

Old Second National Bank
Digital Treasury Management Services



Wire Transfer User Guide

Wires

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Payments

Use the **Payments** menu to work with various payments. Access Transfer, Wire, ACH, Positive Pay, and Stop Payment options from this menu.

Wire

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.

Create USD Wire

Use the *Create USD Wire* view to create domestic, international, or multiple USD wires.

Create USD Wire

1. Payment and Beneficiary Information | 2. Review | 3. Confirmation

Domestic | Create Multiple Wires

Payment Information

Wire Company Name: * John Q Customer

Debit Account: * Select Accounts

Beneficiary: * Select a Beneficiary

Wire Amount: * 0.00 USD

Frequency: * One Time

Effective Date: * 09/16/2021

Purpose: * Purpose of Payment

Additional Information: * Sender to Receiver Info. Line 1

Reference Beneficiary: *

Review | Reset | Cancel

Creating a USD Domestic Wire

Domestic wires can be sent to individuals or companies banking within the United States.

1. Go to **Payments > Wire > Create USD Wire**.
2. On the *Payment and Beneficiary Information* tab, select *Domestic*.
3. Complete the fields.

TIP


Select **Reset** for the fields to return to their default settings.

Wire Company

Select the wire company that will be used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select

 **Search** to select which account to debit.


Beneficiary

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

NOTE

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

Search Beneficiaries ✕

 Not found? [Enter Beneficiary](#)

Beneficiary Name ⇅	Beneficiary Account Number ⇅	Bank ID ⇅	Bank Name ⇅	Bank Country ⇅	
Jane Q Customer	██████████	071900760	██████████	UNITED STATES	Select
John Q Company	██████████	124084834	██████████	UNITED STATES	Select
Jack Q Company	██████████	043211160	██████████	UNITED STATES	Select
Vendor One	██████████	053000196	██████████	UNITED STATES	Select

Wire Amount

The amount of the wire transaction.

Frequency

Select the frequency.

- *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

The effective date the wire transaction will occur.

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 another additional information line, or select  **Delete** to remove an additional information line.

4. Select **Review**.

You proceed to the *Review* tab.

5. Review the information entered to ensure that it is accurate.

6. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created a domestic wire.

NOTE

From this screen, you can select **Create Another Wire**, **Save as Template**, or **View Wire Activity**.

TIP

To save the beneficiary and bank details to reuse later, select **Save as Template**. Enter a unique **Template Name** and select **Create Template**. Templates may be subject to approval.

Creating a USD International Wire

USD international wires can be sent to individuals or companies that use a domestic intermediary for a foreign bank.

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

2. On the *Payment and Beneficiary Information* tab, select *International*.

3. Complete the fields.

TIP


Select **Reset** for the fields to return to their default settings.

Wire Company

Select the wire company that will be used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select

 **Search** to select which account to debit.

Beneficiary

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

NOTE


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

NOTE

When entering a new international beneficiary, all wires must be sent through Wells Fargo Bank unless otherwise noted in your wire instructions:

- Enter the account, name, and address for the beneficiary as provided by them, as well as any notes you would like to save.
- Click Continue.
- Under the “Domestic Intermediary Bank” section, enter 026005092 as the Bank ID / Routing Number.
- The remaining fields for the bank and location should fill in automatically.
- You do not need to provide an account number in this section.

Search Beneficiaries ✕

 Not found? [Enter Beneficiary](#)

Beneficiary Name ⇅	Beneficiary Account Number ⇅	Bank ID ⇅	Bank Name ⇅	Bank Country ⇅	
Jane Q Customer	██████████	071900760	██████████	UNITED STATES	Select
John Q Company	██████████	124084834	██████████	UNITED STATES	Select
Jack Q Company	██████████	043211160	██████████	UNITED STATES	Select
Vendor One	██████████	053000196	██████████	UNITED STATES	Select

Wire Amount

The amount of the wire transaction.


Effective Date

The effective date the wire transaction will occur.

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 another additional information line, or select  **Delete** to remove an additional information line.

4. Select **Review**.

You proceed to the *Review* tab.

5. Review the information entered to ensure that it is accurate.

6. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created an international wire.

NOTE

From this screen, you can select **Create Another Wire**, **Save as Template**, or **View Wire Activity**.

TIP

To save the beneficiary and bank details to reuse later, select **Save as Template**. Enter a unique **Template Name** and select **Create Template**. Templates may be subject to approval.

