Domestic Wire Payments

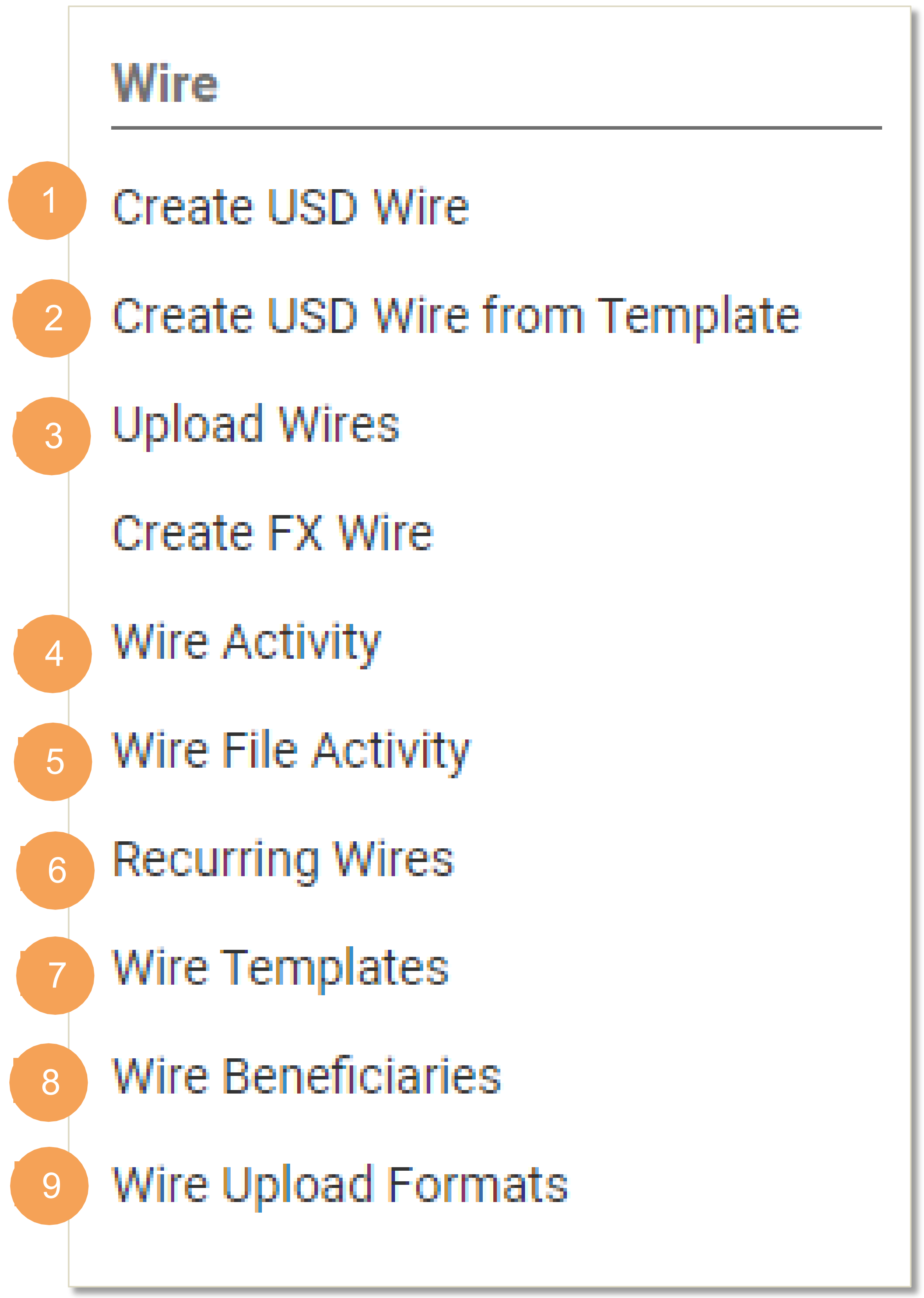
Quick Reference Guide

Overview: Users can create recurring, future-dated and one-time domestic wires. Users can also create domestic 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.

Domestic Wire Payments

The Wire menu within the Payments section of the main navigation menu provides the following links for quick access to domestic wire payments.

Main Navigation Menu > Payments > ACH



1 Create USD Wire

Users can make the following selections:

- Domestic
- Create Multiple Wires

2 Create USD Wire from Template

Users can view a list of wire templates and select one or more templates to initiate payments

3 Upload Wires

Users can upload a file of domestic USD wires

4 Wire Activity

- Users can view a list of wire payments
- Select or mor e wires to approve or reject
- View wire detail

5 Wire File Activity

- Users can view a list uploaded wire files
- Select a file to view a summary of wires included in the file

6 Recurring Wires

Users can view a list of wire payments

7 Wire Templates

- Users can view a list of tax templates or
- Select one or more templates to initiate payments

8 Wire Beneficiaries

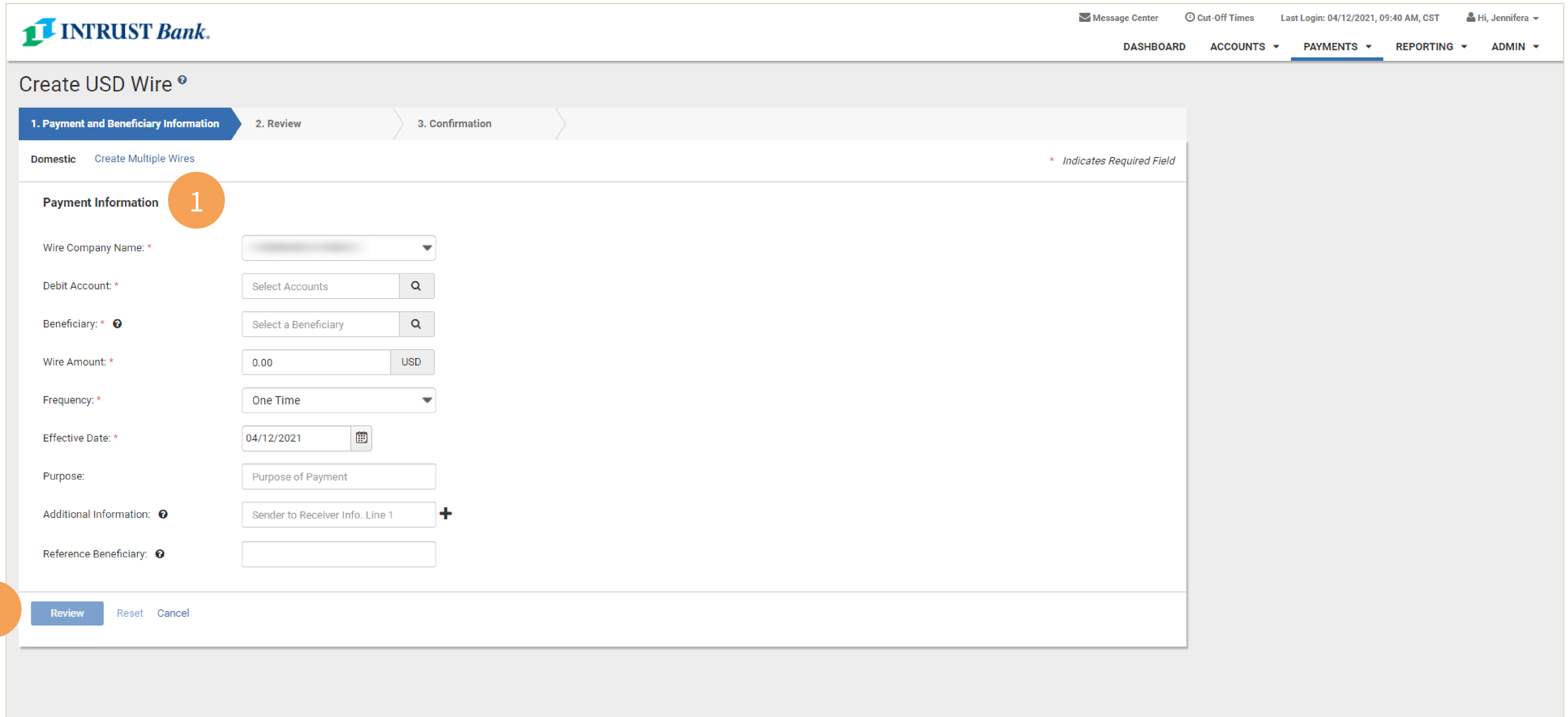
- Users can view a list of wire beneficiaries
- Create wire beneficiaries
- Select one or more beneficiaries to initiate payments

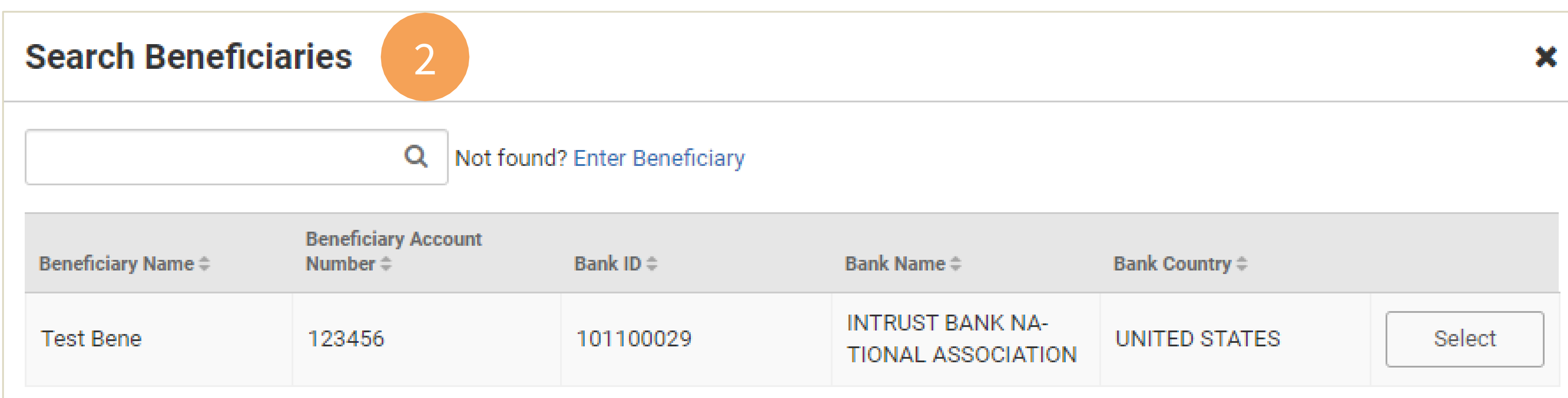
9 Wire Upload Formats

- Users can view a list wire file formats
- Create new file formats

Create USD Wire

Users can create recurring, future-dated and one-time domestic wire payments





1 Payment Information

- Wire Company
- Debit Account
- Beneficiary
- Wire Amount
- Frequency
  - One Time
  - Weekly
  - Every Two Weeks
  - Twice a Month
  - Monthly
  - Quarterly
  - Every Six Months
  - Yearly
- Effective Date
- Purpose *(optional)*
- Additional Information *(optional)*
- Reference Beneficiary *(optional)*

