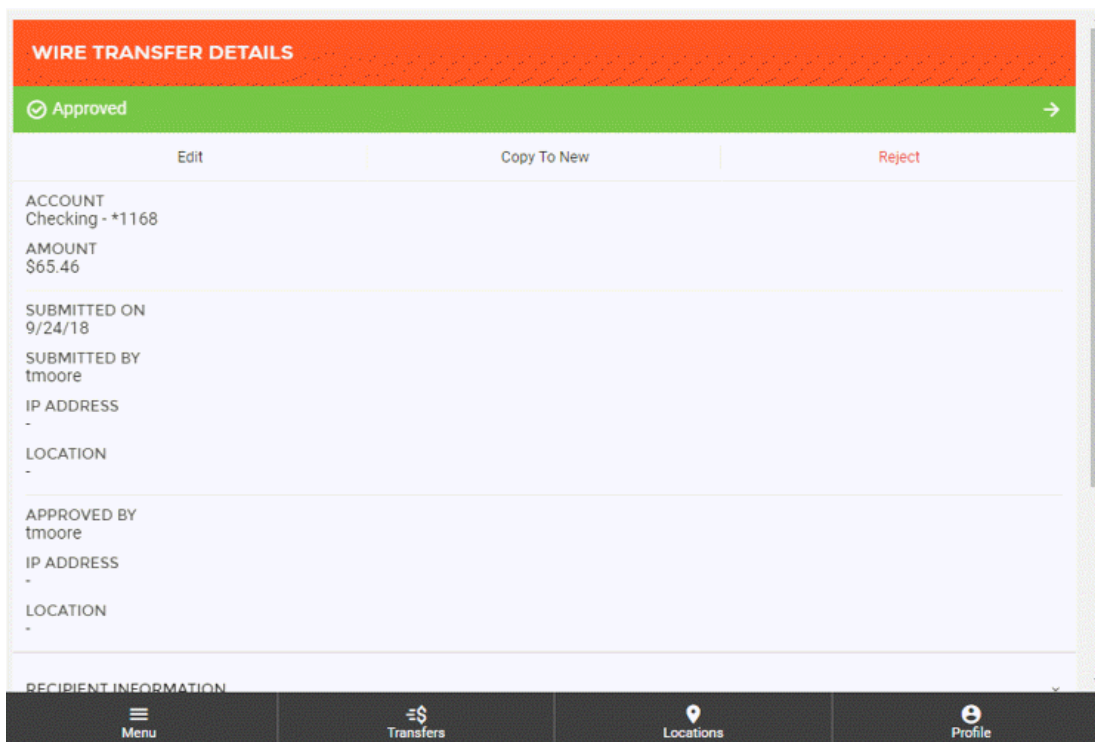
WIRE TRANSFERS		+ 	
Next 7 days →			
Updated: Sep 24, 2018 11:21:18 AM			
APPROVED	Drake Jones	\$31.31	>
Checking - *1168		DOMESTIC	
Transaction Date: Sep 24, 2018		Schedule Date: 09/30/2018	
APPROVED	Rob Timmons	\$65.46	>
Checking - *1168		DOMESTIC	
Transaction Date: Sep 24, 2018		Schedule Date: 09/30/2018	
UNAPPROVED	Johnny	\$12.56	>
Checking - *7770		DOMESTIC	
Transaction Date: Sep 18, 2018		Schedule Date: 09/29/2018	
APPROVE ALL			
 Menu	 Transfers	 Locations	 Profile

Clicking on the **Date Range** section (Next 7 Days) will bring up date range options to expand or narrow scheduled wire items.



Clicking on a wire transfer from this list will take you to the **Wire Transfers Details** screen. Here, you can see the details of the wire selected. At the top of the screen, you will see the **Status** of the wire (approved/unapproved/rejected). You can change the status by clicking on it. This change will be reflected on the prior screen as well as on the **Overview** section of the landing page.

This screen also provides the user with the opportunity to edit, copy to new, or reject the wire.



RECIPIENT INFORMATION

NAME

Rob Timmons

ADDRESS 1

-

ADDRESS 2

-

CITY

-

STATE

-

ZIP

-

DESCRIPTION

-

BANK INFORMATION

BANK NAME

Bank of Trust

BANK ROUTING #

111300958

ACCOUNT #

654113

ACCOUNT TYPE

Checking

BANK ADDRESS 1

Menu

Transfers

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Editing a Wire Transfer

Clicking the **Edit** option when viewing wire transfer details will bring up the edit screen. Here, users will have the option to edit wire information. You will see **Required** on fields that must be completed.

The screenshot displays the 'EDITING DOMESTIC WIRE' interface. At the top, there is a header bar with a back arrow, the title 'EDITING DOMESTIC WIRE', and a close 'X' button. Below the header, the form is organized into sections. The first section contains three fields: 'COMPANY' with the value 'Big Picture Co' and a right-pointing arrow, 'ACCOUNT' with the value 'Checking, 1168' and a right-pointing arrow, and 'AMOUNT' with the value '\$65.46'. The second section is titled 'RECIPIENT INFORMATION' with an expand/collapse arrow. This section contains six fields: 'NAME' (marked as 'required'), 'ADDRESS 1', 'ADDRESS 2', 'CITY', 'STATE' (with a right-pointing arrow), and 'ZIP'. At the bottom of the form is a grey bar with the text 'CONTINUE' and a right-pointing arrow.

EDITING DOMESTIC WIRE	
COMPANY	Big Picture Co →
ACCOUNT	Checking, 1168 →
AMOUNT	\$65.46
RECIPIENT INFORMATION ^	
NAME	required
ADDRESS 1	
ADDRESS 2	
CITY	
STATE	→
ZIP	
CONTINUE →	

By clicking on the **Pencil** icon in the top right corner of the **Wire Transfers** section, you can enable multi approval/unapproval/delete. To approve batches one by one, you can click on an individual wire transfer from this list.

WIRE TRANSFERS

Next 7 days →

Updated: Sep 24, 2018 11:21:18 AM

APPROVED

Drake Jones

Checking - *1168

Transaction Date: Sep 24, 2018

\$31.31

DOMESTIC

Schedule Date: 09/30/2018

APPROVED

Rob Timmons

Checking - *1168

Transaction Date: Sep 24, 2018

\$65.46

DOMESTIC

Schedule Date: 09/30/2018

UNAPPROVED

Johnny

Checking - *7770

Transaction Date: Sep 18, 2018

\$12.56

DOMESTIC

Schedule Date: 09/29/2018

APPROVE ALL

Menu

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Edit mode will allow wires to be deleted, approved, or unapproved. Clicking the up arrow will exit **Edit** mode for Wires.

WIRE TRANSFERS

Next 7 days →

Delete

Approve

Unapprove

Updated: Sep 24, 2018 11:21:18 AM

APPROVED

Drake Jones

Checking - *1168

Transaction Date: Sep 24, 2018

\$31.31

DOMESTIC

Schedule Date: 09/30/2018

APPROVED

Rob Timmons

Checking - *1168

Transaction Date: Sep 24, 2018

\$65.46

DOMESTIC

Schedule Date: 09/30/2018

UNAPPROVED

Johnny

Checking - *7770

Transaction Date: Sep 18, 2018

\$12.56

DOMESTIC

Schedule Date: 09/29/2018

APPROVE ALL

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Rejecting Wires

When viewing wire details, the **Reject** option is displayed near the top right of the screen. Clicking the **Reject** button will cause the Reject Wire screen to appear.