Creating Multiple USD Wires

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

2. On the *Payment and Beneficiary Information* tab, select *Create Multiple Wires*.

You are transferred to the *Wire Beneficiaries* page.

Create USD Wire [?]

1. Payment and Beneficiary Information
2. Review
3. Confirmation

Domestic [Create Multiple Wires](#)

Payment Information

Wire Company Name: *

Debit Account: *

Beneficiary: * [?]

Wire Amount: *

Frequency: *

Effective Date: *

Purpose: *

Additional Information: [?]

Reference Beneficiary: [?]

3. Select one or more check boxes beside the appropriate **Beneficiary Name**.

Select Beneficiaries

<input type="checkbox"/>	Beneficiary Name	Account Number	Bank ID	Bank Name	Country	Created Date	Status
<input checked="" type="checkbox"/>	Jane O Customer					08/16/2021	Ready
<input type="checkbox"/>	John O Company					09/11/2021	Ready
<input type="checkbox"/>	Jack O Company					09/13/2021	Ready
<input checked="" type="checkbox"/>	Vendor One					09/13/2021	Ready
<input type="checkbox"/>	Vendor Three					09/16/2021	Ready

Viewing 1 - 5 of 5 Beneficiaries

Initiate Payments

4. Select **Initiate Payments**.

The *Create Multiple Wires* page appears.

5. Complete the required fields for each **Beneficiary Name** selected.

The fields available depend on if the wire is domestic or international.

The screenshot displays two identical wire transfer entry forms stacked vertically. Each form contains the following fields and values:

- Beneficiary:** Search icon, Account Number, Bank ID.
- Wire Company Name:** Select Wire Company (dropdown).
- Debit Account:** Select Accounts (dropdown).
- Wire Amount:** \$0.00 USD.
- Frequency:** One Time (dropdown).
- Effective Date:** 01/29/2020 (calendar icon).
- Purpose:** Purpose of Payment (dropdown).
- Additional Information:** Sender to Receiver Info, LI (dropdown).
- Reference Beneficiary:** Search icon.

The second entry has the value '123456' entered in the Account Number field.

Beneficiary

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

Wire Company

Select the wire company that will be used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select

Search to select which account to debit.

Wire Amount

The amount of the wire transaction.

Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

Effective Date

The effective date the wire transaction will occur.

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 another additional information line, or select **Delete** to remove an additional

information line.

6. Select **Review**.

You proceed to the *Review* tab.

7. Review the information entered to ensure that it is accurate.

8. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created multiple wires.

Create USD Wire from Template

Use the *Create USD Wire from Template* view to work with wire templates.

Creating USD Wires from Templates

1. Go to **Payments > Wire > Create USD Wire from Template**.

The list of wire templates appears.

2. Select the check box next to the wire templates to initiate.

NOTE

You cannot select a check box for templates not in a *Ready* status.

<input checked="" type="checkbox"/>	Template Name	Wire Company	Debit Account	Beneficiary Name	Status	Actions
<input checked="" type="checkbox"/>	Testing Wires	John Q Customer	Consultant Account	Jane Q Customer	Ready	Actions

Viewing 1 - 1 of 1 transactions

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Initiate Payments

3. Select **Initiate Payments**.

The *Create Multiple Wires from Templates* page appears.

4. Complete the required fields for each template selected.

The fields available depend on if the wire is domestic or international.

new wire Remove

Beneficiary: Addison
Account Number: [Redacted]
Bank ID: [Redacted]

Wire Company Name: [Redacted]

Debit Account: Operations

Wire Amount: * \$0.00 USD

Frequency: * One Time

Effective Date: * 01/29/2020

Purpose: * Purpose of Payment

Additional Information: Invoice #

Reference Beneficiary:

payroll Remove

Beneficiary: Jim
Account Number: [Redacted]
Bank ID: [Redacted]

Wire Company Name: [Redacted]

Debit Account: Operations

Wire Amount: * \$0.00 USD

Frequency: * One Time

Effective Date: * 01/29/2020

Purpose: * TEST

Additional Information: Sender to Receiver Info: Li

Reference Beneficiary:

Wire Amount

The amount of the wire transaction.

Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

Effective Date

The effective date the wire transaction will occur.

5. Select **Review**.

You proceed to the *Review* tab.

6. Review the information entered to ensure that it is accurate.

7. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created multiple wires.