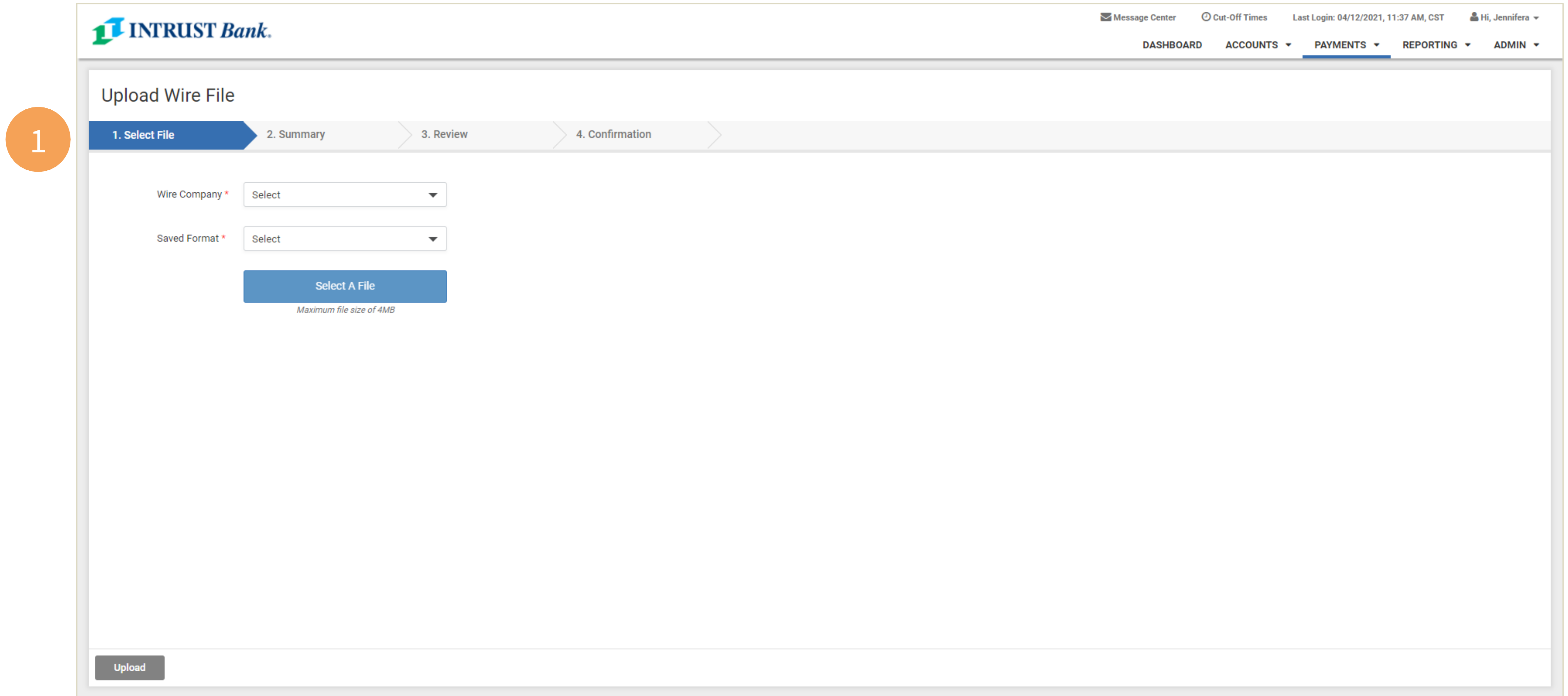
2 Beneficiary Information

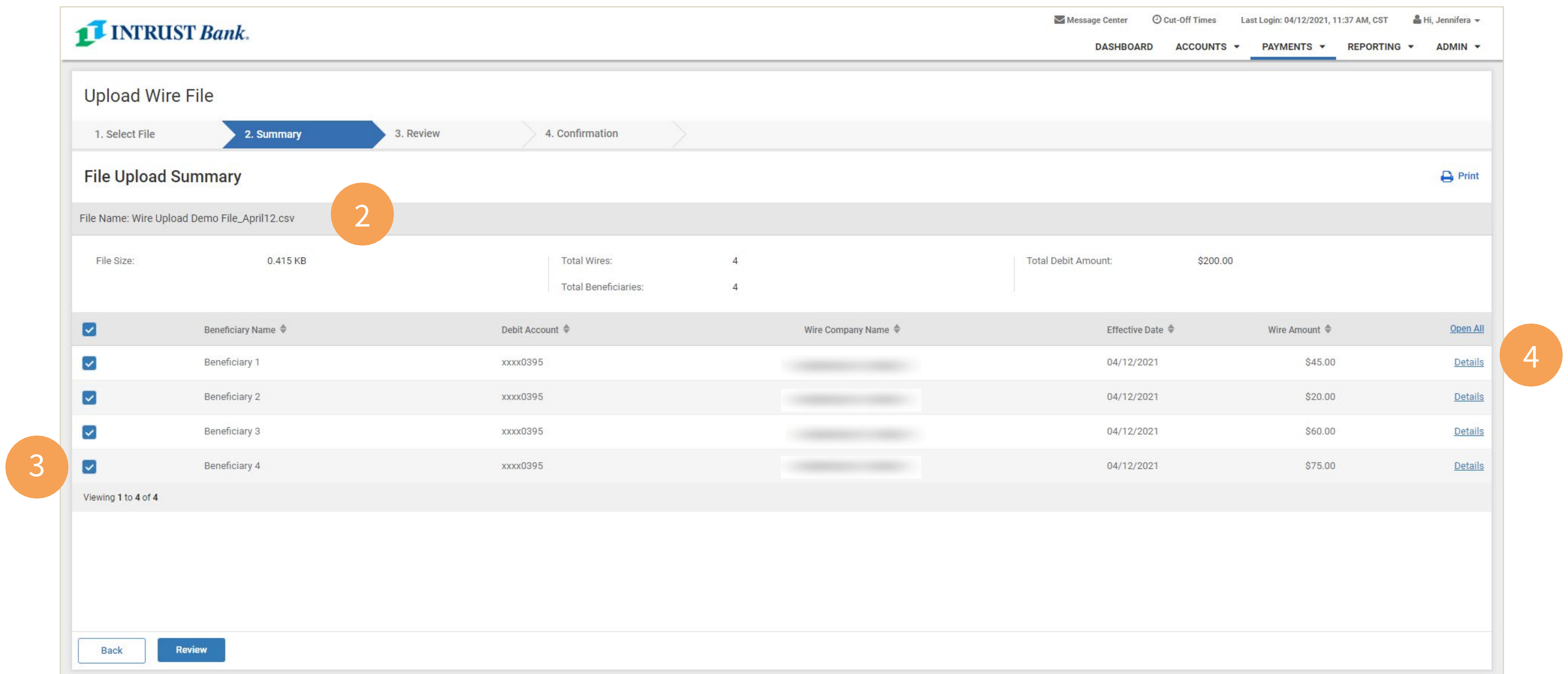
Type the Beneficiary's name or use the search icon to select from a list of beneficiaries. If the beneficiary is not available select Enter Beneficiary to add the beneficiary information.

3 Review

Select Review to proceed to the Review tab. After Reviewing the wire select Confirm to proceed to the Confirmation tab, confirming that you have submitted the wire.