WIRE TRANSFER DETAILS

UNAPPROVED →

Edit Copy To New Reject

ACCOUNT
Checking - *4401

AMOUNT
\$453.00

SUBMITTED ON
9/26/18

SUBMITTED BY
tjones

IP ADDRESS
-

LOCATION
-

APPROVED BY
-

IP ADDRESS
-

LOCATION
-

Menu Transfers Locations Profile

A reason must be entered in order to activate the **Reject Wire** button.

REJECT WIRE

REJECT REASON

0 / 250

REJECT WIRE

At this point, you must confirm the action. Click **Reject** to reject the wire. If you no longer wish to reject the wire, you can click the **Cancel** button to return to the **Reject Wire** screen where you can then exit.

The screenshot shows a modal window titled "REJECT WIRE" with a close button (X) in the top right corner. The window is divided into two main sections. The top section has a light gray background and contains a label "REJECT REASON" followed by the text "test" and a character count "4 / 250". Below this is a red button labeled "REJECT WIRE". The bottom section has a dark gray background and contains the text "CONFIRM WIRE REJECTION" and "Do you want to reject this wire transfer?". At the bottom of this section are two buttons: a red "REJECT" button and a white "CANCEL" button.

Once a wire has been rejected, the **Wire Transfer Details** screen displays a **User Reject Reason** field and the **Reject** button is no longer displayed at the top of the screen.

WIRE TRANSFER DETAILS

REJECTED (USER)

Edit

Copy To New

USER REJECT REASON

test

ACCOUNT

Checking - *4401

AMOUNT

\$453.00

SUBMITTED ON

9/26/18

SUBMITTED BY

tjones

IP ADDRESS

-

LOCATION

-

APPROVED BY

-

IP ADDRESS

-

Menu

Transfers

Locations

Profile

New Wires


Clicking on the + button on the top right of the **Wire Transfers** page will enter **Wire Setup** wizard.

WIRE TRANSFERS		+	✎
NEXT 7 DAYS →			
Updated: Sep 27, 2018 2:31:19 PM		↻	
APPROVED		\$199.99 DOMESTIC SCHEDULE DATE: 02/19/2018 >	
JACK JONES CHECKING - *****901 TRANSACTION DATE: FEB 19, 2018			
APPROVED		\$25.00 DOMESTIC SCHEDULE DATE: 02/19/2018 >	
JACK JONES CHECKING - *****901 TRANSACTION DATE: FEB 19, 2018			
APPROVED		\$15.00 DOMESTIC	


The **Wire Setup** wizard will help guide you through various workflows including creating a new wire, creating a new wire template, or editing an existing wire template. Clicking on the **New Wire** button will take you through the wire transfer wizard.

WIRE SETUP


What would you like to do?



NEW WIRE
Create a new wire



NEW TEMPLATE
Create a new wire template



EDIT TEMPLATE
Edit an existing wire template


The next step is selecting which type of wire you would like to create. The options are **domestic**, **international**, or a **new wire using an existing template**.

<


NEW WIRE

>


What kind of wire would you like to create?



DOMESTIC WIRE
Create a new domestic wire



INTERNATIONAL WIRE
Create a new international wire



NEW FROM TEMPLATE
Create a new wire from an existing template

Domestic Wire Setup

The first step in creating a new wire is entering the necessary header and recipient information including:

- Company
- Account
- Amount
- Name
- Recipient Name
- Recipient Bank Name
- Recipient Bank Routing Number
- Recipient Account Number
- Recipient Account Type

Once all required fields have been filled out, you can click **Continue** at the bottom of the screen to proceed to the next step. Other fields are displayed and values can be provided but they are not required.

<

NEW DOMESTIC WIRE

×

COMPANY

REQUIRED →

ACCOUNT

REQUIRED →

AMOUNT

REQUIRED

RECIPIENT INFORMATION

^

NAME

REQUIRED

ADDRESS 1

ADDRESS 2

CITY

STATE

→

CONTINUE →

<

NEW DOMESTIC WIRE

×

ZIP

DESCRIPTION

BANK NAME

REQUIRED

BANK ROUTING #

REQUIRED

ACCOUNT #

REQUIRED

ACCOUNT TYPE

REQUIRED →

BANK ADDRESS 1

BANK ADDRESS 2

BANK CITY

CONTINUE →

<

NEW DOMESTIC WIRE

×

ACCOUNT #

REQUIRED

ACCOUNT TYPE

REQUIRED →

BANK ADDRESS 1

BANK ADDRESS 2

BANK CITY

BANK STATE

→

BANK ZIP

BENEFICIARY FINANCIAL INSTITUTION

▼

INTERMEDIARY BANK

▼

CONTINUE →

The next step is to **Schedule** the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to **Approve** the wire at this time.

<

NEW DOMESTIC WIRE

×

SCHEDULE

When should it occur?

DATE

9/28/18

→

Future dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date selected.

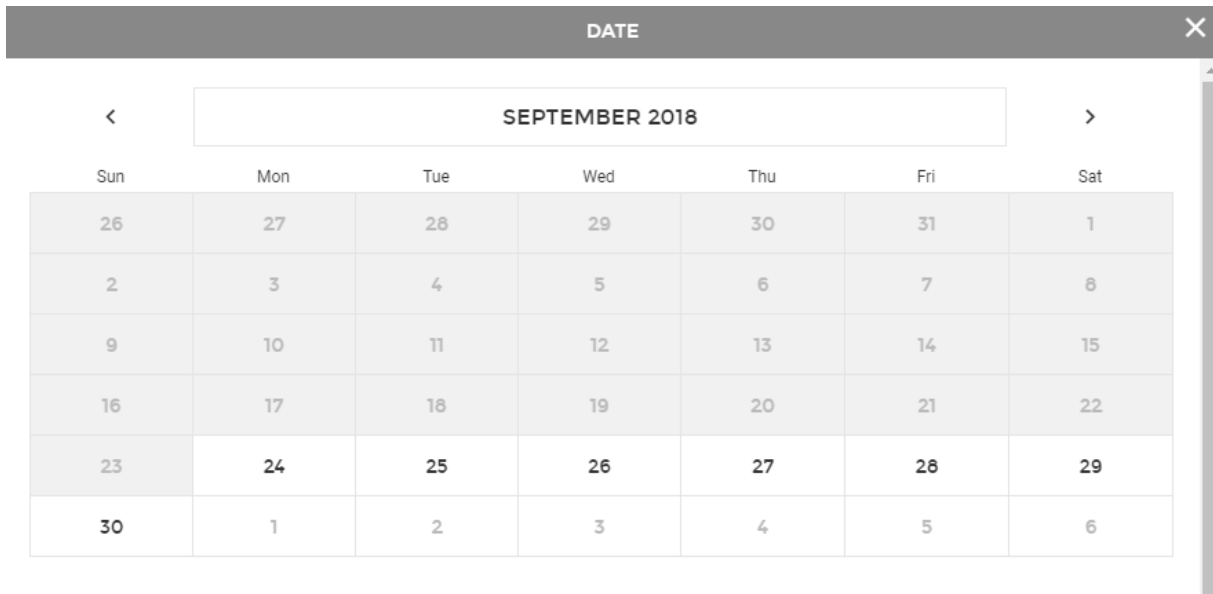
Approve

Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.