Upload Wires

Users can upload wire files to import their data into Treasury Management.

Uploading wire files eliminates the need to input individual wires when volume is a concern. Users can review, edit, and confirm wire file contents before submitting them.

Uploading Wire Files

Uploading wire files eliminates the need to input individual wires when volume is a concern. Users can review, edit, and confirm wire file contents before submitting them.

1. Go to **Payments > Wire > Upload Wires**.

2. Select the wire file to upload.

After the file uploads, an overview of each wire in the file appears, including the file name and summary details.

3. Select **Details** to view details for a selected wire.

Users can edit payment information while viewing the details.

4. If necessary, deselect any wires to exclude them from processing.

5. Select **Review**.

6. Verify that all information appears as expected.

You can view payment details by selecting **Details** if needed, and select the **Back** option to return and edit any incorrect wire details.

7. When all details appear accurate, select **Confirm**.

Create FX Wire

Use the *Create FX Wire* view to work with foreign currency wires.

Creating Foreign Currency Wires

1. Go to **Payments > Wire > Create FX Wire**.
2. Obtain a quote by completing the required fields.

The screenshot shows the 'Create FX Wire' interface. At the top, there is a progress bar with three steps: '1. Payment and Beneficiary Information' (highlighted in green), '2. Review', and '3. Confirmation'. Below the progress bar, the 'Payment Information' section is visible. It contains a form with the following fields: 'Destination Currency: *' with a dropdown menu set to 'Australian Dollar - AUD'; 'Wire Amount: *' with an input field containing '30.00' and a toggle switch for 'USD' which is currently turned on. A 'Get Quote' button is located below the input fields.

Destination Currency

Select the currency that wire funds are converting to.

Wire Amount

Enter the amount of the wire. Use the slide bar to indicate if the entered amount is a USD value or a destination currency value. For example, indicate if you are sending \$1000.00 in USD or 1000 in Euros.

Get Quote

Displays the quote information, which includes the exchange rate, USD amount, foreign currency amount, fees, and total cost.

TIP

Select **Get New Quote** to change quote options.

Payment Information

Rate:	0.7421		
USD Amount:	\$30.00	Exchange Fee:	\$0.01
AUD Amount:	40.43	Total Cost of Wire:	\$30.01

⌚ 4:51

Get New Quote


3. Enter the payment information by completing the fields.

Wire Company

Select the wire company that will be used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select

 **Search** to select which account to debit.


Beneficiary

Select **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

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 another additional information line, or select  **Delete** to remove an additional information line.

4. Select **Review**.

You proceed to the *Review* tab.

5. Review the information entered to ensure that it is accurate.

6. Select **Confirm & Accept Quote**.

7. Review and agree to quote terms by selecting **Accept**.

Accept Rate Quote ✕

USD/AUD: 0.7421 🕒 4:28

USD Amount:	\$30.00		
AUD Amount:	40.43	Exchange Fee:	\$0.01
Effective Date:	01/29/2020	Total Cost of Wire:	\$30.01

Create Contract

By selecting 'I agree' and 'Accept', you are entering into a contract to transfer funds at the exchange rate that has been quoted.

Deadline:
The deadline to approve an international transfer is .

I agree

8. Select **Confirm** to accept the quote contract.

NOTE

Changes cannot be made once the quote contract is accepted and confirmed.

You proceed to the *Confirmation* tab, confirming that you have created a foreign currency wire.

NOTE

From this screen, you can select **Create FX Wire**, **Create USD Wire**, or **View Wire Activity**.

Wire Activity

Use the *Wire Activity* view to work with wires.

Three icons appear throughout the *Wire Activity* view.



When this icon appears beside a wire, it means that there is an information message available for this wire transaction.



When this icon appears beside a wire, it means that the wire transaction has been changed.



When this icon appears beside a wire, it means that the wire transaction has an error.

Select the **Transaction ID**, and the *Wire Detail* window appears and displays both wire payment and beneficiary information.

Searching for a Wire Payment

1. Go to **Payments > Wire > Wire Activity**.
2. In the *Search Wire Payment* panel on the left, complete the fields, as necessary.

Wire Company Name

Select the wire company or companies to search for from this drop-down list.

Wire Type

Select *Both*, *Domestic*, or *International* to specify the wire search type.

NOTE

The **International** option may not appear depending on your bank's settings.