Upload Wire File





1 Select File
Select the Wire Company associated with the Debit Account in the file and a Saved Format.

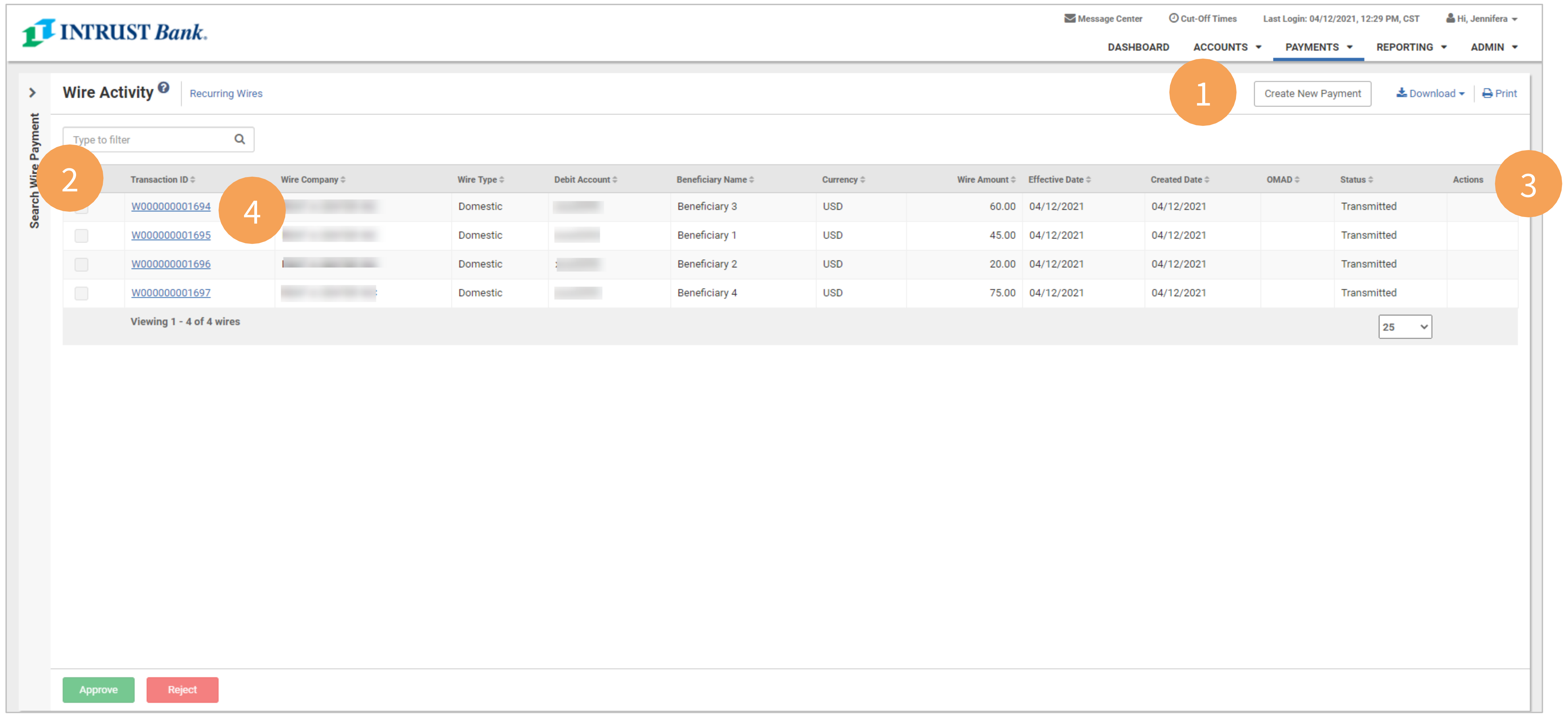
2 File Summary
After a file has been uploaded users can view a summary of file information including the file name, summary information and a list of wires included in the file.

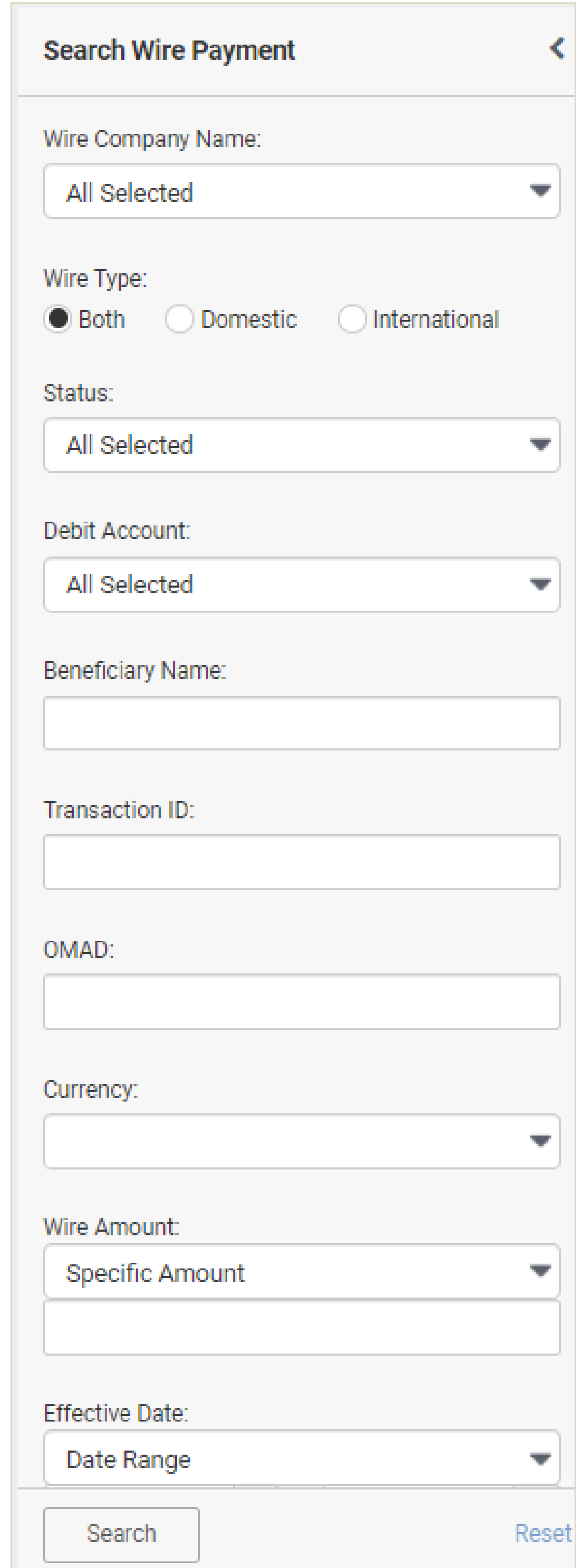
3 Wire Selection
A user can choose to exclude a wire from being submitted for processing by un-checking it during review.

4 Wire Details
Payments details can be viewed by selecting details.

Wire Activity

The Wire Activity page will display a list of all wires that have an effective date of the current week.





Search Wire Payment

Use one or more of the following fields to search for a specific payment or payments:

- Wire Company Name
- Wire Type
- Status
- Debit Account
- Beneficiary Name
- Transaction ID
- OMAD
- Currency
- Wire Amount
- Effective Date
  - Specific Date
  - Date Range
- Created Date
  - Specific Date
  - Date Range

1 Create New Payment

Navigates to the Create a New USD Wire page.

2 Information Available

- Transaction ID
- Wire Company
- Wire Type
- Debit Account
- Beneficiary Name
- Currency
- Wire Amount
- Effective Date
- Created Date
- OMAD
- Status
- Actions

3 Actions

If a payment is in a pending approval status the following options are available from the Actions drop-down:

- Approve
- Reject

4 Wire Detail

Select the Transaction ID to see the Payment and Beneficiary information for a specific wire.

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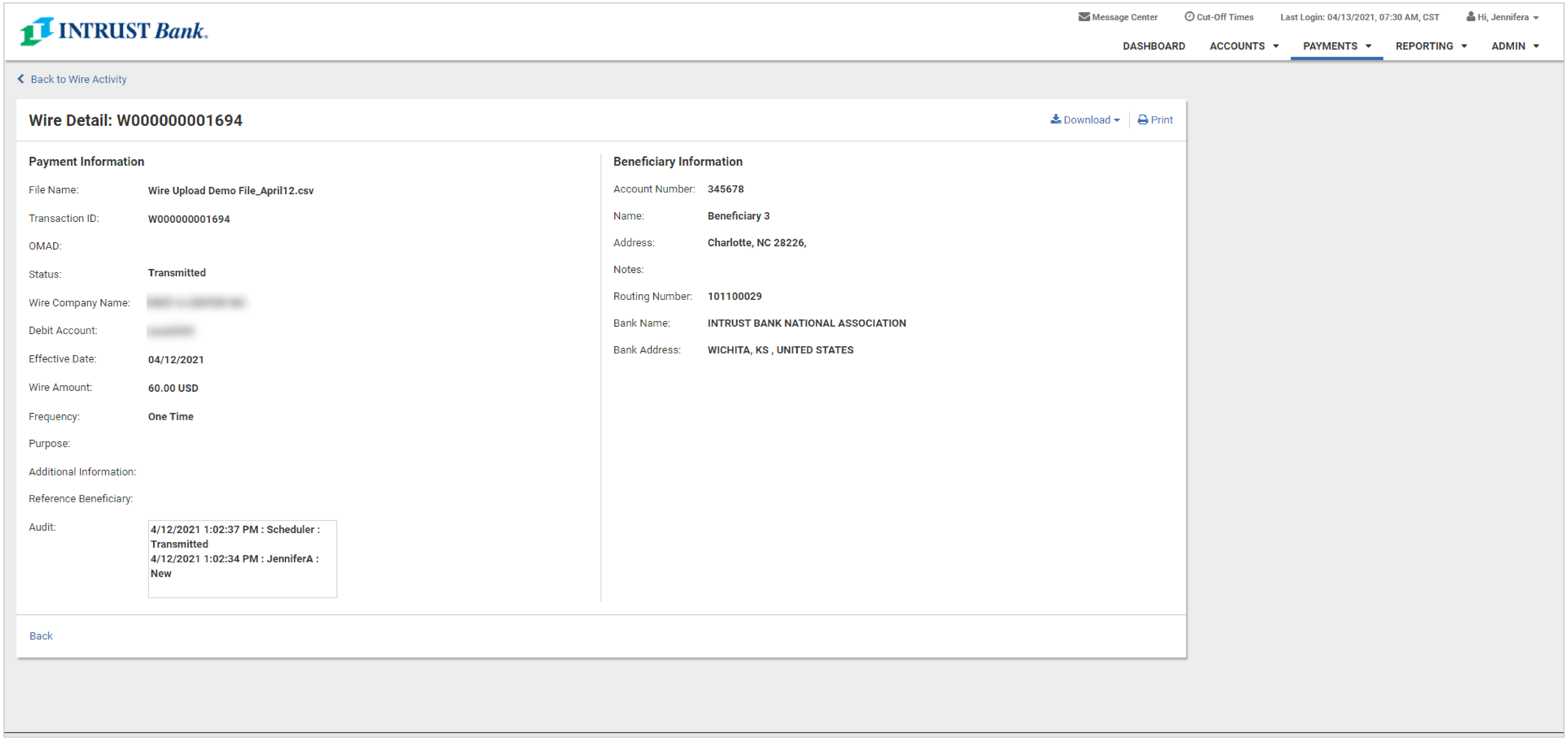
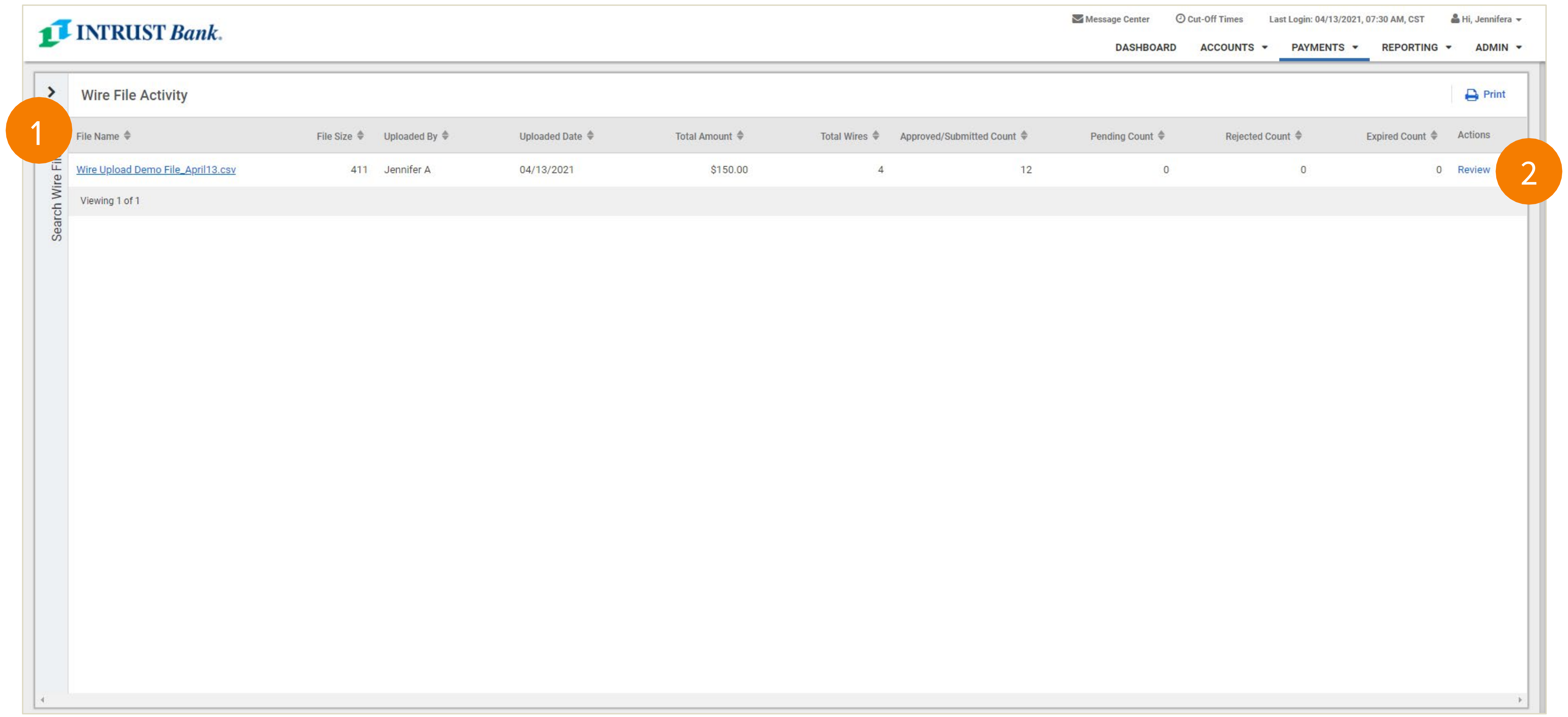
Wire Detail