✓

CONTINUE →

Clicking within the **Date** field will bring up a calendar that can be used to select the effective date.



When finished, you can click the **Continue** button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to **Create Wire** to complete the wire creation process.

<

REVIEW

×

ACCOUNT	*Test Account *9901
AMOUNT	\$50.00
COMPANY	VAN R US
RECIPIENT INFORMATION	▼
SCHEDULE	^
WHEN	Now
APPROVE	YES

APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE.

CREATE WIRE

Recipient Information section expanded:

<

REVIEW

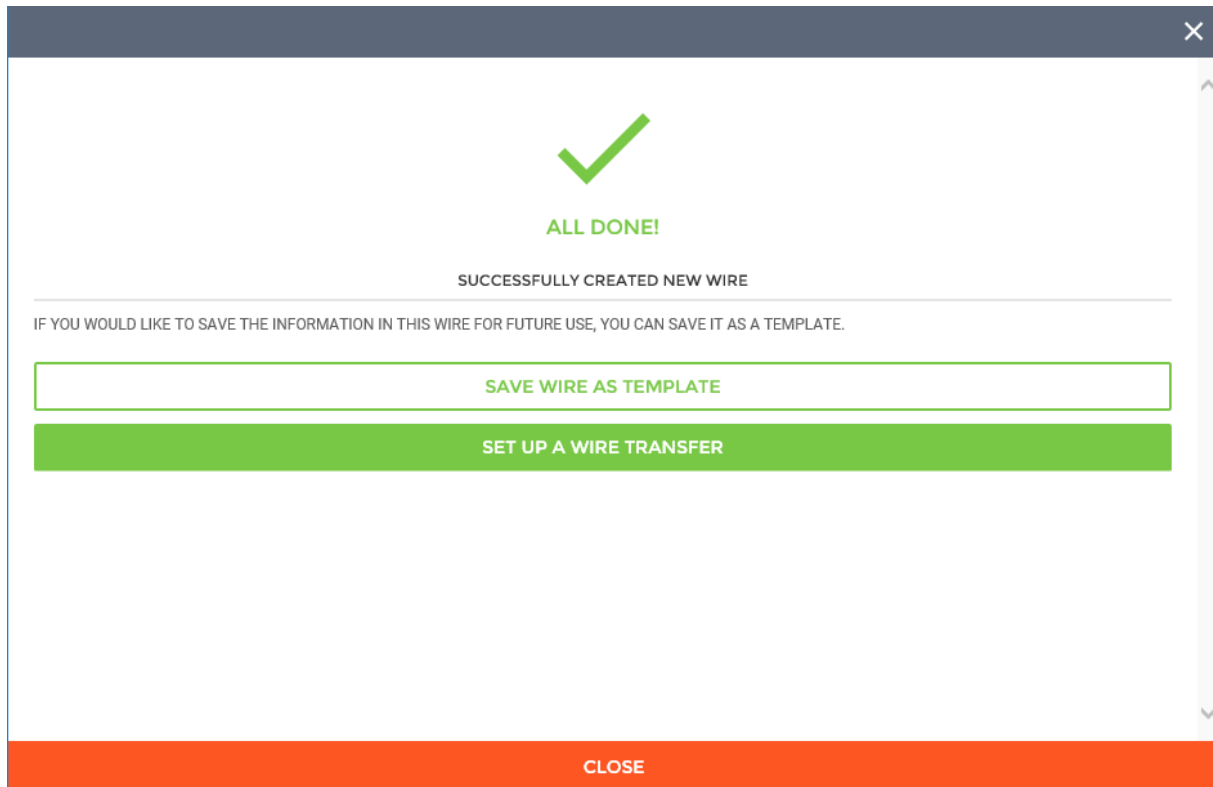
×

ACCOUNT	*Test Account *9901
AMOUNT	\$50.00
COMPANY	VAN R US
RECIPIENT INFORMATION ^	
NAME	JACK JONES
BANK NAME	TEST BANK
BANK ROUTING #	111300958
ACCOUNT #	486485522
ACCOUNT TYPE	Checking
SCHEDULE ^	
WHEN	Now
APPROVE	YES
APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE.	

CREATE WIRE

Upon finishing the process, you will see a **Success** message, letting you know that the wire was created properly.

From this screen, you can **save the wire as a template**, **set up a new wire** transfer, or **close the window** to exit the wizard.



The screenshot shows a confirmation window titled "ALL DONE!" with a large green checkmark. Below the checkmark, the text "SUCCESSFULLY CREATED NEW WIRE" is displayed. A horizontal line separates this from a message: "IF YOU WOULD LIKE TO SAVE THE INFORMATION IN THIS WIRE FOR FUTURE USE, YOU CAN SAVE IT AS A TEMPLATE." Below this message are two buttons: "SAVE WIRE AS TEMPLATE" (a light green button with a green border) and "SET UP A WIRE TRANSFER" (a solid green button). At the bottom of the window is a red bar with the "CLOSE" button. The window has a dark grey header bar with a close button (X) in the top right corner and a vertical scrollbar on the right side.

ALL DONE!

SUCCESSFULLY CREATED NEW WIRE

IF YOU WOULD LIKE TO SAVE THE INFORMATION IN THIS WIRE FOR FUTURE USE, YOU CAN SAVE IT AS A TEMPLATE.

SAVE WIRE AS TEMPLATE

SET UP A WIRE TRANSFER

CLOSE

International Wire Setup

The first step in creating a new wire is entering the necessary header and recipient information including:

- Company
- Account
- Amount
- Beneficiary Name
- Beneficiary Account Number
- Beneficiary Account Type
- Beneficiary Bank Name
- Beneficiary SWIFT/BIC
- Recipient Account Number
- Recipient Account Type

Once all required fields have been filled out, you can click **Continue** at the bottom of the screen to proceed to the next step. Other fields are displayed, and values can be provided but they are not required.

The screenshot shows a mobile application interface for creating a new international wire transfer. The title bar at the top is dark blue with a back arrow on the left, the text "NEW INTERNATIONAL WIRE" in the center, and a close "X" icon on the right. The form consists of several input fields, each with a "REQUIRED" label and a right-pointing arrow icon. The fields are: "COMPANY", "ACCOUNT", "AMOUNT", "BENEFICIARY" (which is a section header with an expand/collapse arrow), "NAME", "ACCOUNT #", "ACCOUNT TYPE", "ADDRESS 1", and "ADDRESS 2". At the bottom of the screen is a grey bar with the text "CONTINUE" followed by a right-pointing arrow.