Status

Select any combination of the following options:

- *Select All*
- *Pending Approval*
- *Approval Rejected*
- *Ready for Quote*
- *Transmitted*
- *Cancelled*
- *Posted*
- *Failed*
- *Expired*
- *Scheduled*

All options are selected by default. You can select one or multiple options.

Debit Account

Select the affected debited wire accounts.

Beneficiary Name

Enter the beneficiary's full name.

Transaction ID

The transaction ID that generated when the wire was submitted.

OMAD

Stands for Output Messaging Accountability Data. This entry represents a combination of a date, destination identifier, and sequence number assigned to a FedWire message when it is processed by the Federal Reserve Bank Funds Transfer application.


Currency

Select a currency from the drop-down list that the financial institution supports.

Wire Amount

Select *Specific Amount* or *Amount Range* from this drop-down list, and then enter the wire amount, if applicable.

Effective Date

Enter the wire's *Specific Date* or *Date Range*, if applicable, and then enter the date using the  calendar feature.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date

using the  calendar feature.

3. Select **Search**.

TIP

Select **Reset** for the fields to return to their default settings.

Editing a Wire

NOTE

You can only edit USD (domestic and international) wires. You cannot edit foreign currency wires.

1. Go to **Payments > Wire > Wire Activity**.
2. Select the **Transaction ID**.
3. Select **Edit**.

You can only edit if the wire transaction has a status of:

- *Approval Rejected*
- *Failed*
- *Scheduled*

4. Edit the fields, as necessary.
5. Select **Review**.
6. Select **Confirm**.

Approving or Rejecting a Wire

1. Go to **Payments > Wire > Wire Activity**.
2. Select the check box beside the **Transaction ID**.
3. Select **Approve** or **Reject**.

The *Approve this Wire* or *Reject this Wire* dialog box appears.

4. Enter a comment in the field, and then select **Approve** or **Reject**.
A confirmation message appears.

Canceling a Wire Transfer

You can only cancel USD (domestic and international) wires. You cannot cancel foreign currency wires.

1. Go to **Payments > Wire > Wire Activity**.
2. Select **Cancel Wire**.
The *Cancel Wire* dialog box appears.
3. Enter **Comments** about the cancellation, and then select **Cancel Wire**.

Wire File Activity

The *Wire File Activity* view allows users to work with wire files.

The *Wire File Activity* screen shows a list of wire files that users have uploaded. Users can access this information via the navigation menu by selecting **Payments > Wire > Wire File Activity**.

Users can view the following information for uploaded wires:

- **File Name**
- **File Size**
- **Uploaded By**
- **Total Amount**
- **Total Wires**
- Wire statuses, including *Approved / Submitted, Pending, Rejected, and Expired*.

Users can select to **Review** one or more wires to view only activity associated with the selected items.

Users are also able to **Search Wire File Activity** based on the following factors:

- **File Name**
- **Updated By**
- **Upload Date**
- **Total Amount**

Recurring Wires

Use the *Recurring Wires* view to work with recurring wires.

Only wires that were created with a recurring **Frequency** appear on this list.

Select the **Transaction ID**, and then the *Recurring Wire Detail* screen appears and displays both wire payment and beneficiary information.

Searching for a Recurring Wire

1. Go to **Payments > Wire > Recurring Wires**.
2. In the *Search Recurring Wire* panel, complete the fields, as necessary.

Status

Select any combination of the following options:

- *Select All*
- *Pending Approval*
- *Approval Rejected*
- *Cancelled*
- *Scheduled*
- *Completed*
- *Failed*

All options are selected by default. You can select one or multiple options.

Debit Account

Select the affected debited wire accounts.

Beneficiary Name

Enter the beneficiary's full name.

Transaction ID

The transaction ID that generated when the wire was submitted.

Frequency

Select any combination of the following options:


- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

All are selected by default.


Wire Amount

Select *Specific Amount* or *Amount Range* from this drop-down list, and then enter the wire amount, if applicable.

Next Payment Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature. Select *Specific Date* to search for when a scheduled wire is going to be transmitted next on a specific date. Select *Date Range* to search for when a scheduled wire is going to be transmitted next within a date range.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

3. Select **Search**.

TIP

Select **Reset** for the fields to return to their default settings.

Editing a Recurring Wire

1. Go to **Payments > Wire > Recurring Wires**.
2. Select the **Transaction ID**.
3. Select **Edit**.

NOTE

You cannot edit a recurring wire in a *Pending Approval* status.

