



Wire Transfer User Guide Comprehensive

February 2021

Table of Contents

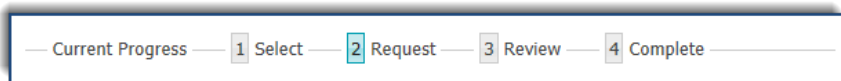
Wire Transfer Creation.....	2
1.) Select.....	2
2.) Request.....	3
3.) Review.....	9
4.) Complete.....	9
Manage Templates	9
Search Templates.....	9
Template Activity Table.....	10
Create Template	11
Transaction Import	15
Map Table	15
Create Map.....	16
1.) Structure.....	17
2.) Fields.....	20
3.) Validation.....	23
4.) Review.....	24
Payment Activity	25
Current Activity.....	25
Future Payments.....	30
Payment History.....	34
Recurring Transfers.....	36
Payee Maintenance.....	38
Common Buttons, Icons, and Navigation Tools	43

Wire Transfer Creation

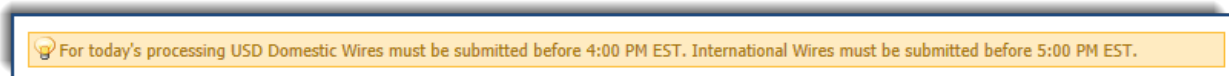
Active wires may be initiated through a free form entry, from an existing template, or from an existing payee who will be the transfer beneficiary.

There are three types of wires. A Domestic USD wire consists of sending US dollars to a financial institution with an ABA routing number. A USD International wire sends US dollars to a foreign financial institution with a SWIFT Bank Identifier Code (BIC). Lastly, a Foreign Exchange (FX) wire allows the user to send foreign currency to a financial institution outside of the United States with a SWIFT BIC.

The creation of an active wire occurs in four steps (*Select, Request, Review, and Complete*). These steps are displayed across the top of the screen for the duration of the process, with the user's current position highlighted.



The wire initiation screen displays a banner with the cut off time, or deadline for submitting wires for same day processing, for the wire types enabled. The cutoff time for Domestic and USD International wires may differ from the cutoff established for FX wires. An hour or more before the cut off time, the banner will turn red and remind the user that the cut off time is approaching. After the cut off has passed, the banner will inform the user of the next available payment date.

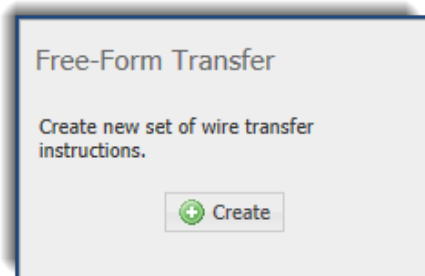


Please keep in mind that the specific options available to a user depend on the wire settings of the company as well as his/her individual entitlements.

Create Wire

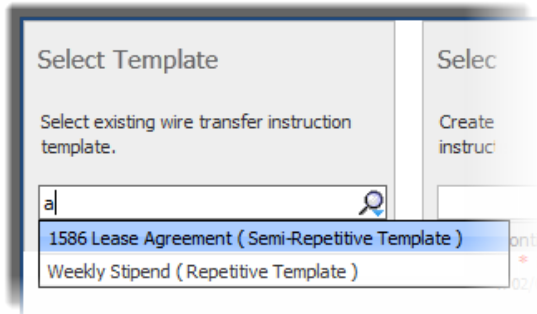
1.) Select

First, select the wire creation method. To create a free form wire, select **Create** located under *Free Form Transfer*.



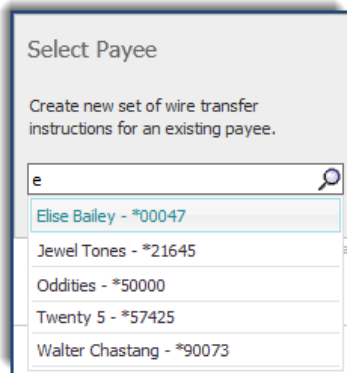
A free form wire is a wire created 'from scratch.' That is to say that all fields will appear blank, allowing the user to enter the required information.