Field Label	Required
COMPANY	REQUIRED
ACCOUNT	REQUIRED
AMOUNT	REQUIRED
BENEFICIARY ^	
NAME	REQUIRED
ACCOUNT #	REQUIRED
ACCOUNT TYPE	REQUIRED
ADDRESS 1	
ADDRESS 2	

CONTINUE →

<

NEW INTERNATIONAL WIRE

×

ADDRESS 3

DESCRIPTION

BENEFICIARY FINANCIAL INSTITUTION

^

BANK NAME

REQUIRED

SWIFT/BIC

REQUIRED

REF CODE

ADDRESS 1

ADDRESS 2

ADDRESS 3

CONTINUE →

<

NEW INTERNATIONAL WIRE

×

DESCRIPTION

BENEFICIARY FINANCIAL INSTITUTION

^

BANK NAME

REQUIRED

SWIFT/BIC

REQUIRED

REF CODE

ADDRESS 1

ADDRESS 2

ADDRESS 3

U.S. INTERMEDIARY BANK

▼

FOREIGN INTERMEDIARY BANK

▼

CONTINUE →

The next step is to **Schedule** the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to approve the wire at this time.

Clicking within the date field will bring up a calendar that can be used to select the effective date.

< NEW INTERNATIONAL WIRE X

SCHEDULE

When should it occur?

DATE
10/3/18 →

Future dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date selected.

Approve ✓

Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.

CONTINUE →

When finished, you can click the **Continue** button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Beneficiary Information (click arrowhead to expand section)
- Beneficiary Financial Institution (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select **Create Wire** to complete the wire creation process.

<

REVIEW

×

ACCOUNT	Checking *1168
AMOUNT	\$124.97
COMPANY	Party Time Inc
BENEFICIARY	^
NAME	Kayla Jules
ACCOUNT #	111300958
ACCOUNT TYPE	Checking
BENEFICIARY FINANCIAL INSTITUTION	^
BANK NAME	United Bank
SWIFT/BIC	NATAAU3305A
U.S. INTERMEDIARY BANK	^
BANK NAME	Bank of Trust
BANK ROUTING #	111300958
BANK ADDRESS 1	125 Made Up St

CREATE WIRE

<

REVIEW

×


ACCOUNT #	111300958
ACCOUNT TYPE	Checking
BENEFICIARY FINANCIAL INSTITUTION	^
BANK NAME	United Bank
SWIFT/BIC	NATAAU3305A
U.S. INTERMEDIARY BANK	^
BANK NAME	Bank of Trust
BANK ROUTING #	111300958
BANK ADDRESS 1	125 Made Up St
SCHEDULE	^
WHEN	Future Future dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date selected.
DATE	10/5/18
APPROVE	YES
Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.	

CREATE WIRE

Upon finishing the process, you will see a **Success** message, letting you know that the wire was created properly.

From this screen, you can **save the wire as a template**, **setup a new wire transfer**, or close the window to exit the wizard.

×


ALL DONE!
SUCCESSFULLY CREATED NEW WIRE

If you would like to save the information in this wire for future use, you can save it as a template.