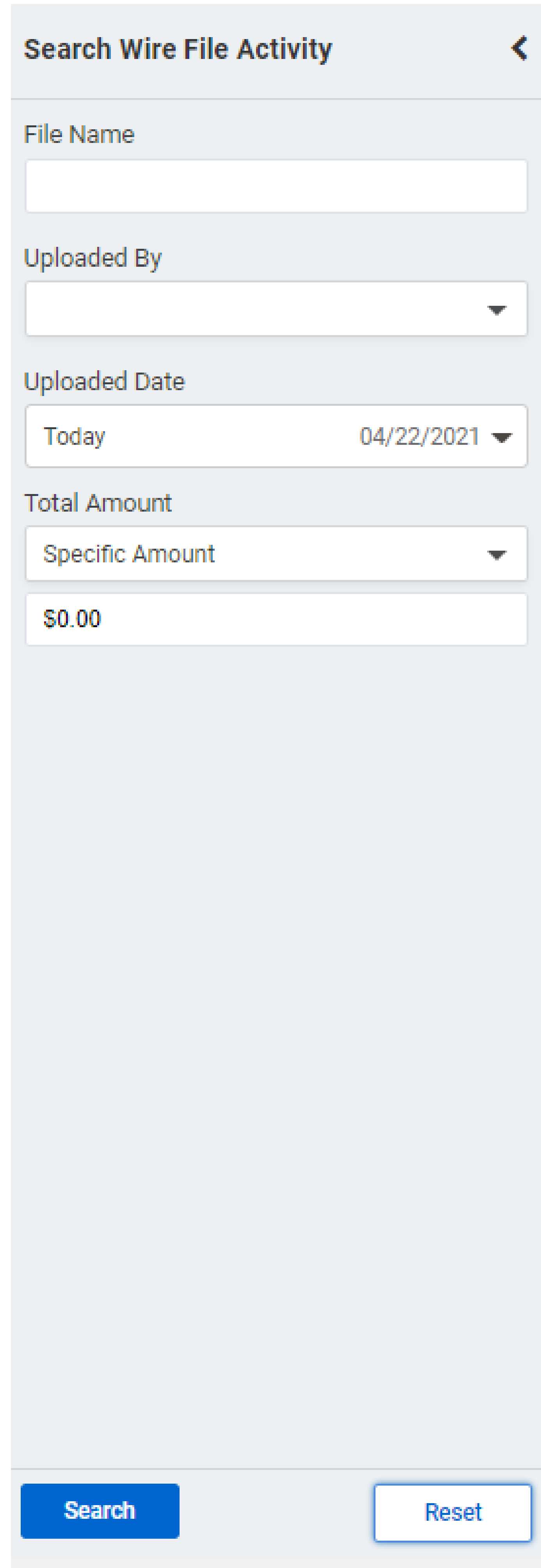
Users can navigate to the wire detail from the Transaction ID hyperlink on the Wire Activity screen. Payment and Beneficiary information will display for the selected wire.



Wire File Activity

The Wire File Activity page will display a list of all wire files that have been uploaded on the current day.





Search Wire File Activity

Open Search Wire File Activity to use one or more the following filters when searching for a wire file:

- File Name
- Uploaded By
- Uploaded Date
  - Today
  - Specific Date
  - Date Range
  - Week to Date
  - Month to Date
  - Year to Date
- Total Amount
  - Specific Amount
  - Amount Range

1 Information Available

- File Name
- File Size
- Uploaded By
- Uploaded Date
- Total Amount
- Total Wires
- Approved/Submitted Count
- Pending Count
- Rejected Count
- Expired Count

2 Review

To see a list of wires that were included in the file select Review or click the File Name.