To create a wire from a template, click the empty field under *Select Template* and choose one of the options from the menu that populates. Wires may be quickly created from one of two template types. A **repetitive template** will display with all fields, except for the payment date, populated with previously selected or entered values which are locked and cannot be edited. A **semi-repetitive template** will display specific fields as being populated with previously selected or entered values, while other fields will be blank and awaiting user input.



For convenience, the template type is displayed in parenthesis beside the template name.

To create a wire based on a payee, begin typing any portion of the payee's name in the field provided under *Select Payee* and select one of the options from the menu which populates. If the payee has multiple available wire accounts, select which account the wire should be applied to.



Wires may be conveniently created by utilizing an existing payee as a wire beneficiary. Only payees that have wire account information on their profile will be available for selection.

2.) Request

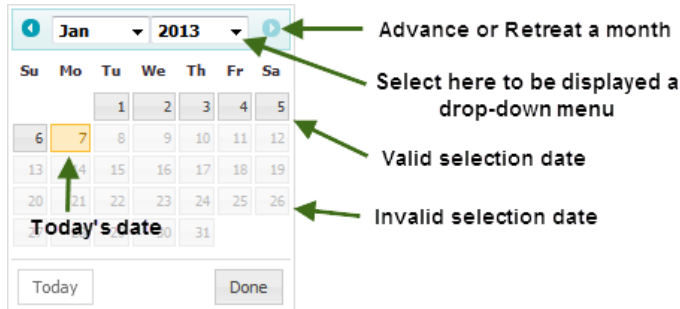
NOTE: If creating a wire from a payee, the selected payee's account and financial institution information will be presented in the beneficiary section as plain text. These details were pulled from the payee's profile and may not be edited. To complete the wire, enter values for the empty, required fields.

If the payee information presented is not correct, please discard this wire. edit the payee. and begin a new wire.

NOTE: If creating a wire from a template, the Request page will populate all information that was contained in the template. The value for these fields will appear as plain text may not be edited. To complete the wire, enter values for the empty, required fields.

Account Information

First, select a payment date. The date initially displayed will represent the soonest available payment date based on company settings, the cut off time, weekends, holidays, etc. To change the date, click in the **Payment Date** field and select the desired option from the calendar.



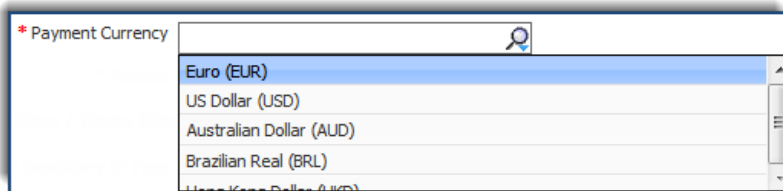
Dates that appear as a washed-out grey denote that that day is ineligible to be a payment date. This may be due to the date being a non-banking day or because the user has reached the maximum amount of days that a payment can be made in advance.

Future dated wires, or wires created before their payment date, are stored in the system and may be viewed, edited, and cancelled from *Future Payments* until the payment date arrives.

Next, select a **Debit Account**. This is the account from which money will be withdrawn to fund the wire transfer. To select an account, click in the field and begin typing any portion of the account number to cause the menu to filter and display only accounts containing the numbers entered.

For convenience, the name and address of the initiating user's company will be copied from the company's profile page and populated in the **Originator Name** and **Originator Address 1-3**. If needed, the user may edit this information.

Below the pre-populated information, select the **Payment Currency** of the wire being created. This field is presented only if the company allows Foreign Exchange (FX) wires. The currencies available are dependent upon the debit account that was selected as well as the user's entitlements. To select a currency, click in the field and type any portion of the three letter currency code or currency name.

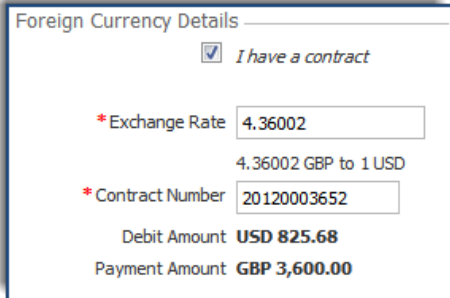


Next enter the **Amount** of the transfer. If the company has not permitted FX wires, or the user selected USD in the Payment Currency field, enter the dollar amount that is to be paid to the beneficiary. However, when creating a Foreign Exchange wire, by selecting a foreign currency, two options display under the amount field. These options allow the user to enter the amount of money being sent in the way s/he is most comfortable. Select **Payment Amount** to enter the exact amount in foreign currency that is to be received by the beneficiary. Select **Debit Amount** to enter the amount in USD that is to be withdrawn from the debit account.