4. Edit the fields as necessary.
5. Select **Review**.
6. Select **Confirm**.

Canceling a Recurring Wire Series

1. Go to **Payments > Wire > Recurring Wires**.
2. Select **Cancel Series** beside the recurring wire.

The *Cancel Wire* dialog box appears.

3. Enter **Comments** about the cancellation, and then select **Cancel Wire**.

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

Creating a Wire Template

1. Go to **Payments > Wire > Wire Templates**.
2. Select **Create New Template**.
3. Select whether the wire template is *Domestic* or *International*.

NOTE

The **International** option may not appear depending on your institution's settings.

4. 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 will be 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 another additional information line, or select **🗑 Delete** to remove an additional

information line.

5. Select **Review**.

You proceed to the *Review* tab.

6. Review the information entered to ensure that it is accurate.

7. Select **Confirm**.

You 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**.

Searching for a Wire Template

1. Go to **Payments > Wire > Wire Templates**.

2. Complete the fields in the *Search Templates* panel.

TIP

Select **Reset** for the fields to return to their default settings.

Template Name

Enter the name of the template.

Wire Company

Select the wire company that will be used to originate the wire.

Wire Type

Select *Both*, *Domestic*, or *International* to specify the wire search type.

NOTE

The **International** option may not appear depending on your bank's settings.

Status

Select *All* (default), *Pending Approval*, *Approval Rejected*, or *Ready* to narrow the search results.


Debit Account

Select the affected debited wire accounts.

Beneficiary Name

Enter the beneficiary's full name.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

3. Select **Search**.

The *Wire Templates* view allows you to view and work with templates that are in the following statuses: *Pending Approval*, *Approval Rejected*, or *Ready*.

Wire Beneficiaries

Use the *Wire Beneficiaries* view to work with beneficiaries.

You can work with beneficiaries that are in *Pending Approval*, *Approval Rejected*, or *Approved*

status. The ability to edit or delete a beneficiary is limited if the beneficiary is linked to a wire template.

Beneficiary Name

Select to see the *Beneficiary Detail* window. From this window, depending on the status of the beneficiary, you can edit the details, and approve or reject this person as a beneficiary.

Actions Drop-Down Menu

The following options are available from the **Actions** drop-down menu:

- *View*
- *Initiate*
- *Delete*

Initiating Wire Payments

You can only initiate USD (domestic and international) wires using these steps.

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select one or more check boxes beside the appropriate **Beneficiary Name**.
3. Select **Initiate Payments**.
The *Wire Details* page appears.
4. Complete the required fields for each **Beneficiary Name** selected.


Beneficiary

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

Wire Company

Select the wire company that will be used to originate the wire.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select  **Search** to select which account to debit.

Wire Amount

The amount of the wire transaction.

Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*


Effective Date

The effective date the wire transaction will occur.

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 another additional information line, or select  **Delete** to remove an additional information line.

5. Select **Review**.

You proceed to the *Review* tab.

6. Review the information entered to ensure that it is accurate.

7. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have created multiple wires.

Searching Beneficiaries

1. Go to **Payments > Wire > Wire Beneficiaries**.

2. In the *Search Beneficiaries* panel on the left, complete the fields as necessary.

Type

Select *Both*, *Domestic*, or *International* to specify the beneficiary search type.

Status

Select *All* (default), *Pending Approval*, *Rejected*, or *Ready* to narrow the search results based on the beneficiary's status.

Name

Enter the beneficiary's full name.

Account Number

The account number tied to the beneficiary.

Bank ID

Enter the beneficiary's bank ID.


Bank Name

Enter the beneficiary's bank name.

Country

Select the country in which the beneficiary lives from the drop-down list.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

3. Select **Search**.

TIP

Select **Reset** for the fields to return to their default settings.

Editing a Beneficiary

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select the **Beneficiary Name**.
A *Beneficiary Detail* window appears.
3. Select **Edit**.
4. Edit the fields, as necessary.
5. Select **Review**.
Success! This Beneficiary is ready for use appears.

Approving or Rejecting a Beneficiary

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select the check box next to the **Beneficiary Name**.
3. Select **Approve** or **Reject**.
The *Comments For Status Change* dialog box appears.
4. Enter a comment in the field, if necessary, and then select **Approve** or **Reject**.