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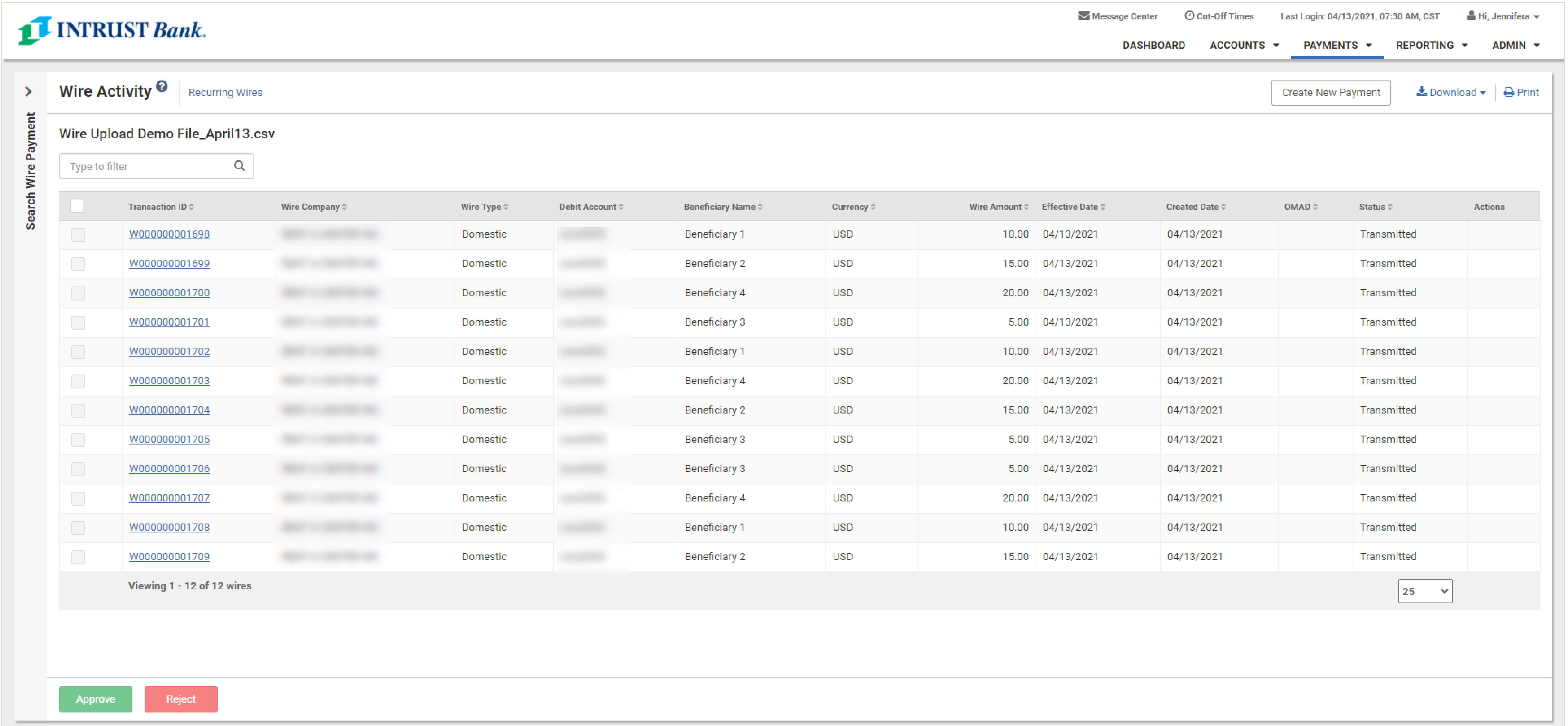
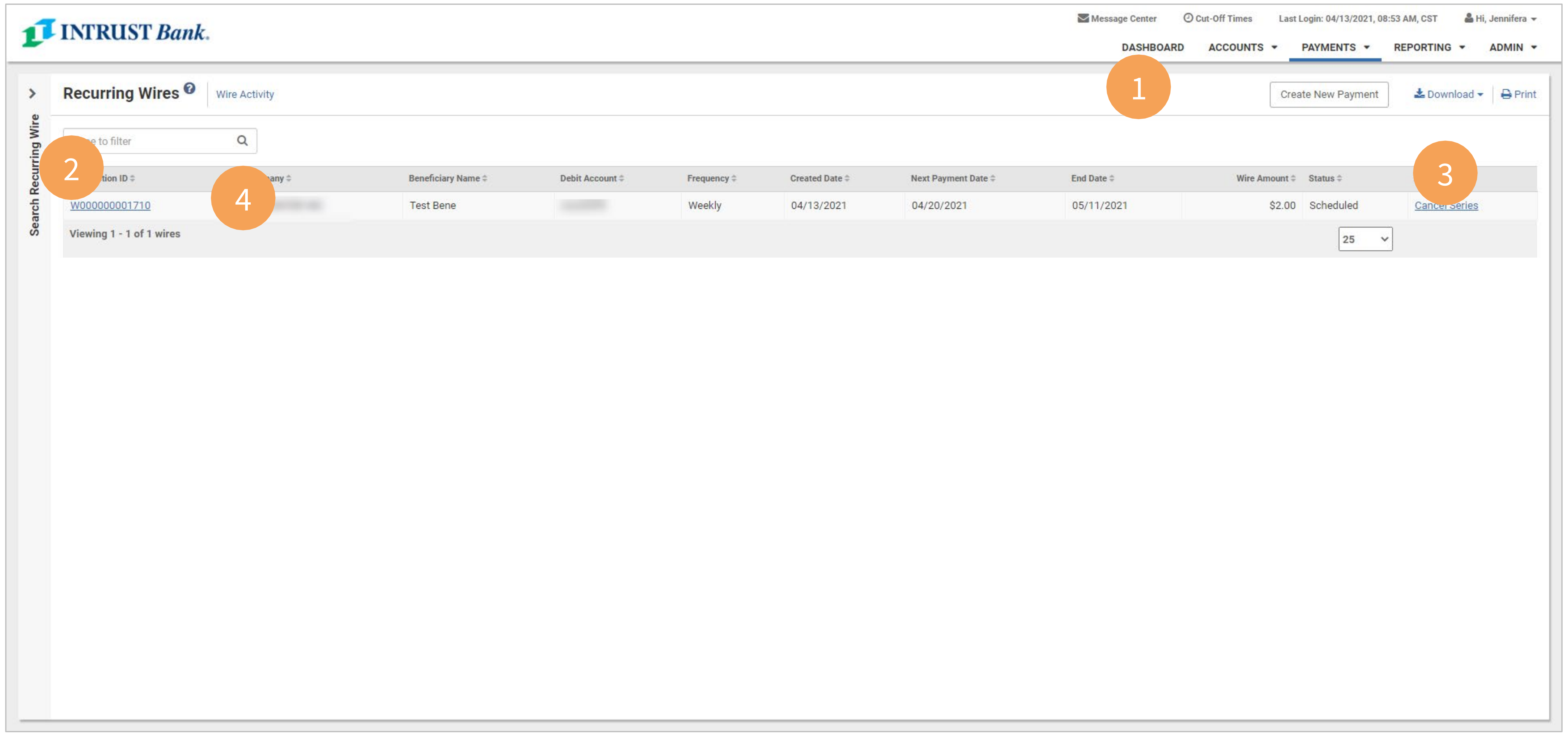
Wire File Activity - Wire Activity

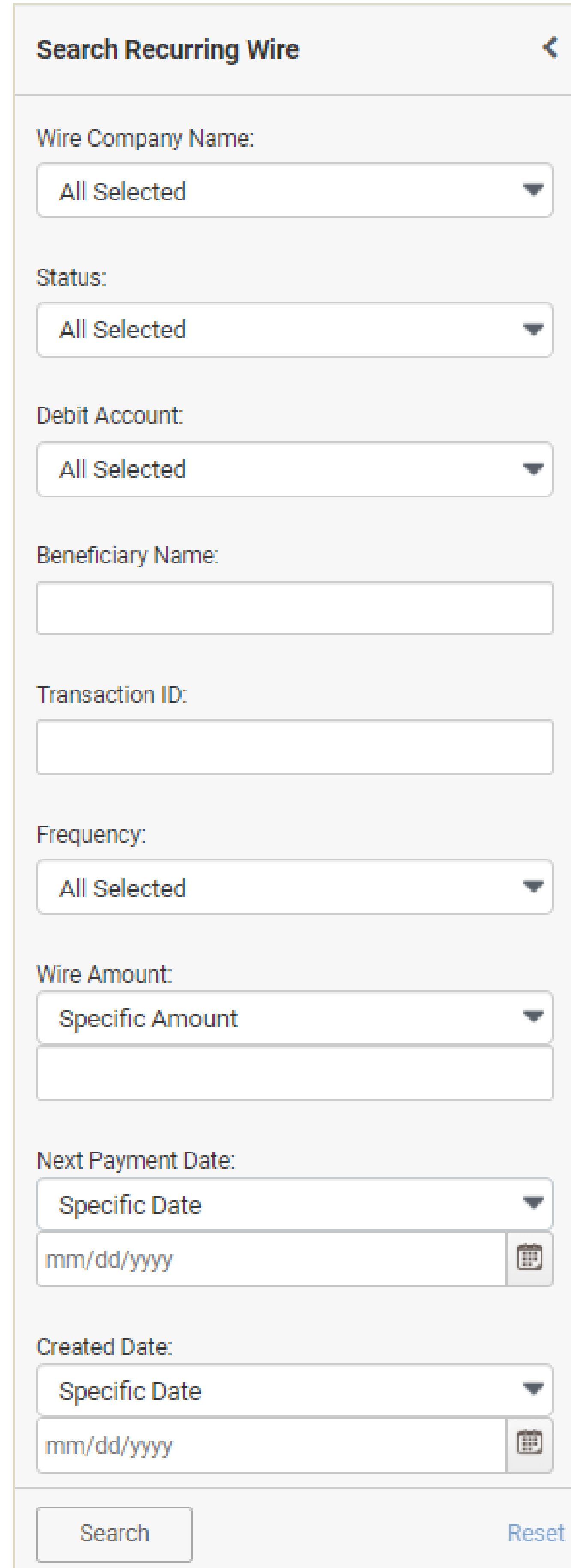
When navigating from the Wire File Activity page the Wire Activity page will display the wires associated with the selected file.



Recurring Wires

The Recurring Wires page will display a list of all wires that have multiple scheduled payments.





Search Recurring Wire

Use one or more of the following fields to search for a specific payment or payments:

- Wire Company Name
- Status
- Debit Account
- Beneficiary Name
- Transaction ID
- Frequency
- Wire Amount
  - Specific Amount
  - Amount Range
- Next Payment Date
  - Specific Date
  - Date Range
- Created Date
  - Specific Date
  - Date Range

1 Create New Payment

Navigates to the Create USD Wire page.

2 Information Available

- Transaction ID
- Wire Company
- Beneficiary Name
- Debit Account
- Frequency
- Created Date
- Next Payment Date
- End Date
- Status
- Actions

3 Actions

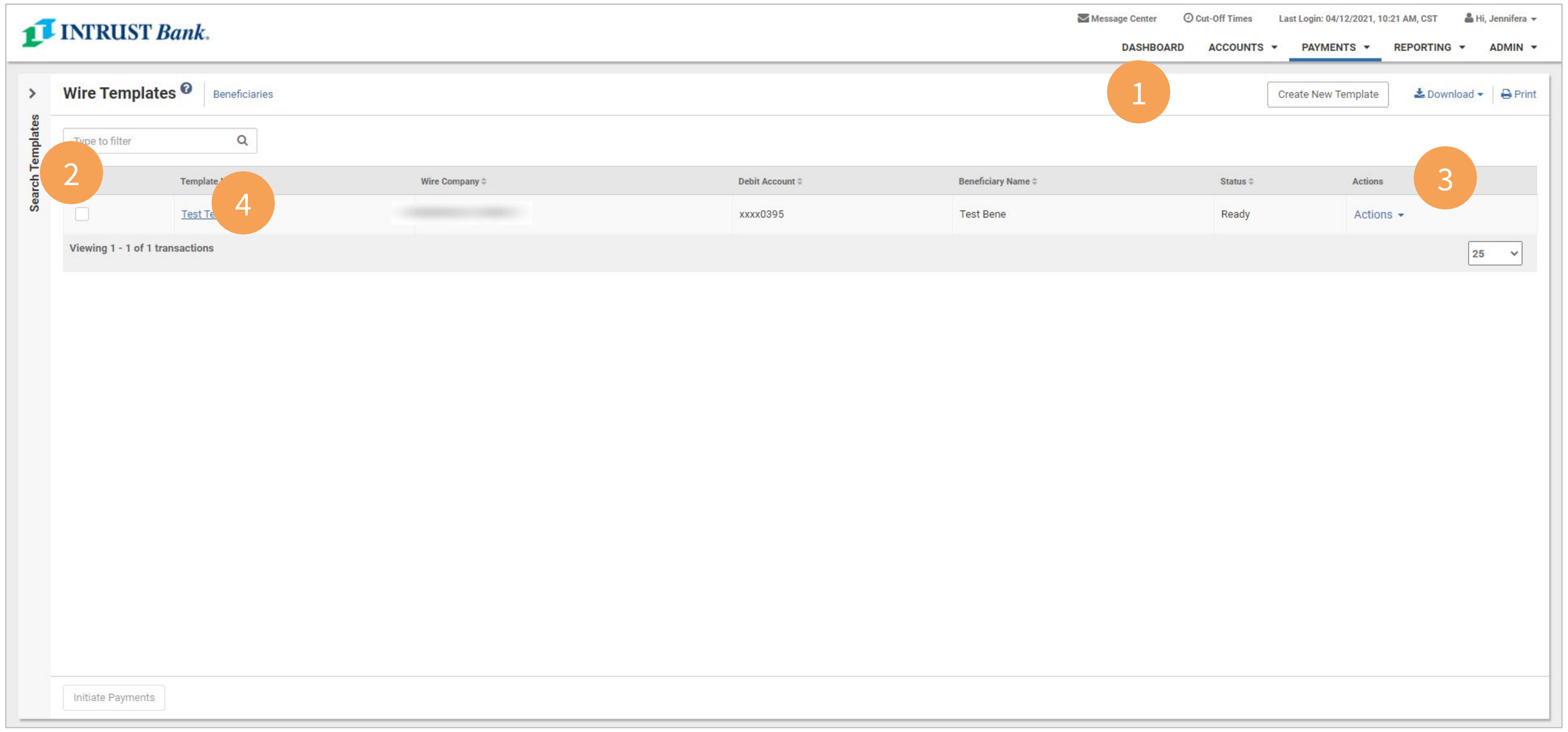
Select the Cancel Series hyperlink to confirm that you want to cancel the wire series.