Foreign Currency Details

This section will only be presented to users who are creating an FX wire. If an FX wire is not being created, please proceed to the *Beneficiary/Payee Information* section.

Leave the box beside ***I have a contract*** empty if there is no contract with the financial institution to secure a particular rate. Below contract information, the current ***Exchange Rate***, the total US dollar amount that will be deducted from the debit account in the ***Debit Amount*** field, and the equivalent foreign currency amount which will be delivered to the beneficiary in the ***Payment Amount*** field will be displayed.



Foreign Currency Details

☒ ***I have a contract***

* Exchange Rate
4.36002 GBP to 1 USD

* Contract Number

Debit Amount **USD 825.68**
Payment Amount **GBP 3,600.00**

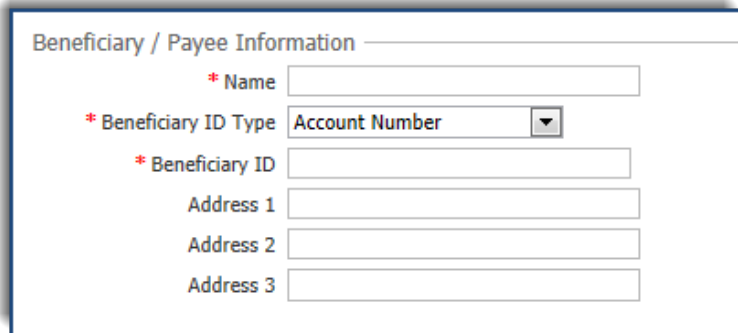
The ***Debit Amount*** displays the total US dollar amount that will be deducted from the debit account.

The ***Payment Amount*** displays the foreign currency amount that will be delivered to the beneficiary.

If an agreement has been made to secure a specific exchange rate with the financial institution, select the box beside ***I have a contract***. Next, enter the ***Exchange Rate*** and ***Contract Number*** in the fields that populate.

Beneficiary/Payee Information

This section allows for the entry of information about the beneficiary of the wire transfer. To begin, type the ***Name*** of the recipient. Next, select the ***Beneficiary ID Type*** by clicking in the field and selecting an option from the menu that displays. Below this enter the ***Beneficiary ID***. Lastly, enter the ***Address*** of the beneficiary in the three address lines provided.



Beneficiary / Payee Information

* Name

* Beneficiary ID Type

* Beneficiary ID

Address 1

Address 2

Address 3

Beneficiary Bank Information

If the beneficiary utilizes a financial institution that has an ABA routing number, easily locate it by selecting ***Bank Lookup***. In the window that populates, enter values for one or more fields and then click ***Search***. Only search results matching the search criteria entered will be displayed. Once the desired financial institution has been located, click the ***Select*** button and all information needed for the financial institution will be populated in the beneficiary bank fields on the wire creation screen.

If the beneficiary utilizes a financial institution that has a SWIFT BIC, or if the user was not able to locate the correct financial institution from Bank Lookup, manually enter bank information in the fields provided.

To begin, enter the **Name** of beneficiary financial institution. Next, select one of the options presented in the **Beneficiary Bank ID Type** field. Below that, enter the ABA or SWIFT BIC assigned to the financial institution in the **Beneficiary Bank ID** field. Now enter the **Address** of the financial institution. Lastly, the **International Bank** check box will automatically be checked or unchecked based upon the bank ID type that was selected.

Additional Bank Information

Depending on the capabilities of the beneficiary bank, funds may need to be routed through a Correspondent or Intermediary bank first. The user is not usually responsible for knowing whether or not his/her payment will need to be routed through these financial institutions, and therefore these fields are completely optional.

▶ Additional Bank Information

Additional Reference Inform

Reference Information for Be

Additional Information For Be

Select here to be displayed
the Additional Bank
Information fields.

If a value is entered for any one Correspondent Bank field, all remaining fields must also be completed. The same is also true for Intermediary Bank fields. Furthermore, the user may complete the Correspondent fields and not the Intermediary, or vice versa.