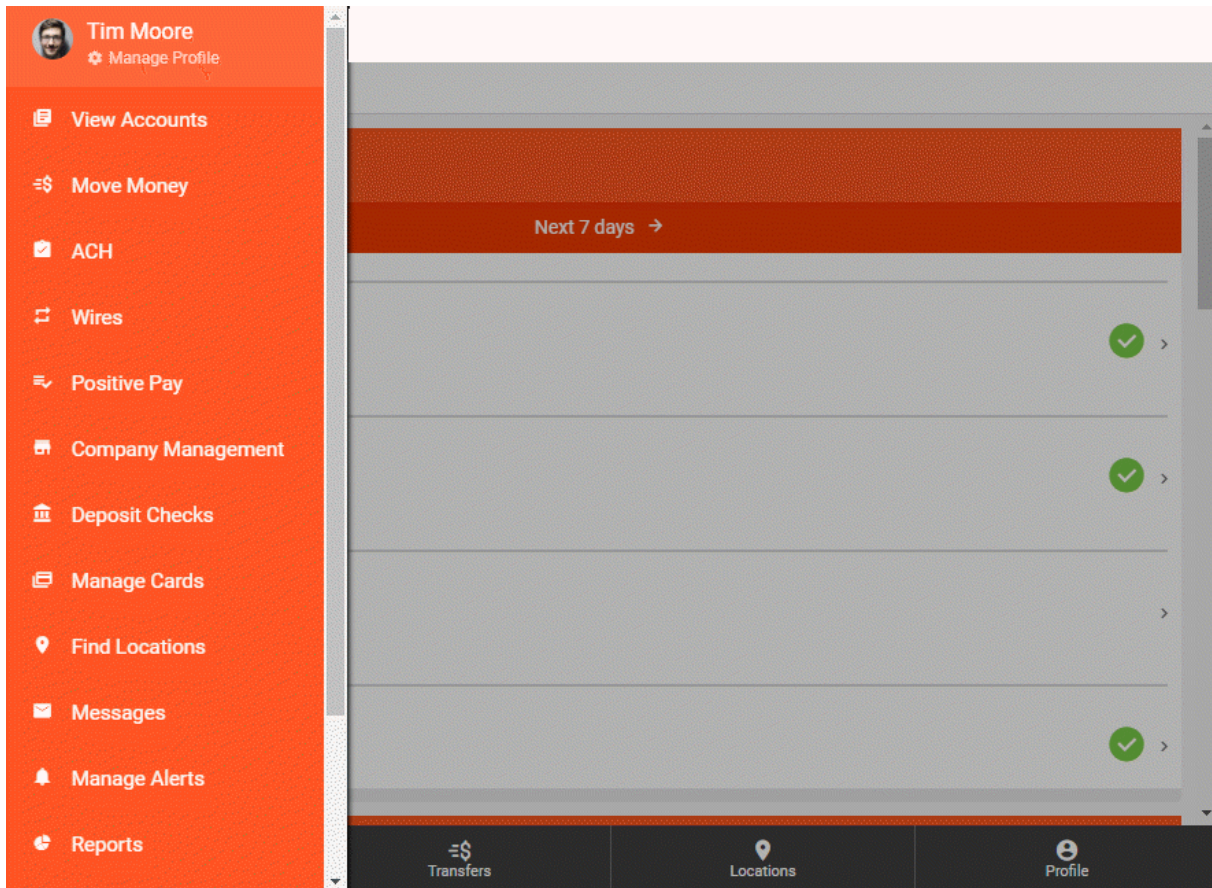
SAVE WIRE AS TEMPLATE

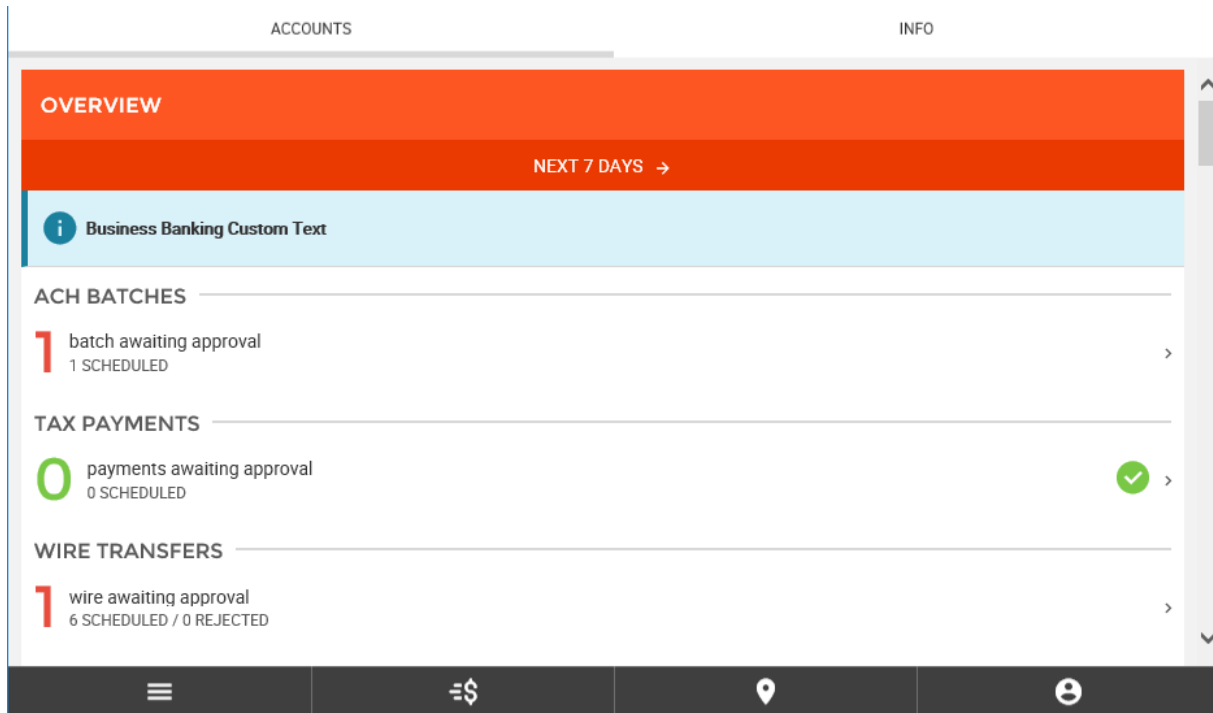
SET UP A WIRE TRANSFER

CLOSE

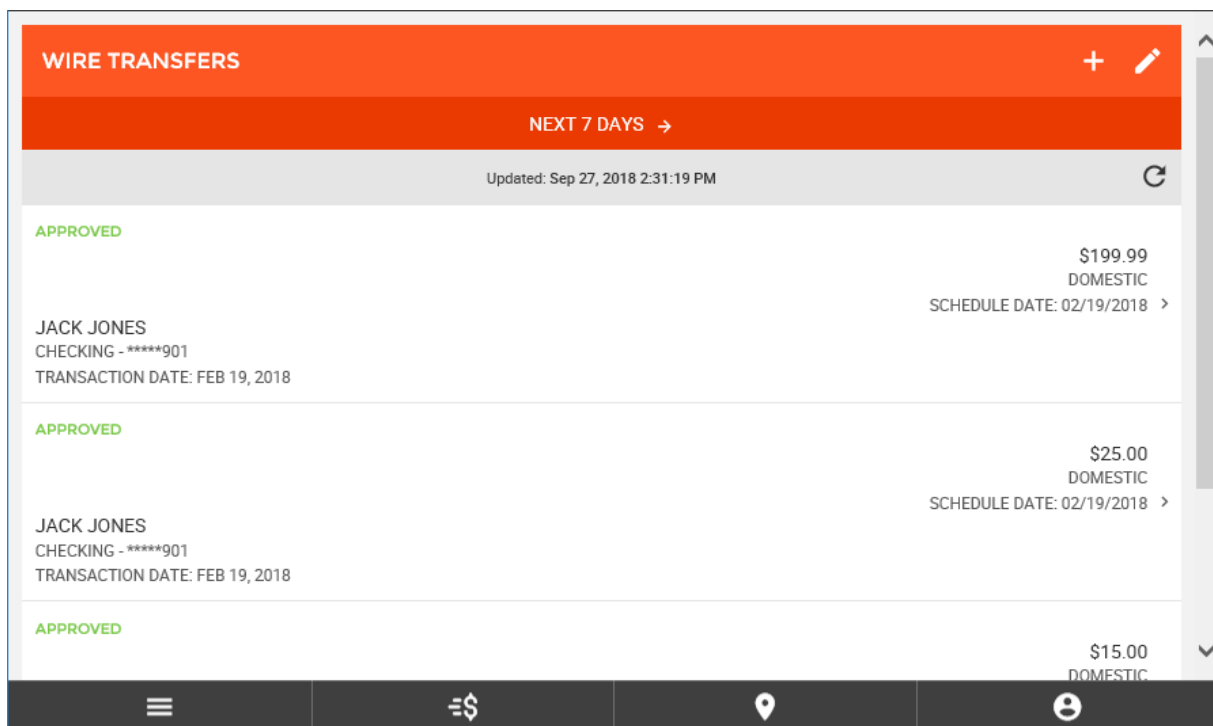
Creating a Wire Template

To begin creating a new wire template or edit a pre-existing template, you can either click on the **Wires** menu item within the menu on the left side of the screen, or by clicking on the **Wire Transfers** section of the Overview on the landing page.

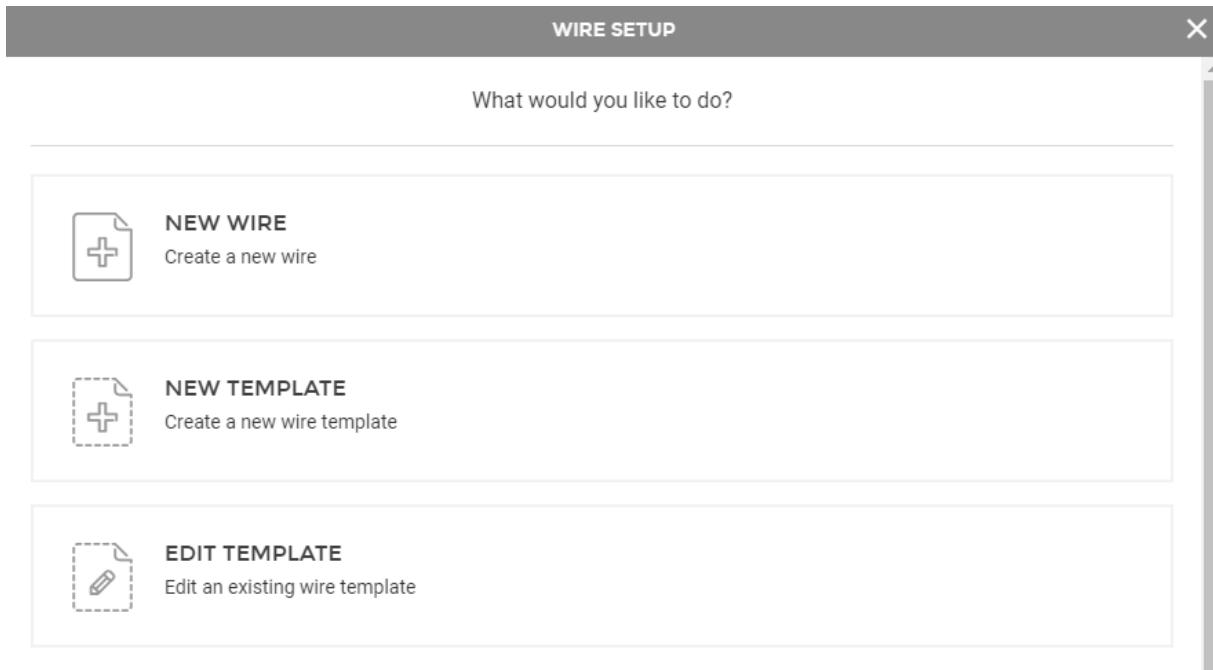




This will take you to a screen displaying all scheduled wire transfers. To create a new template or edit an existing template, you will need to click the + button near the top of the page.