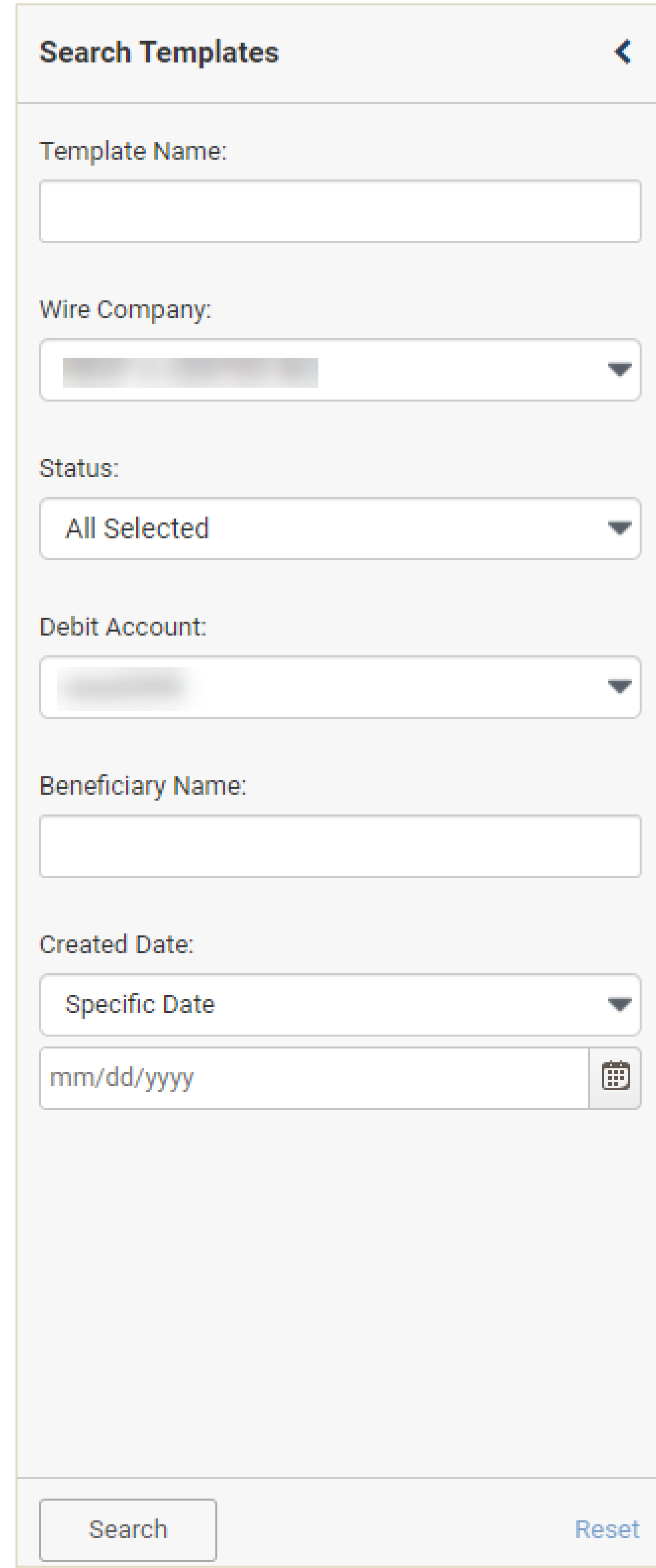
4 Wire Detail

Select the Transaction ID to see the Payment and Beneficiary information for a specific wire.

Wire Templates

The Wire Template page will display a list of all wire templates.





Search Templates

Use one or more of the following fields to search for a specific payment or payments:

- Template Name
- Wire Company
- Status
- Debit Account
- Beneficiary Name
- Frequency
- Created Date
  - Specific Date
  - Date Range

1 Create New Template

Navigates to the Create Wire Template Page.

2 Information Available

- Template Name
- Wire Company
- Debit Account
- Beneficiary Name
- Status
- Actions

3 Actions

If a template is in a ready status the following actions are available from the Actions drop-down:

- Initiate
- View
- Edit
- Delete

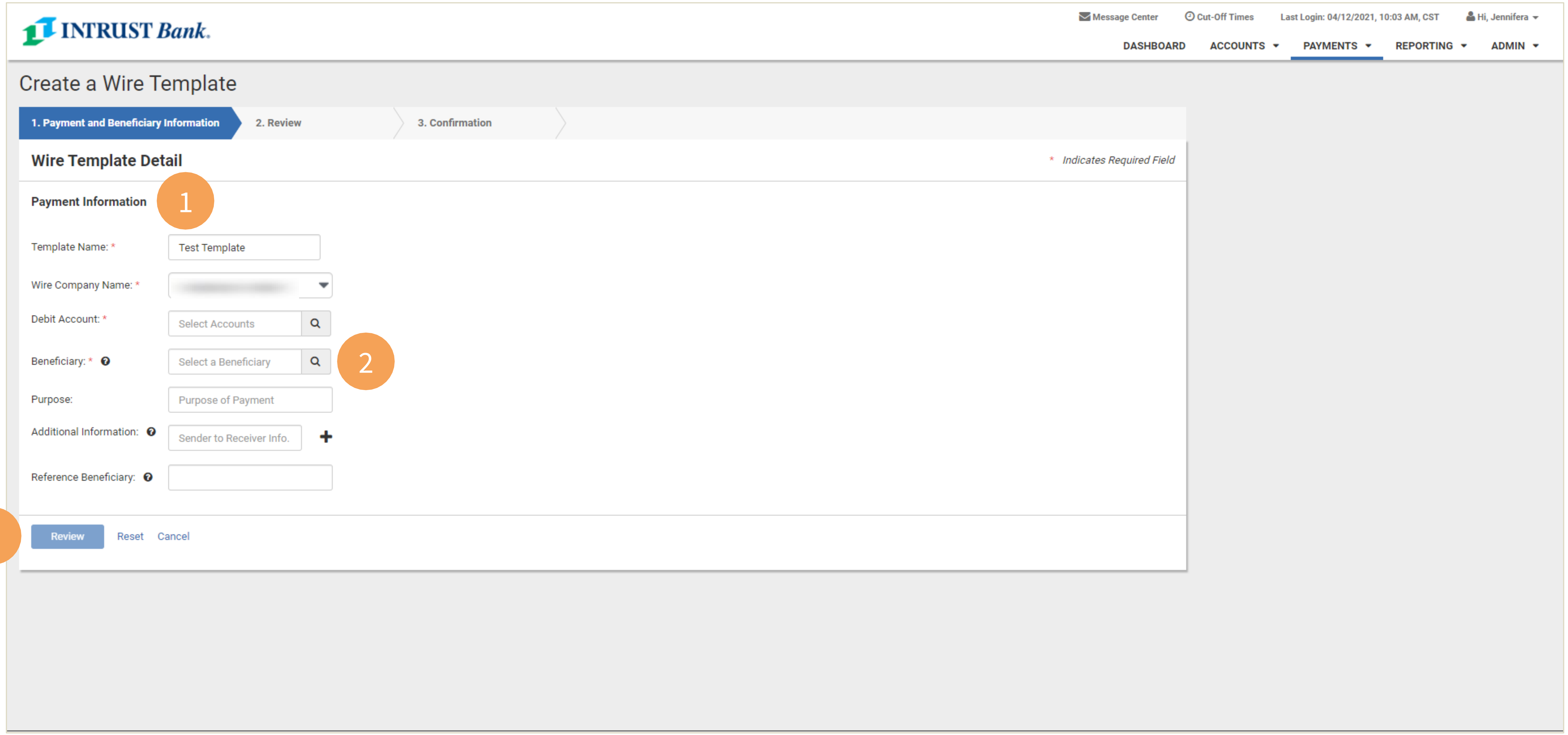
Note: If a template is Pending Approval, selecting Approve or Reject from the Actions menu drop-down will update the status for that template.

4 Initiate Payments

Select Initiate Payments after checking one or more templates to proceed to the Create USD Wire from Template page.