You can also approve or reject a beneficiary while editing a beneficiary on the *Beneficiary Detail* window. From this window:

1. Select **Approve** or **Reject**.
The *Comments For Status Change* dialog box appears.
2. Enter a comment in the field, if necessary, and then select **Approve** or **Reject**.

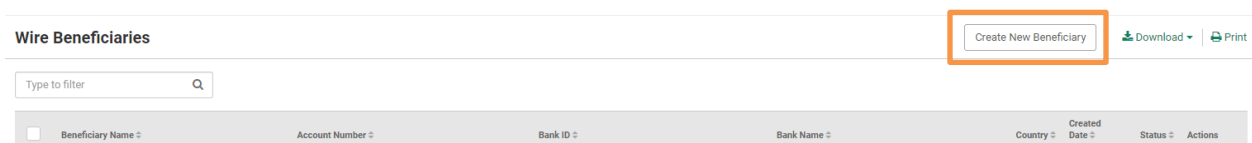
Deleting a Beneficiary

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select **Delete Beneficiary**.
The *Confirm Deletion* dialog box appears.
3. Enter a comment in the field, and then select **Delete Beneficiary**.
This beneficiary is removed and no longer exists in the system.

Creating a Domestic Beneficiary

Domestic beneficiaries can receive single, future-dated, or recurring domestic wires.

1. Go to **Payments > Wire > Wire Beneficiaries**.
2. Select **Create New Beneficiary**.



3. On the *Beneficiary Information* tab, select *Domestic*.

Create a Domestic Beneficiary

1. Beneficiary Information 2. Review 3. Confirmation

Domestic International * Indicates Required Field

<p>Bank ID: * <input type="text" value="Routing Number"/> <input type="button" value="Q"/></p> <p>Bank Name: * <input type="text"/></p> <p>Bank City: * <input type="text"/></p> <p>Bank State: * <input type="text"/></p> <p>Account Number: * <input type="text"/></p> <p>Re-enter Account Number: * <input type="text"/></p> <p>Name: * <input type="text"/></p> <p>Address: <input type="text" value="Address Line 1"/> <input type="text" value="Address Line 2"/></p> <p>City: * <input type="text"/></p>	<p>Intermediary Bank Information</p> <p>Bank ID: <input type="text" value="Routing Number"/> <input type="button" value="Q"/> <input type="button" value="🗑️"/></p> <p>Bank Name: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p>
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4. Complete the fields.

TIP

Select **Reset** for the fields to return to their default settings.

Bank ID

Enter the beneficiary's bank ID.

Bank Name

Enter the beneficiary's bank name.

Bank City

Enter the city where the bank that the beneficiary uses is located.

Bank State

Enter the state where the bank that the beneficiary uses is located.

Account Number

Enter the beneficiary's account number that receives the wire credit.

Re-enter Account Number

Re-enter the beneficiary's account number that receives the wire credit.

Name

Enter the beneficiary's full name.

Address

Enter the beneficiary's receiving location's address.

City

Enter the city where the bank that the beneficiary uses is located.

State

Enter the state where the bank that the beneficiary uses is located.

ZIP Code

Enter the ZIP code of the bank that the beneficiary uses.

Notes

Enter any additional information about this beneficiary.

5. Select **Review**.

You proceed to the *Review* tab.

6. Review the information entered to ensure that it is accurate.

7. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have successfully created a domestic beneficiary. Depending on your settings, you may not be able to send a domestic wire to this beneficiary until they are in an *Approved* status.

NOTE

From this screen, you can select **Send a Wire to this Beneficiary**, **Create Another Beneficiary**, or **Wire Beneficiaries**.

Creating an International Beneficiary

International beneficiaries can receive immediate domestic intermediary or foreign bank wires.

1. Go to **Payments > Wire > Wire Beneficiaries**.

2. Select **Create New Beneficiary**.

The screenshot shows the 'Wire Beneficiaries' page header with a search bar and a table of columns: Beneficiary Name, Account Number, Bank ID, Bank Name, Country, Created Date, Status, and Actions. The 'Create New Beneficiary' button is highlighted with an orange box.

3. On the *Beneficiary Information* tab, select *International*.

The screenshot shows the 'Create an International Beneficiary' form. The 'Beneficiary Information' tab is active, and the 'International' radio button is selected. The form includes fields for Currency Type (USD or Foreign), Account Number, Re-enter Account Number, Name, Country (dropdown), Address (Address Line 1 and 2), City, State (dropdown), Zip Code, Bank ID (with Swift Code dropdown), Bank Name, Bank Country (dropdown), Bank Address (Address Line 1 and 2), Bank City, State/Province/Territory (dropdown), and Postal Code. A red asterisk indicates required fields.

