

Domestic Wire Payments

Quick Reference Guide

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

Wire

1

Create USD Wire

2

Create USD Wire from Template

3

Upload Wires

Create FX Wire

4

Wire Payment Activity

5

Wire File Activity

6

Recurring Wires

7

Wire Templates

8

Wire Creditors

9

Wire Upload Formats

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 Creditors

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

9 Wire Upload Formats

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

Domestic Wire Payments

Create USD Wire

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

Create USD Wire ⓘ

1. Payment and Creditor Information

2. Review

3. Confirmation

Domestic

Create Multiple Wires

* Indicates Required Field

Payment Information 1

Wire Company Name: *

Select Wire Company

Debit Account: *

Select Accounts

Q

Creditor: * ⓘ

Select a Creditor

Q

Wire Amount: *

0.00

USD

Frequency: *

One Time

▼

Effective Date: *

02/12/2025

📅

Purpose: *

Purpose of Payment

Additional Information: ⓘ

Sender to Receiver Info. Line 1

End to End ID: ⓘ

3

Review

Reset

Cancel

1 Payment Information

- Wire Company
- Debit Account
- Creditor
- Wire Amount
- Frequency
- Effective Date
- Purpose
- Additional Information (optional)
- End to End ID (optional)

2 Creditor Information

Type the Creditor’s name or use the search icon to select from a list of creditors. If the creditor is not available, select Enter Creditor to add the creditor information.

3 Review and Confirm

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.

Search Creditors 2

✕

Q

Not found? [Enter Creditor](#)

Creditor Name ⇅	Creditor Account Number ⇅	Agent ID ⇅	Agent Name ⇅	Agent Country ⇅	
Test Bene INT		101100029	INTRUST BANK NATIONAL ASSOCIATION	UNITED STATES	Select

Domestic Wire Payments

Approve USD Wire

Users can approve wires through wire menu, dashboard widget, and mobile experience.

Wire Payment Activity ⓘ

Recurring Wires

Wire File Activity

Create New Payment

Download

1

Type to filter

PENDING APPROVAL
1
\$1.00

TRANSMITTED
0
\$0.00

POSTED
0
\$0.00

SCHEDULED
0
\$0.00

APPROVAL REJECTED
0
\$0.00

EXPIRED
0
\$0.00

FAILED
0
\$0.00

CANCELLED/DELETED
0
\$0.00

Transaction ID	Wire Company	Source	Wire Type	Debit Account	Creditor Name	Currency	Wire Amount	Effective Date	Created Date	OMAD	Status	Actions
☐ W000002998123	INTRUST INTERNET TESTACCOUNT	Rosie Mosate	Domestic	xx9416	Test Bene INT	USD	\$1.00	06/26/2025	06/26/2025		PENDING APPROVAL	Cancel Wire

Viewing 1 of 1 item

Approve

Reject

Payments Pending Approval

Transfer (0)

Loan Payment (0)

Wire (1)

ACH (0)

2

Transaction ID	Wire Type	Debit Account	Creditor Name	Currency	Wire Amount	Effective Date	Created Date	Status
☐ W000002998123	Domestic	xx9416	Test Bene INT	USD	\$1.00	06/26/2025	06/26/2025	Pending Approval

Approve

Reject

Reset

Approvals

3

ACH (0)

Transfers (0)

Wires (1)

Loans (0)

Wires

Test Bene INT
from xx9416

\$1.00

Select All

Reject (1)

Approve (1)

To approve and/or Reject a Wire Payment the user must have the Approve Wire Payments entitlement. Approving and/or Rejecting a payment is allowed in multiple locations within Treasury Online.

1 Wire Payment Activity
To Approve or Reject, check the desired payment(s) and select either Approve or Reject. An individual payment may also be Approve or Rejected by selecting the Transaction ID

2 Payments Pending Approval Widget
To Approve or Reject, check the desired payment(s) and select either Approve or. Reject

3 Mobile Experience
Wire Payments can be approved and/or rejected by selecting Wires from the Approvals widget on the dashboard or by selecting Wires from the Flyout menu

Domestic Wire Payments

Wire Activity

The Wire Activity page will display a list of recent wires.

Search Wire Payment Activity4

Wire Company

All

Wire Type

Both

Domestic

International

Status

All Selected

Debit Account

All

Creditor Name

Transaction ID

OMAD

Currency

Select Currency

Wire Amount

Specific Amount

\$0.00

Effective Date

Date Range

07/08/2025 - 07/15/2025

Created Date

Created Date

Search

Reset

Wire Payment Activity

Recurring Wires

Wire File Activity

1

Create New Payment

Download

Type to filter

PENDING APPROVAL0\$0.00

TRANSMITTED0\$0.00

POSTED4\$18.51

SCHEDULED0\$0.00

APPROVAL REJECTED0\$0.00

EXPIRED0\$0.00

FAILED0\$0.00

CANCELLED/DELETED0\$0.00

2

3

Transaction ID	Wire Company	Source	Wire Type	Debit Account	Creditor Name	Currency	Wire Amount	Effective Date	Created Date	OMAD	Status	Actions
☐ W000003027400						USD	\$10.01	07/08/2025	07/08/2025		POSTED	
☐ W000003021805						USD	\$1.50	07/03/2025	07/03/2025		POSTED	
☐ W000003015929						USD	\$5.00	07/02/2025	07/02/2025		POSTED	
☐ W000003017219						USD	\$2.00	07/02/2025	07/02/2025		POSTED	