Domestic Wire Payments

Create a Wire Template



1 Payment Information

- Template Name
- Wire Company
- Debit Account
- Beneficiary
- Effective Date
- Purpose *(optional)*
- Additional Information *(optional)*
- Reference Beneficiary *(optional)*

2 Beneficiary Information

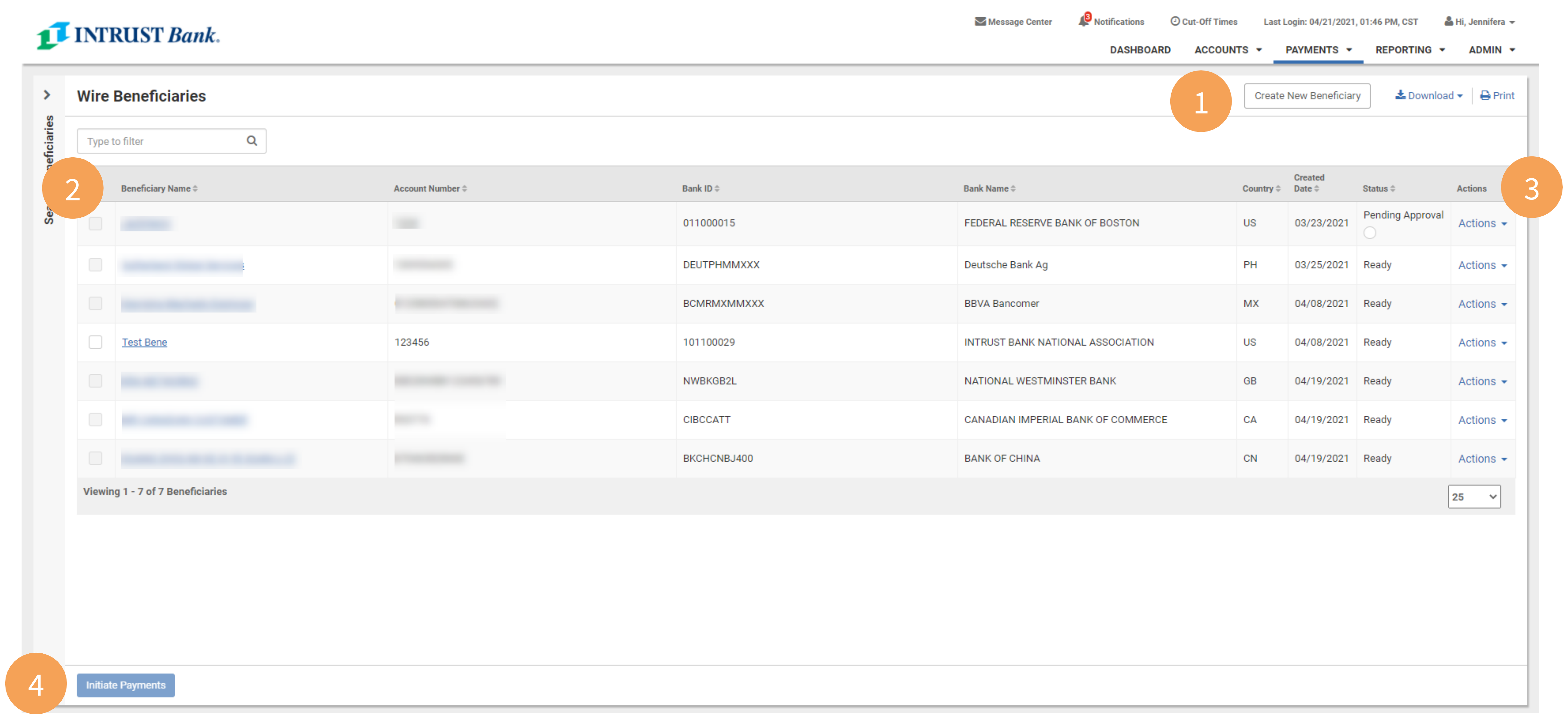
Type the Beneficiary's name or use the search icon to select from a list of beneficiaries.

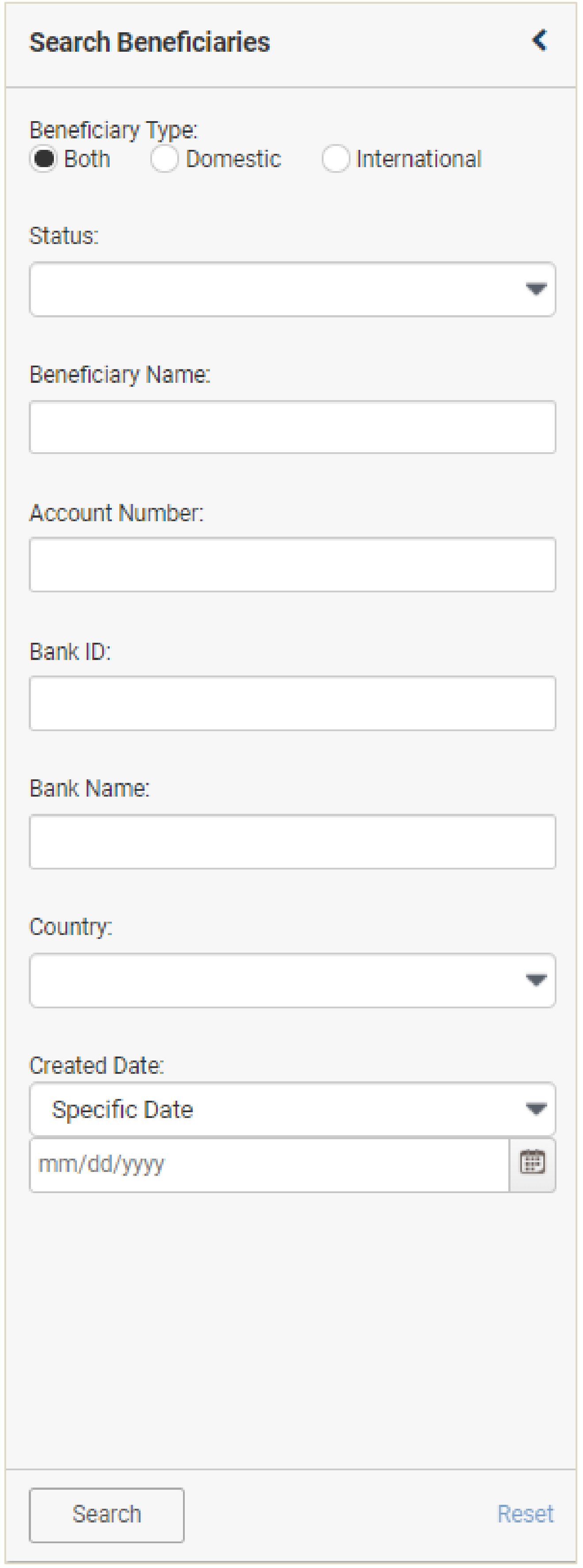
3 Review

Select Review to proceed to the Review tab. After Reviewing the information entered select Confirm to proceed to the Confirmation tab, confirming that the wire template is ready.

Wire Beneficiaries

The Wire Beneficiaries page will display a list of all wire beneficiaries.





Search Beneficiaries

Use one or more of the following fields to search for a specific payment or payments:

- Beneficiary Type
- Status
- Beneficiary Name
- Account Number
- Bank ID
- Bank Name
- Country
- Created Date
  - Specific Date
  - Date Range

1 Create New Beneficiary

Navigates to the Create Domestic Beneficiary page.

2 Information Available

- Beneficiary Name
- Account Number
- Bank ID
- Bank Name
- Country
- Created Date
- Status
- Actions

3 Actions

If a beneficiary is in a ready status the following actions are available from the Actions drop-down:

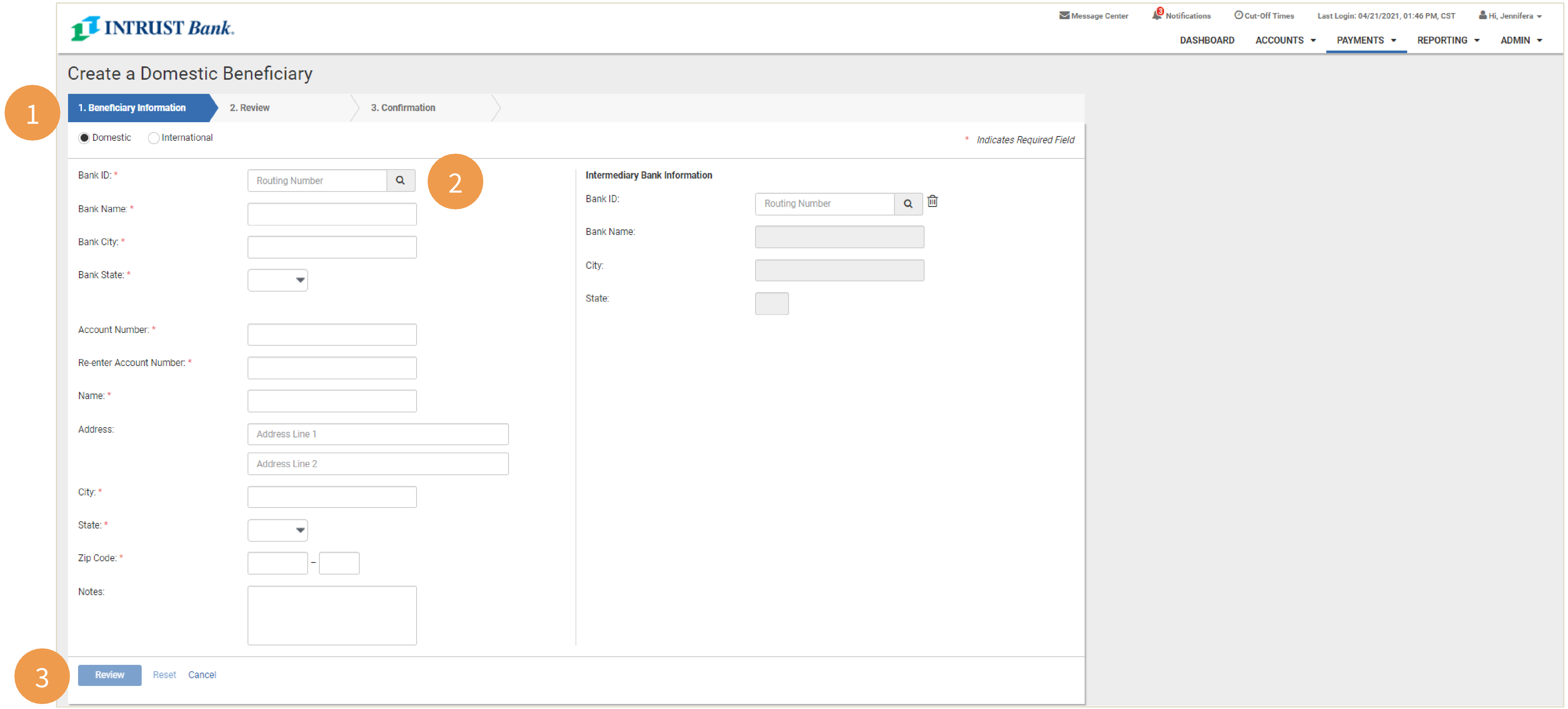
- View
- Delete

Note: If a beneficiary is Pending Approval, selecting Approve or Reject from the Actions menu drop-down will update the status for that template.