If the Correspondent and/or Intermediary bank utilizes an ABA routing number, easily locate it by selecting the appropriate **Correspondent Bank Lookup** or **Intermediary Bank Lookup**. Enter values for one or more fields and then click **Search**. Only results matching the search criteria will be displayed. Click the **Select** button beside the intended financial institution and all information needed for the financial institution will populate in the appropriate bank fields on the wire creation screen.

Search Details

Bank Name

City

Bank ID 061000146

State Abbreviation

Bank Reference Type Fed ABA

Search

Bank ID	Bank Name	City	State Abbreviation	
Prev 1 Next	Go to page 1	Showing 1 - 1 of 1		Items to display: 10
061000146	FEDERAL RESERVE BANK OF ATLANTA	ATLANTA	GA	<div> <div>Select</div> </div>
Prev 1 Next	Go to page 1	Showing 1 - 1 of 1		Items to display: 10
Results returned in 0.031 seconds				

Close

If the Correspondent and/or Intermediary bank utilizes a financial institution that has a SWIFT BIC, or if the user was not able to locate the correct financial institution from Bank Lookup, manually enter bank information in the fields provided.

First, specify the **Correspondent** and/or **Intermediary Bank ID Type** by clicking in the field and selecting the correct option from the menu that populates. Just below that selection, type the ABA routing number or SWIFT BIC of the financial institution in the **Correspondent** and/or **Intermediary Bank ID** field. Lastly, enter the 18 characters or less short name used by the financial institution in the **Correspondent** and/or **Intermediary Bank Name** field.

Additional Reference Information

The last section of the wire creation screen is optional and allows for the entry of miscellaneous information and provides convenience options.

The **Reference Information for Beneficiary** field allows the user to enter a 16 character or less description, such as an invoice number, of the reason for the payment or transfer. The **Additional Information for Beneficiary** field provides more room, 140 characters, for any additional information.

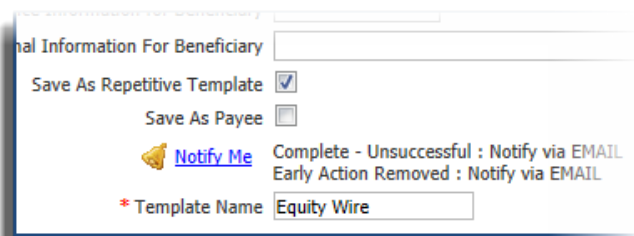
Lastly, select the **Notify Me** hyperlink to be notified when one or more status changes have occurred with the payment. For more information about Status Changes, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Once all required and desired information has been filled in, click **Request Transfer** to proceed to the *Review* step. At this point, the system performs a series of validations, such as ensuring all required fields have values and user's transaction limits have not been exceeded. In the event that the system has found an error, a red warning banner will be displayed at the top of the page. To discard this payment, select **Cancel**.

The following additional options may display based on how the wire was initiated.

Free Form Options


Users entitled to create templates will see a **Save As Repetitive Template** option. If selected, the payment currently being created will be saved as a repetitive template, allowing for this exact wire to be quickly sent in the future. Enter a name in the **Template Name** field that displays at the bottom of the screen. This name cannot be identical to any other template name available to the company.



Additional Information For Beneficiary

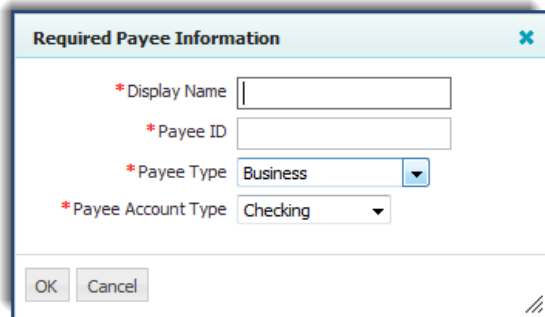
Save As Repetitive Template ☒

Save As Payee ☐

 [Notify Me](#) Complete - Unsuccessful : Notify via EMAIL
Early Action Removed : Notify via EMAIL

* Template Name

Users with the ability to create and edit payees for the company will see a **Save as Payee** option. Checking this box will allow the system to save the account and bank information entered for this new payee for easy use in future transactions.