Viewing 4 items

Approve

Reject

1 Create New Payment
Navigates to the Create a New USD Wire page.

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

- Approve
- Reject

3 Wire Detail
Select the Transaction ID to see the Payment and Creditor information for a specific wire.

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

Treasury Online

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Domestic Wire Payments

Recurring Wires

The Recurring Wires page will display a list of wires with a recurring frequency.

Search Recurring Wire4

Wire Company Name:

All Selected

Status:

All Selected

Debit Account:

All Selected

Creditor Name:

Transaction ID:

Frequency:

All Selected

Wire Amount:

Specific Amount

Next Payment Date:

Specific Date

mm/dd/yyyy

Created Date:

Specific Date

mm/dd/yyyy

Search

Reset

Recurring Wires1

Wire Payment ActivityWire File Activity

1

Create New Payment

Download

Print

Search Recurring Wire

Type to filter

Transaction ID	Wire Company	Creditor Name	Debit Account	Frequency	Created Date	Next Payment Date	End Date	Wire Amount	Status	Actions
W000001909384				Weekly	10/31/2023		11/20/2023	\$1.00	Pending Approval	Cancel Series
W000001909387				Weekly	10/31/2023		11/24/2023	\$1.50	Pending Approval	Cancel Series
W000001909385				Monthly	10/31/2023		12/15/2023	\$1.00	Pending Approval	Cancel Series

Viewing 1 - 3 of 3 wires

25

1 Create New Payment
Navigates to the Create USD Wire page.

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

3 Wire Detail
Select the Transaction ID to see the Payment and Creditor information for a specific wire.

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

Domestic Wire Payments

Wire Templates

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

Search Templates4

Template Name:

Wire Company:

All Selected

Status:

All Selected

Debit Account:

All Selected

Creditor Name:

Created Date:

Specific Date

mm/dd/yyyy

Search

Reset

Wire Templates

Creditors

1

Create New Template

Download

Print

Search Templates

Type to filter

	Template Name	Wire Company	Debit Account	Creditor Name	Status	Actions2
☐	BOA Template Test				Ready	Actions
☐	FTB Template Test				Ready	Actions

Viewing 1 - 2 of 2 templates

25

Initiate Payments3

1 Create New Template
Navigates to the Create Wire Template Page.

2 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.

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

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

Domestic Wire Payments

Create a Wire Template

Create a Wire Template

1. Payment and Creditor Information

2. Review

3. Confirmation

Wire Template Detail

* Indicates Required Field

Payment Information1

Template Name: *

Wire Template Name

Wire Company Name: *

Select Wire Company

Debit Account: *

Select Accounts

Creditor: * ⓘ

Select a Creditor

Purpose: *

Purpose of Payment

Additional Information: ⓘ

Sender to Receiver Info. Li

End to End ID: ⓘ

3

Review

Reset

Cancel

1 Payment Information

• Template Name

• Wire Company

• Debit Account

• Creditor

• Effective Date

• Purpose

• Additional Information (optional)

• End to End ID (optional)

2 Creditor Information

Type the Creditor’s name or use the search icon to select from a list of creditors.

3 Review and Confirm

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.

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Domestic Wire Payments

Wire Creditors

The Wire Creditors page will display a list of all wire creditors.

Search Creditors

Creditor Type:

☒ Both

☐ Domestic

☐ International

Status:

All

Creditor Name:

Account Number:

Agent ID:

Agent Name:

Country:

Created Date:

Specific Date

mm/dd/yyyy

Search

Reset

Wire Creditors

Type to filter

☐	Creditor Name	Account Number	Agent ID	Agent Name	Country	Created Date	Status	Actions
☐	Test Bene INT		101100029	INTRUST BANK NATIONAL ASSOCIATION	US	02/06/2024	Ready	Actions
☐	Test Bene FTB		042000314	FIFTH THIRD BANK, NATIONAL ASSOCIATI	US	02/06/2024	Ready	Actions
☐	Test Bene BOA		026009593	BANK OF AMERICA, N.A., NY	US	02/06/2024	Ready	Actions
☐	Test Bene Canada		ROYCCAT2	ROYAL BANK OF CANADA	CA	02/05/2025	Ready	Actions
☐	TEST BENE UK		REVOGB21	REVOLUT LTD	GB	02/03/2025	Ready	Actions

Viewing 1 - 5 of 5 Creditors

25

Initiate Payments

1

Create New Creditor

Navigates to the Create Domestic Creditor page.