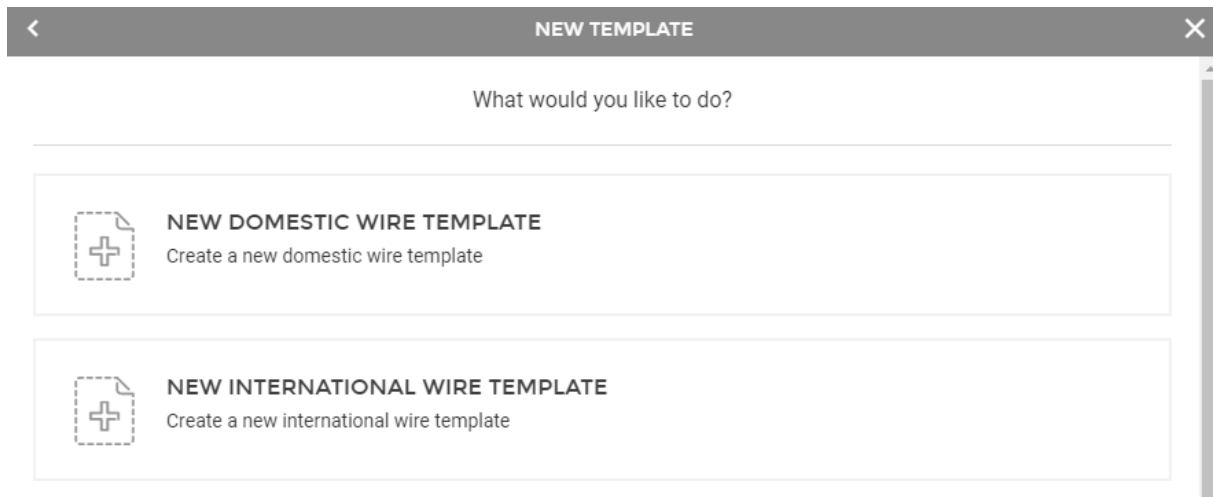
This will enable the **Wire Setup** wizard. Clicking the **New Template** button will guide you through the process of creating a new wire template.



The **WIRE SETUP** dialog box features a close button (X) in the top right corner. Below the title bar, the text "What would you like to do?" is centered. The main area contains three options, each with a document icon and a plus sign:

- NEW WIRE**
Create a new wire
- NEW TEMPLATE**
Create a new wire template
- EDIT TEMPLATE**
Edit an existing wire template

There are options for **New Domestic Wire Template** and **New International Wire Template**. Select the option for the type of template you would like to create.



The **NEW TEMPLATE** dialog box includes a back arrow and a close button (X) in the top left and right corners, respectively. Below the title bar, the text "What would you like to do?" is centered. The main area contains two options, each with a document icon and a plus sign:

- NEW DOMESTIC WIRE TEMPLATE**
Create a new domestic wire template
- NEW INTERNATIONAL WIRE TEMPLATE**
Create a new international wire template

The next step in creating a new wire template, is entering the necessary information, including:

- Company
- Account
- Amount

Once all required fields have been filled out and reviewed, you can click **Continue** at the bottom of the screen to proceed to the next step.

The screenshot shows a mobile application interface for creating a new domestic wire template. The title bar at the top is dark gray with a back arrow on the left, the text 'NEW DOMESTIC WIRE TEMPLATE' in the center, and a close 'X' icon on the right. Below the title bar, there are three input fields: 'COMPANY' with the value 'Closing Time Inc' and a right arrow, 'ACCOUNT' with the value 'Checking *1168' and a right arrow, and 'AMOUNT' with the value '\$88.64'. Below these is a section header 'RECIPIENT INFORMATION' with a small upward arrow. This section contains several input fields: 'NAME' with the value 'Frank Johnson', 'ADDRESS 1' with the value '123 Fake St', 'ADDRESS 2' (empty), 'CITY' (empty), 'STATE' (empty with a right arrow), and 'ZIP' (empty). At the bottom of the form is a solid orange bar with the text 'CONTINUE' followed by a right arrow.

NEW DOMESTIC WIRE TEMPLATE	
COMPANY	Closing Time Inc →
ACCOUNT	Checking *1168 →
AMOUNT	\$88.64
RECIPIENT INFORMATION ^	
NAME	Frank Johnson
ADDRESS 1	123 Fake St
ADDRESS 2	
CITY	
STATE	→
ZIP	
CONTINUE →	

The next step in creating a new wire template is adding a **Template Name**. Once a name has been determined, clicking **Continue** at the bottom of the screen will take you to the next step.

<

NEW DOMESTIC WIRE TEMPLATE

×

SAVE AS A TEMPLATE

TEMPLATE NAME

Thursday Template

CONTINUE →

The review screen will display all details provided for the new template. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand)
- Template Name

If all information contained within the review screen is accurate, you can select to **Create Template**.