4. Select *USD* or *Foreign* for the **Currency Type** field.

NOTE

This option may not appear depending on your institution's settings.

5. Complete the fields.

TIP

Select **Reset** for the fields to return to their default settings.

Account Number

Enter the beneficiary's account number that receives the wire credit.

Re-enter Account Number

Re-enter the beneficiary's account number that receives the wire credit.

Name

Enter the beneficiary's full name.

Country

Enter the beneficiary's country.

Address

Enter the beneficiary's receiving location's address.

City

Enter the beneficiary's city.

State/Province/Territory

Enter the beneficiary's state, province, or territory information.

Postal Code

Enter the beneficiary's ZIP code.

Notes

Enter any additional information about this beneficiary.

Bank ID

Enter the beneficiary's bank ID. Select the drop-down menu to choose the applicable field of *Swift Code*, *IBAN Number*, or *Sort Code*.

Bank Name

Enter the name of the bank that the beneficiary uses.

Country

Enter the country where the bank that the beneficiary uses is located.

Bank Address

Enter the bank's address that the beneficiary uses.

City

Enter the city where the bank that the beneficiary uses is located.

State/Province/Territory

Enter the state, province, or territory where the bank that the beneficiary uses is located.

Postal Code

Enter the ZIP code of the bank that the beneficiary uses.

6. Select a situation and complete the corresponding steps.

Your choice depends on your financial institution's requirements.

Situation	Steps
Adding a domestic intermediary bank.	<ol style="list-style-type: none"><li data-bbox="503 367 1427 462">1. Select Search, and then select the correct bank from the <i>Bank Lookup</i> screen. The system auto-fills the required fields.<li data-bbox="503 504 1427 598">2. Enter the Bank ID, Account Number, Notes, Bank Name, City, and State. <p data-bbox="503 609 1427 651">Bank ID and Bank Name are required fields.</p> <p data-bbox="503 672 1427 756">NOTE This option may not appear depending on your institution's settings.</p>
Adding an international intermediary bank.	<ol style="list-style-type: none"><li data-bbox="503 777 1427 871">1. Enter the Bank ID, and then select if the ID is a <i>Swift Code, IBAN Number, or Sort Code</i> from the drop-down list.<li data-bbox="503 871 1427 913">2. Enter the Bank City, Notes, Bank Name, and Bank Country. <p data-bbox="503 934 1427 982">Bank ID, Bank Name, and Bank Country are required fields.</p>

7. Select **Review**.

You proceed to the *Review* tab.

8. Review the information entered to ensure that it is accurate.

9. Select **Confirm**.

You proceed to the *Confirmation* tab, confirming that you have successfully created an international beneficiary. Depending on your settings, you may not be able to send an international wire to this beneficiary until they are in an *Approved* status.

NOTE

From this screen, you can select **Send a Wire to this Beneficiary**, **Create Another Beneficiary**, or **Wire Beneficiaries**.

Wire Upload Formats

Users can manage wire upload formats from this screen.

The *Wire Upload Template Formatting Tool* allows users to build either a fixed position or delimited file map by selecting **Create New Format**.

Users can also delete or view formats from this screen. By selecting the **Upload Format** name, users can view and edit the selected format.

Creating Wire Upload Formats

Wire upload formats allow users to manage how Treasury Management imports uploaded wire files.

1. Go to **Payments > Wire > Wire Upload Formats**.

2. Select **Create New Format**.

The *Wire Upload Template Formatting Tool* launches.

3. Select the tab for the format desired.

Users can select either **Delimited** or **Fixed Position**.

4. Complete the fields as desired to determine how amounts and dates appear.

5. Map the field positions as desired.

You can drag and drop the different fields to reorder them.

In delimited file formats, the position in the file appears as the tile number and updates when the tile is moved. In fixed position file formats, the tiles show the position on the file and the length of the field. Users can adjust the length by using the up or down arrows.

Optional tiles appear below the required fields. While you cannot move any required fields into the optional section, you can move optional titles to the primary section. Additionally, you can use a filler tile as a placeholder to account for items in files which are not included in payment details.

6. Select **Save** to save the upload format.