2

Actions

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

• View

• Delete

Note:

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

3

Initiate Payments

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

4

Search Creditors

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

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Create a Domestic Beneficiary

1 Creditor Information

- ## 2 Additional Location Information
- Select additional location information
hyperlink to add supplementary
address information

3 Agent ID Lookup

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

4 Review and Confirm

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

Domestic Wire Payments

Wire Upload Formats

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

Wire Upload Formats					1	Create New Format	Print
Upload Formats	Type	Created Date	Created By	Actions			
3	Test Format	Delimited	02/12/2025			2	
	Fixed Format	FixedPosition	02/12/2025				
Viewing 2 items							

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

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

3 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.

Domestic Wire Payments

Wire Upload Template Formatting Tool

Wire Upload Template Formatting Tool

Upload Format

Delimited

Fixed Position

Format Name *

Text qualifier is identified by a single quote (') and a field delimiter is identified by a comma (,).
If this format will be used for files sent via FTP, the name should not contain any spaces or underscores.

Delimited

Exclude Header Rows

0

Exclude Footer Rows

0

Item Amount

☒ Decimal Included

☐ Whole Dollar (798 = 798.00)

☐ Implied Decimal (798 = 7.98)

Effective Date Format

mm/dd/yyyy

Column Order

Drag and drop items to reorder columns

Debit Account Type

PAYMENT INFORMATION

1

Debit Account

PAYMENT INFORMATION

2

Effective Date

PAYMENT INFORMATION

3

Wire Amount

PAYMENT INFORMATION

4

Purpose

PAYMENT INFORMATION

5

Agent ID

CREDITOR INFORMATION

6

Account Number

CREDITOR INFORMATION

7

Name

CREDITOR INFORMATION

8

City/Town Name

CREDITOR INFORMATION

9

State/Country Sub Division

CREDITOR INFORMATION

10

Post Code

CREDITOR INFORMATION

11

Drag and drop optional items to the space above to activate

Additional Information (optional)

PAYMENT INFORMATION

End to End ID (optional)

PAYMENT INFORMATION

Notes (optional)

CREDITOR INFORMATION

Building Number (optional)

CREDITOR INFORMATION

Street Name (optional)

CREDITOR INFORMATION

Department (optional)

CREDITOR INFORMATION

Sub Department (optional)

CREDITOR INFORMATION

Post Box (optional)

CREDITOR INFORMATION

Building Name (optional)

CREDITOR INFORMATION

Floor (optional)

CREDITOR INFORMATION

Room (optional)

CREDITOR INFORMATION

Town Location Name (optional)

CREDITOR INFORMATION

District Name (optional)

CREDITOR INFORMATION

Agent ID (optional)

INSTRUCTED AGENT INFORMATION

Filler Tile (optional)

FILLER

Save

Cancel

Wire Company

PAYMENT INFORMATION

1 - 20

20

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.

Wire Company

PAYMENT INFORMATION

1

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.

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.

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Domestic Wire Payments

Upload Wire File

INTRUST Bank

Message CenterCut-Off TimesLast Login: 04/12/2021, 11:37 AM, CSTHi, Jennifera

DASHBOARDACCOUNTSPAYMENTSREPORTINGADMIN

Upload Wire File

1. Select File

2. Summary

3. Review

4. Confirmation

Wire Company *

Select

Saved Format *

Select

Select A File

Maximum file size of 4MB

Upload

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.

INTRUST Bank

Message CenterCut-Off TimesLast Login: 04/12/2021, 11:37 AM, CSTHi, Jennifera

DASHBOARDACCOUNTSPAYMENTSREPORTINGADMIN

Upload Wire File

1. Select File

2. Summary

3. Review

4. Confirmation

File Upload Summary

File Name: Wire Upload Demo File_April12.csv

File Size: 0.415 KB

Total Wires: 4

Total Debit Amount: \$200.00

Total Beneficiaries: 4

☒	Beneficiary Name	Debit Account	Wire Company Name	Effective Date	Wire Amount	Open All
☒	Beneficiary 1	xxxx0395		04/12/2021	\$45.00	Details
☒	Beneficiary 2	xxxx0395		04/12/2021	\$20.00	Details
☒	Beneficiary 3	xxxx0395		04/12/2021	\$60.00	Details
☒	Beneficiary 4	xxxx0395		04/12/2021	\$75.00	Details

Viewing 1 to 4 of 4

Back

Review

Domestic Wire Payments

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 2

File Name

Uploaded By

Uploaded Date

Total Amount

Search

Reset

INTRUST Bank

Message CenterCut-Off TimesLast Login: 04/13/2021, 07:30 AM, CSTHi, Jennifera

DASHBOARDACCOUNTSPAYMENTSREPORTINGADMIN

Wire File Activity 1

File Name	File Size	Uploaded By	Uploaded Date	Total Amount	Total Wires	Approved/Submitted Count	Pending Count	Rejected Count	Expired Count	Actions
Wire Upload Demo File_April13.csv	411	Jennifer A	04/13/2021	\$150.00	4	12	0	0	0	Review 3

Viewing 1 of 1

1 Information Available

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

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
- Total Amount
 - Specific Amount
 - Amount Range

- Uploaded Date
 - Today
 - Specific Date
 - Date Range
 - Week to Date
 - Month to Date
 - Year to Date

3 Review

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