4 Initiate Payments

Select Initiate Payments after checking one or more beneficiaries to proceed to the Create Multiple Wires page.

Create a Domestic Beneficiary



1 Beneficiary Information

- Bank ID
- Bank Name
- Bank City
- Bank State
- Account Number
- Name
- Address *(optional)*
- City
- State
- Zip Code
- Notes *(optional)*

2 Bank ID Lookup

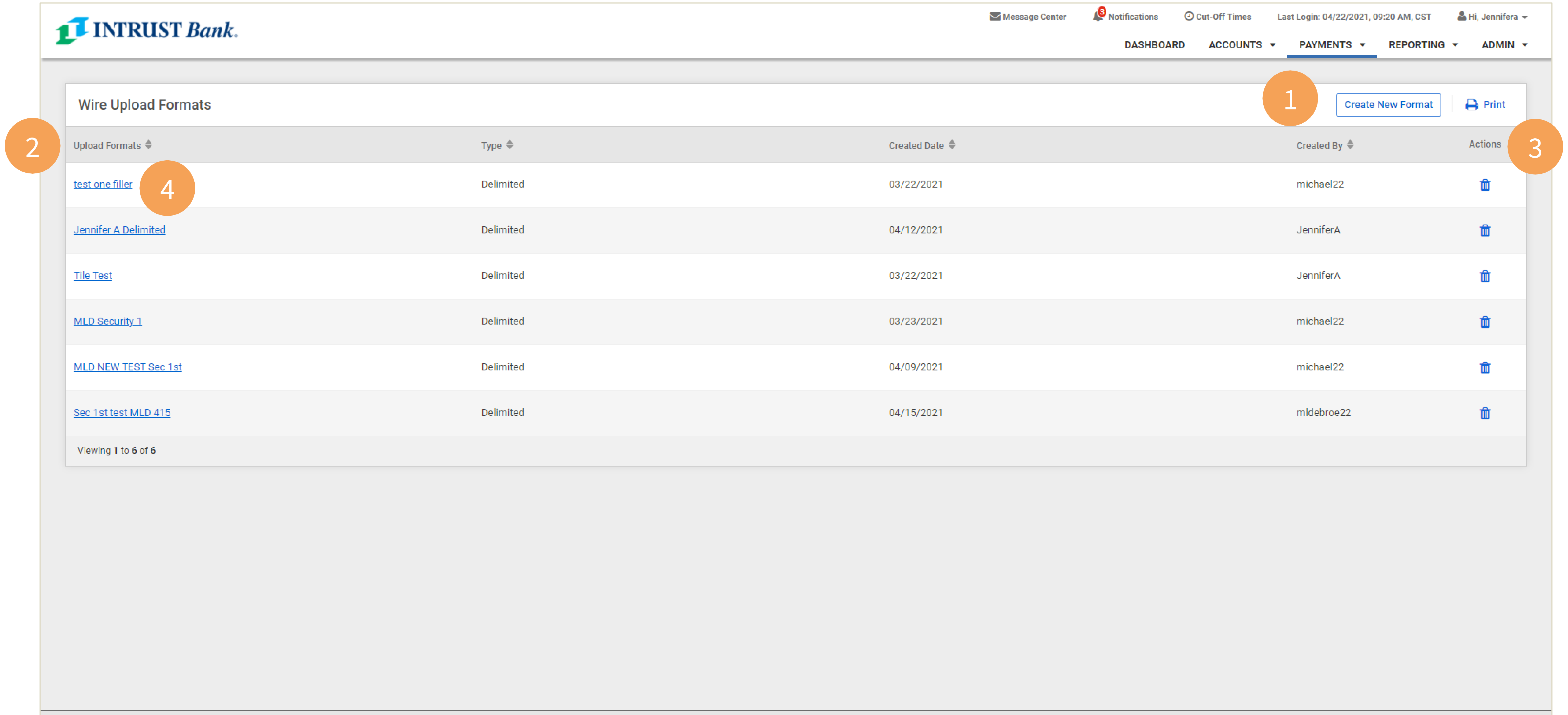
Type the bank routing number or use the search icon to select from a list of banks.

3 Review

Select Review to proceed to the Review tab. After Reviewing the information entered select Confirm to proceed to the Confirmation tab, confirming that the beneficiary is ready.

Wire Upload Formats

The Wire Upload Formats page will display a list of saved file formats.



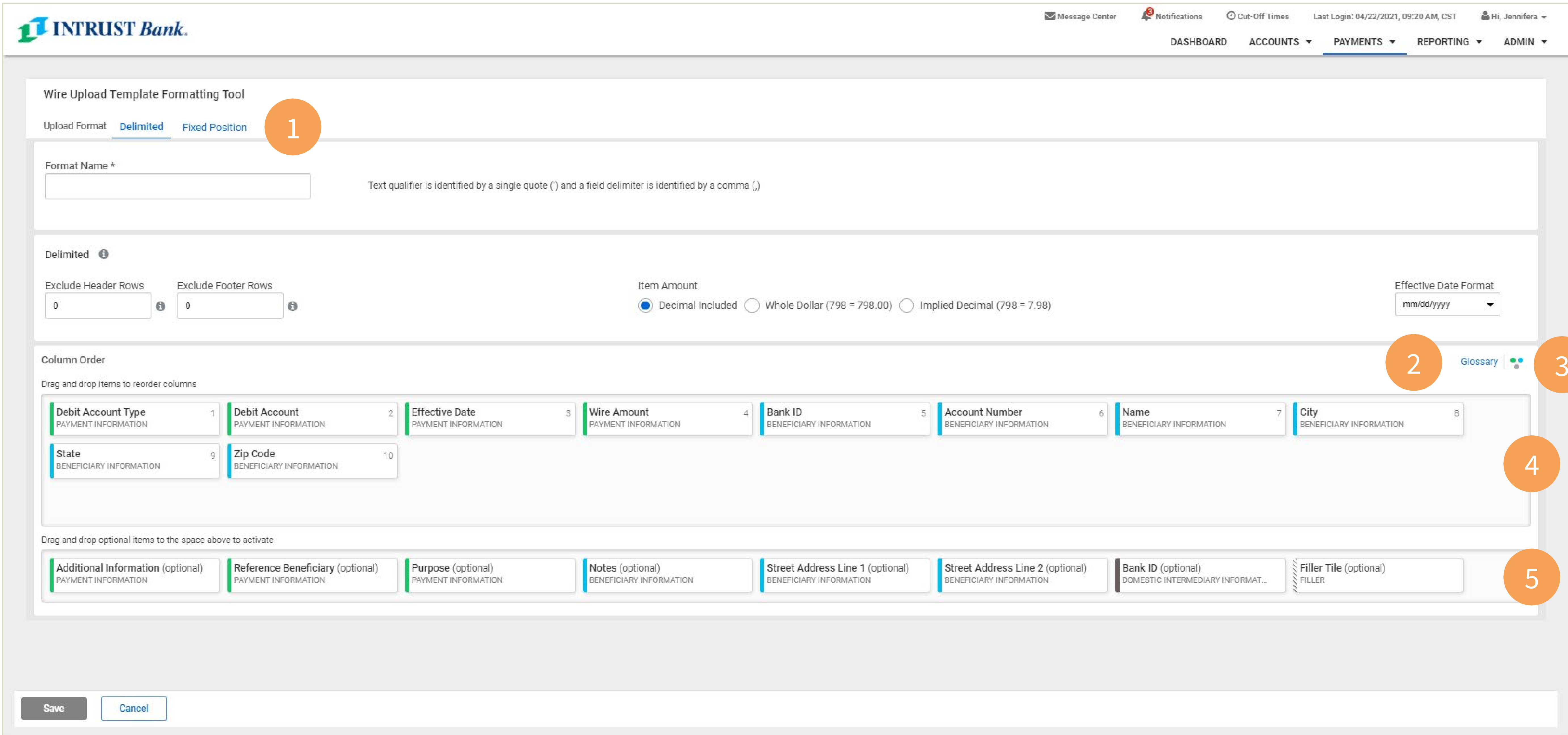
1 Create New Format
Navigates to the mapping tool where the user can create a new wire upload format.

2 Information Available
- Upload Formats
- Type
- Created Date
- Created By
- Actions

3 Actions
Select the delete icon to delete the selected wire upload format.

4 View Format
Select the format name hyperlink to navigate to the mapping for the selected wire upload format where a user can view and edit the current format.

Wire Upload Template Formatting Tool



1 Select Format

User is able to build either a Fixed Position or Delimited file map. They select the Upload format as the first step.

2 Glossary

Defines each field and provides users with any character or size limitations for a field.

3 Legend

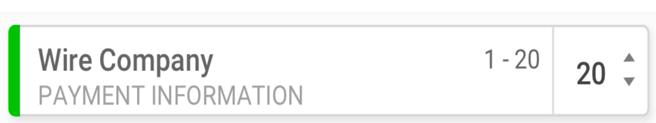
Tiles are color coded to help users quickly identify each field.

4 Mapping Section

Tiles displayed in the mapping section are required and cannot be moved to the optional section below.
Users can set the file order by dragging the tiles.

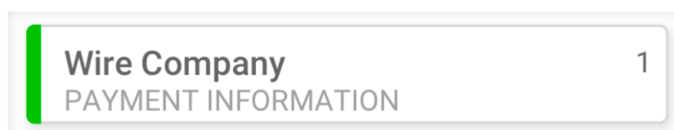
5 Optional Tiles

In addition to the optional fields, the Filler Tile can be used as a placeholder to account for items in the file that will not be included in the payment details.



Fixed Position

When creating a Fixed Position file format, the tiles will display the position in the file and the length of the field. Users can adjust the length by using the arrows.



Delimited

When creating a Delimited file format, the position in the file is shown as the tile number and will update as the tiles are moved.