<

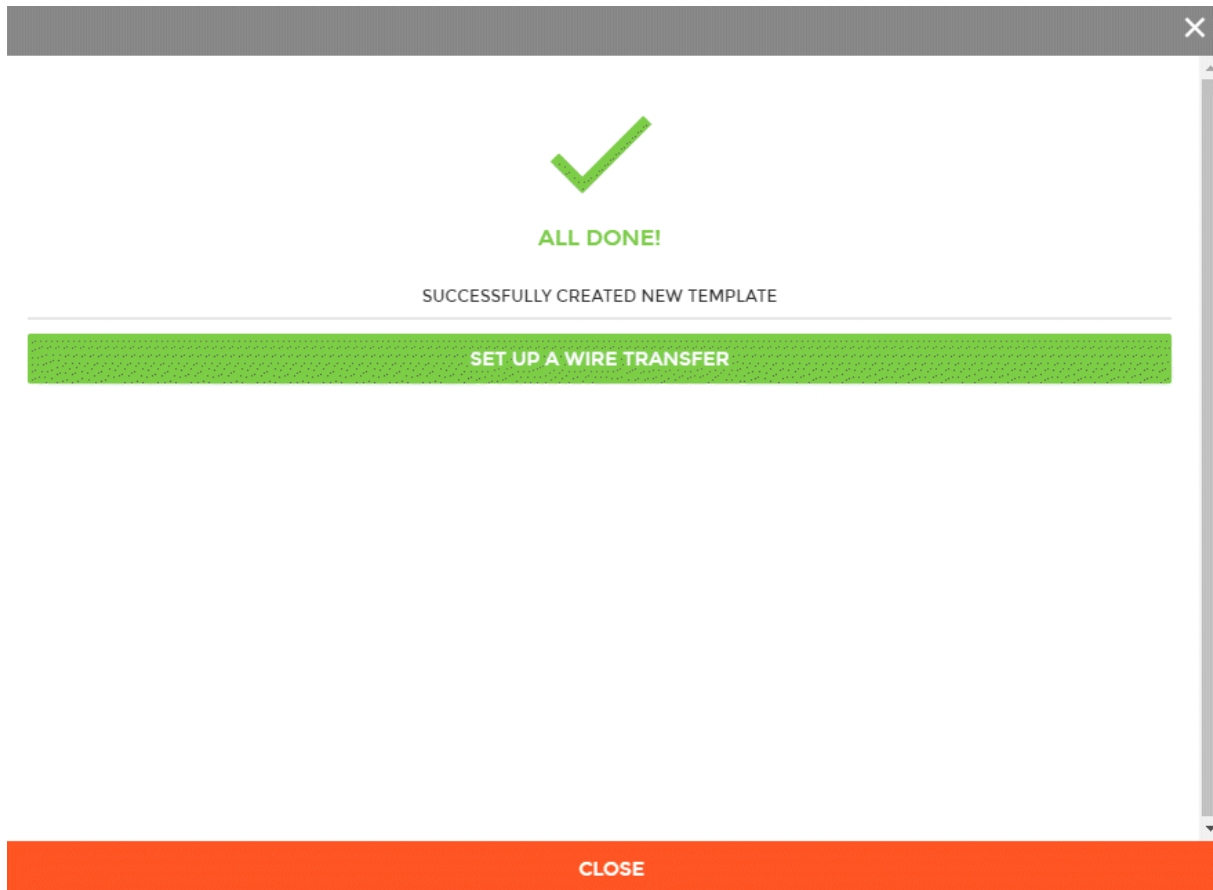
REVIEW

×

ACCOUNT	Checking *1168
AMOUNT	\$88.64
COMPANY	Closing Time Inc
RECIPIENT INFORMATION	^
NAME	Frank Johnson
ADDRESS 1	123 Fake St
BANK NAME	Bank of United Ways
BANK ROUTING #	111300958
ACCOUNT #	65488
ACCOUNT TYPE	Checking
SAVE AS A TEMPLATE	
NAME	Thursday Template
Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.	

CREATE TEMPLATE

Upon finishing the process, you will see a **Success** message, letting you know that the wire template was created properly.




Edit Template


Note: Choosing to edit an existing template follows the same steps as listed above for creating a new template, except instead of choosing the **New Template** option in the initial step, you will select the **Edit Template** option.

WIRE SETUP


What would you like to do?



NEW WIRE
Create a new wire



NEW TEMPLATE
Create a new wire template



EDIT TEMPLATE
Edit an existing wire template

You will then be presented with a list of previously created templates. Click on the template you wish to edit to begin the template editing process.

<


EDIT TEMPLATE

×

Choose a template to edit:

SEARCH ANY FIELD

×



Weekly Wire
Checking - *8754

Beneficiary: Batt Toades
INTERNATIONAL >

123 Template
Checking - *1168

DOMESTIC >

The **Pencil** button will allow you to select multiple templates and delete them all at once.

<

EDIT TEMPLATE

×

Choose a template to edit:

