

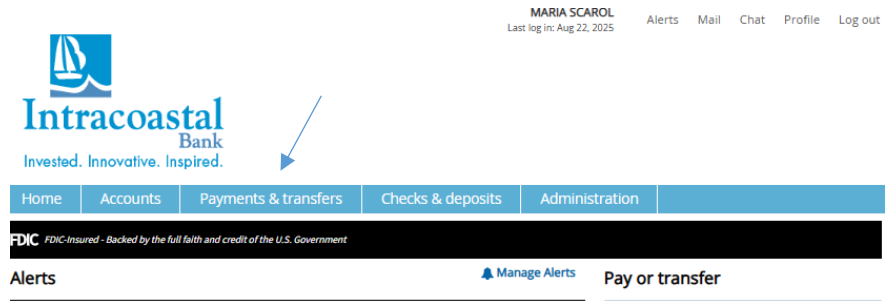


Wire Transfers and Templates in Business Online Banking

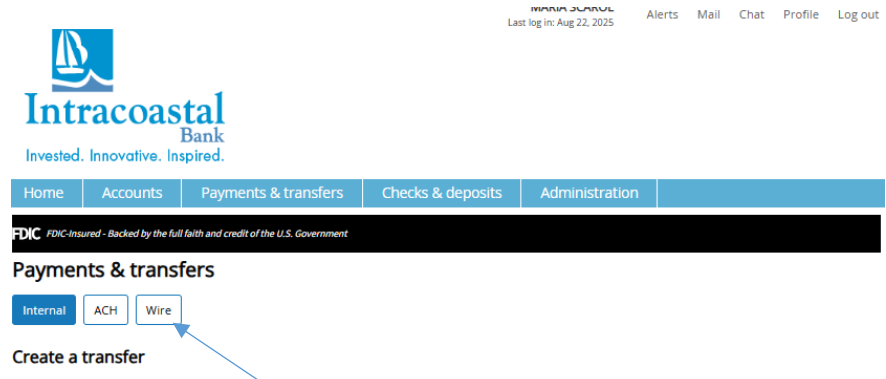
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2. Accessing Wire Templates and Transfers

- Select the “Payments & transfers tab”

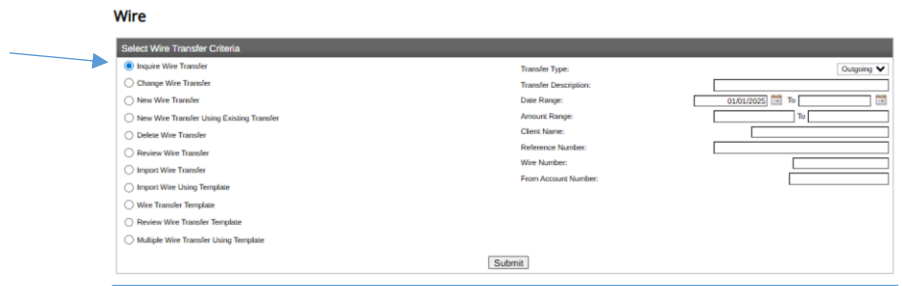


- Select the transaction type “Wire.”

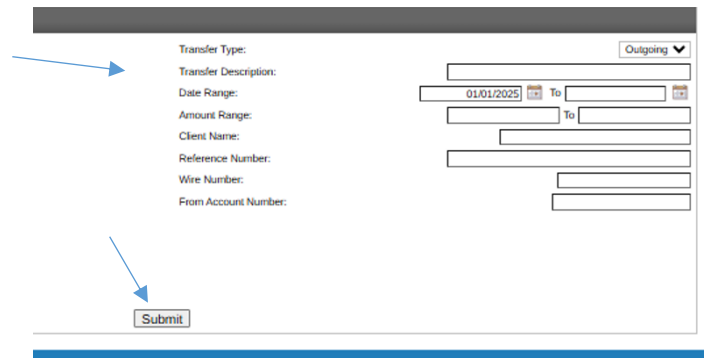


2. Searching for Wire Transfers

- Navigate to the “Inquire Wire Transfer” option



- b. Complete the Wire Transfer Details
 - a. Transfer Type
 - b. Transfer Description
 - c. Date Range
 - d. Amount Range
 - e. Client Name
 - f. Reference Number
 - g. Wire Number
 - h. From Account Number
- c. When completed, click submit



Transfer Type: Outgoing ▼

Transfer Description:

Date Range: To

Amount Range: To

Client Name:

Reference Number:

Wire Number:

From Account Number:

3. Exporting your Wire Transfer

- a. Navigate to the bottom box
- b. Click the blue box: “Export” button

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Payments & transfers

Internal ACH **Wire**

Wire

Select Wire Transfer Criteria

☒ Inquire Wire Transfer

☐ Change Wire Transfer

☐ New Wire Transfer

☐ New Wire Transfer Using Existing Transfer

☐ Delete Wire Transfer

☐ Review Wire Transfer

☐ Import Wire Transfer

☐ Import Wire Using Template

☐ Wire Transfer Template

☐ Review Wire Transfer Template

☐ Multiple Wire Transfer Using Template

Transfer Type: Outgoing ▼

Transfer Description:

Date Range: To

Amount Range: To

Client Name:

Reference Number:

Wire Number:

From Account Number:

Outgoing Wires - MARIA SCAROL

Exceptions for Outgoing Wires

No matching record(s) found

Confirmations for Outgoing Wires

Date	Beneficiary	IMAD	Amount	Reference Number	Status	Wire Number
						

2. Accessing Wire Transfer Templates

- a. Navigate to the “Wire Transfer Template” option

Wire

Select Wire Transfer Criteria

☐ Inquire Wire Transfer

☐ Change Wire Transfer

☐ New Wire Transfer

☐ New Wire Transfer Using Existing Transfer

☐ Delete Wire Transfer

☐ Review Wire Transfer

☐ Import Wire Transfer

☒ Wire Transfer Using Template

☐ Review Wire Transfer Template

☐ Multiple Wire Transfer Using Template

Template Name:

Wire Type: All

Template Group: All

Submit

3. Creating your Template

- a. Complete the “Template Details”
 - i. Template Name
 - ii. Wire Type
 - iii. Template Group
- b. When finished, click submit

Template Name:

Wire Type: All

Template Group: All

Submit

4. Viewing your Templates

- a. Navigate to the bottom box
- b. Your available options:
 - i. View Template Name
 - ii. See Beneficiary
 - iii. View the From Account
 - iv. See Wire Type
 - v. See Status
 - vi. Create a New Transfer
 - vii. Edit a Template
 - viii. Delete a template

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Payments & transfers

InternalACHWire

Wire

Select Wire Transfer Criteria

☐ Inquire Wire Transfer

☐ Change Wire Transfer

☐ New Wire Transfer

☐ New Wire Transfer Using Existing Transfer

☐ Delete Wire Transfer

☐ Review Wire Transfer

☐ Import Wire Transfer

☐ Import Wire Using Template

☒ Wire Transfer Template

☐ Review Wire Transfer Template

☐ Multiple Wire Transfer Using Template

Template Name:

Wire Type:

ALL

Template Group:

ALL

Submit

Template List