SEARCH ANY FIELD

×

^

Delete

□

Weekly Wire
Checking - *8754

Beneficiary: Batt Toades
INTERNATIONAL

□

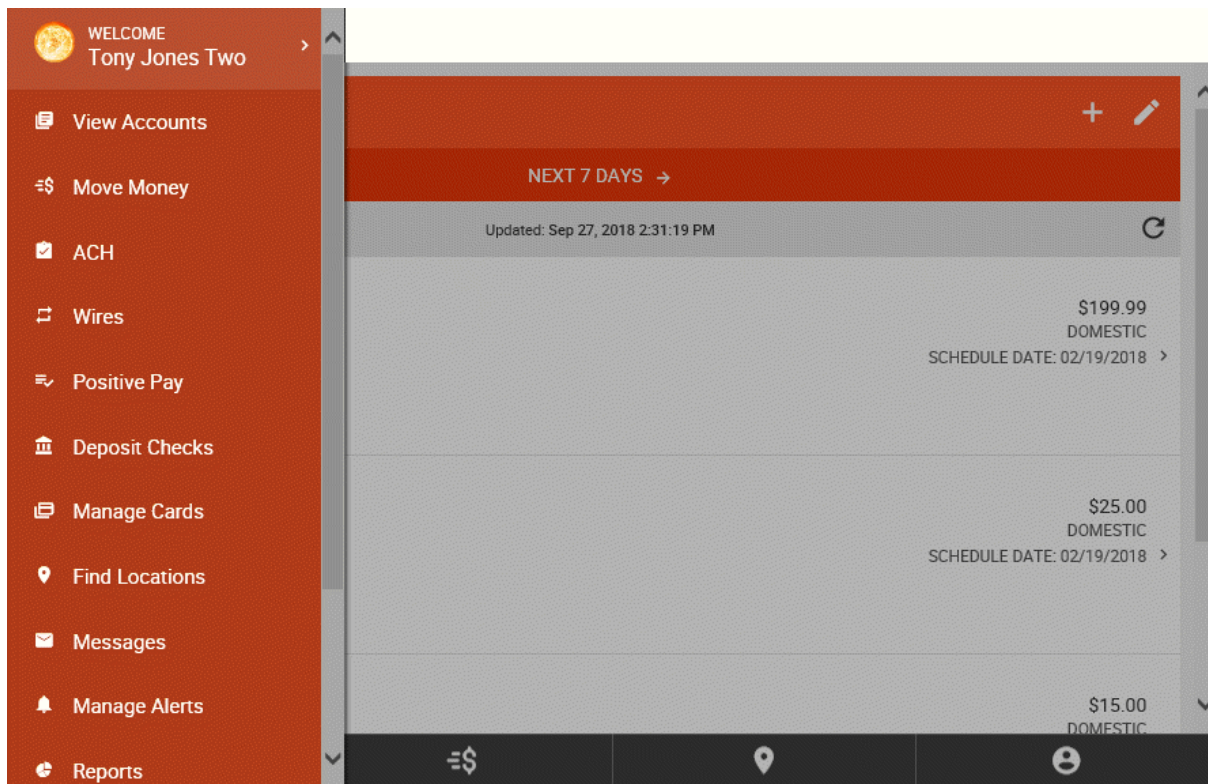
123 Template
Checking - *1168

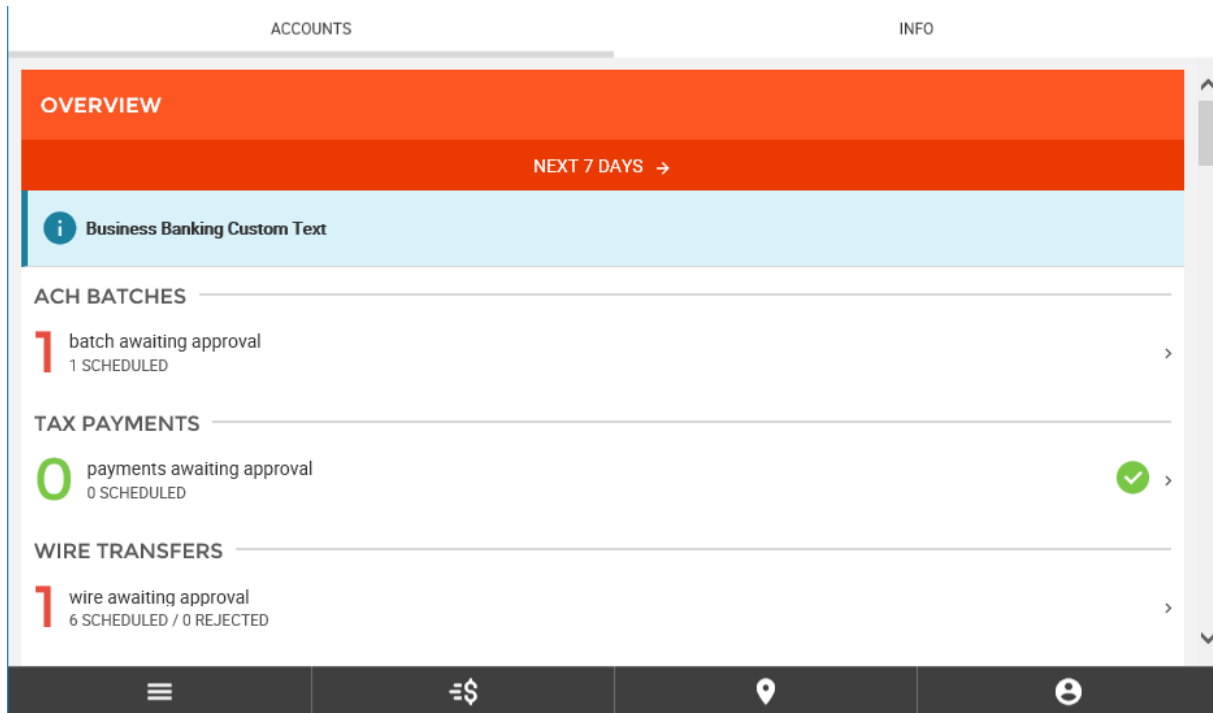
DOMESTIC

☑

New Wire from Template



To begin creating a new wire transfer using a pre-existing template, you can either click the **Wires** menu item within the menu on the left side of the screen, or by clicking on the **Wire Transfers** section of the Overview on the landing page.









This will take you to a screen displaying all scheduled wires. To start the wire creation process, you will need to click the + button near the top of page. This will enable the wire transfer wizard, guiding you

through the new wire process. Clicking on the **New Wire** button will take you through the wire creation wizard.


WIRE TRANSFERS		+ 
NEXT 7 DAYS →		
Updated: Sep 27, 2018 2:31:19 PM		
APPROVED		\$199.99 DOMESTIC SCHEDULE DATE: 02/19/2018 >
JACK JONES CHECKING - *****901 TRANSACTION DATE: FEB 19, 2018		
APPROVED		\$25.00 DOMESTIC SCHEDULE DATE: 02/19/2018 >
JACK JONES CHECKING - *****901 TRANSACTION DATE: FEB 19, 2018		
APPROVED		\$15.00 DOMESTIC




WIRE SETUP

×


What would you like to do?



NEW WIRE
Create a new wire



NEW TEMPLATE
Create a new wire template



EDIT TEMPLATE
Edit an existing wire template


The next step is to click the **New from Template** button.

<


NEW WIRE

×


What kind of wire would you like to create?



DOMESTIC WIRE
Create a new domestic wire

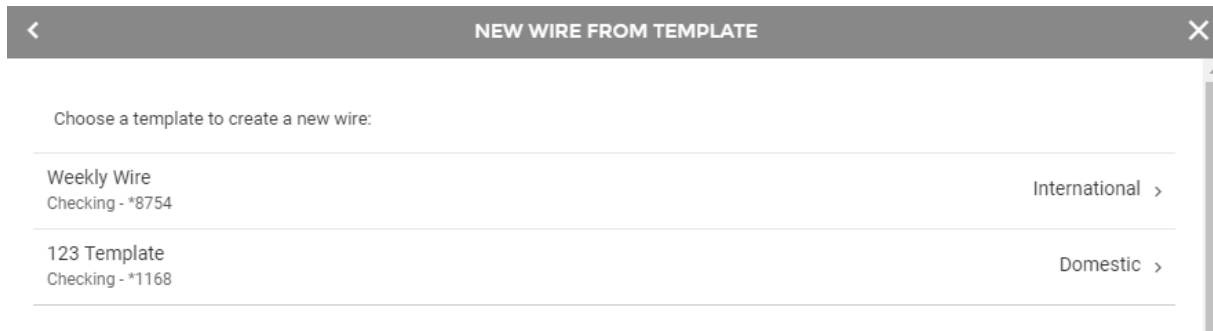


INTERNATIONAL WIRE
Create a new international wire



NEW FROM TEMPLATE
Create a new wire from an existing template

You will then select the template you wish to use.



NEW WIRE FROM TEMPLATE	
Choose a template to create a new wire:	
Weekly Wire Checking - *8754	International >
123 Template Checking - *1168	Domestic >

Since you are using a template, all fields that were filled out for the template will be automatically filled out in this step. After selecting your template, you will next see all the necessary header information, including:

- Company
- Account
- Amount
- Recipient Name
- Recipient Bank Name
- Recipient Bank Routing Number
- Recipient Account Type

Once all required fields have been filled out and reviewed, you can click **Continue** at the bottom of the screen to proceed to the next step.

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NEW DOMESTIC WIRE

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COMPANY
VAN R US

→

ACCOUNT
123 Checking 2, 4401

→

AMOUNT
\$453.00

RECIPIENT INFORMATION

^

NAME

REQUIRED

ADDRESS 1

ADDRESS 2

CITY

STATE

→

CONTINUE →

The next step is to schedule the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to **Approve** the wire at this time.

< NEW DOMESTIC WIRE X

SCHEDULE

When should it occur?

DATE
9/26/18 (Immediately) →

FUTURE DATED WIRE TRANSFERS WILL BE MADE AVAILABLE TO THE BANK FOR PROCESSING AT 11:59PM CT ON THE DATE SELECTED.

Approve ☐

APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE.

CONTINUE →

When finished, you can click the **Continue** button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Beneficiary Financial Institution (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to **Create Wire** to complete the wire creation process.

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REVIEW

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ACCOUNT	123 Checking 2, 4401
AMOUNT	\$453.00
COMPANY	VAN R US
RECIPIENT INFORMATION	^
NAME	TEST NAME
BANK NAME	TEST BANK
BANK ROUTING #	111300958
ACCOUNT #	454656
ACCOUNT TYPE	Checking
SCHEDULE	^
WHEN	Now
APPROVE	NO


APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE.

CREATE WIRE

Upon finishing the process, you will see a **Success** message, letting you know that the wire was created properly.

From this screen, you can save the wire as a template, setup a new wire transfer, or close the window to exit the wizard.

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ALL DONE!
SUCCESSFULLY CREATED NEW WIRE
IF YOU WOULD LIKE TO SAVE THE INFORMATION IN THIS WIRE FOR FUTURE USE, YOU CAN SAVE IT AS A TEMPLATE.

SAVE WIRE AS TEMPLATE

SET UP A WIRE TRANSFER

↑

CLOSE