Required Payee Information

* Display Name

* Payee ID

* Payee Type **Business**

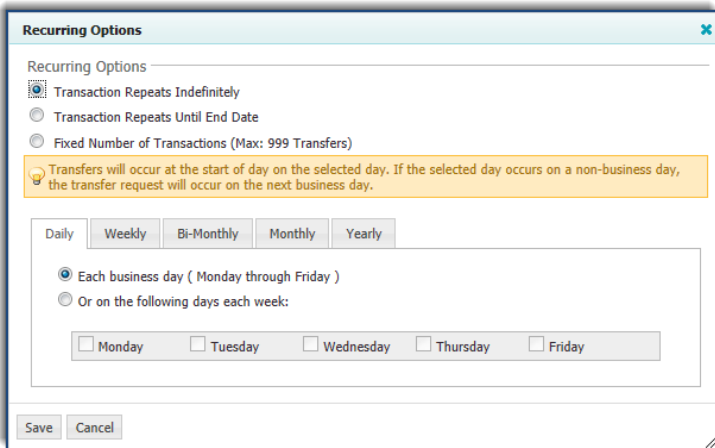
* Payee Account Type **Checking**

OK Cancel

Template Options

Wires created from a template may also be set up to automatically generate more live wires at specific intervals based on a predefined schedule, referred to as a recurring wire transfer. To create a recurring wire, select **Recurring Options**.

To begin, select an expiration date for this schedule. Select **Transaction Repeats Indefinitely** if the user is unsure of the expiration date or this wire is intended to run forever.



Recurring Options

Recurring Options

☒ Transaction Repeats Indefinitely

☐ Transaction Repeats Until End Date

☐ Fixed Number of Transactions (Max: 999 Transfers)

Transfers will occur at the start of day on the selected day. If the selected day occurs on a non-business day, the transfer request will occur on the next business day.

Daily Weekly Bi-Monthly Monthly Yearly

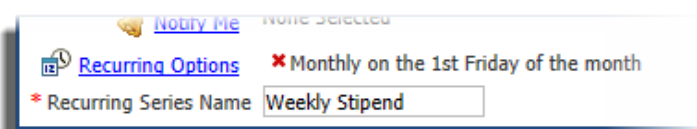
☒ Each business day (Monday through Friday)

☐ Or on the following days each week:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Save Cancel

If this schedule will have an end date, select **Transaction Repeats Until End Date** and then select a date from the calendar. For wires that will run for a limited time, select **Fixed Number of Transactions** and then enter the number of times this transaction should run before it expires. Next specify how often this wire will occur (**Daily, Weekly, Bi-Monthly, Monthly, or Yearly**) and select the desired options for that choice. Once the schedule has been completed select **Save** to retain, or **Cancel** to discard. After recurring options have been established, the **Request** page will display a summary statement of the selection.



[Notify Me](#) None Selected

[Recurring Options](#) * Monthly on the 1st Friday of the month

* Recurring Series Name **Weekly Stipend**

Beside the summary is a red **X** that allows for the deletion of the recurrence. Finally, create a name for the series in the ***Recurring Series Name*** field.

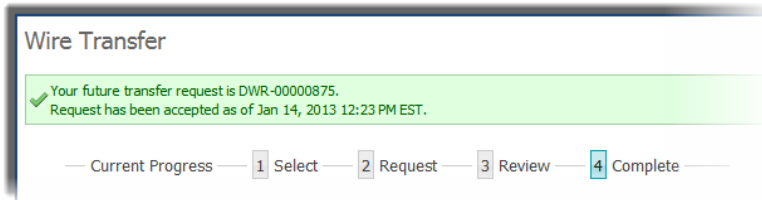
3.) Review

Review all of the payment components to ensure that everything is correct.

If all information presented is correct, select **Confirm**. If alterations need to be made select **Edit**. To discard this payment, select **Cancel**.

4.) Complete

The **Complete** page shows a green banner containing the unique transaction number which has been attached to this transaction. This is a reference number which will be used should a wire need to be approved, canceled, viewed as a future dated item, or audited.



Wire Transfer

✓ Your future transfer request is DWR-00000875.
Request has been accepted as of Jan 14, 2013 12:23 PM EST.

— Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —

Transaction IDs for USD Domestic wires will display a DWR prefix while foreign exchange wires will display an IWR prefix.

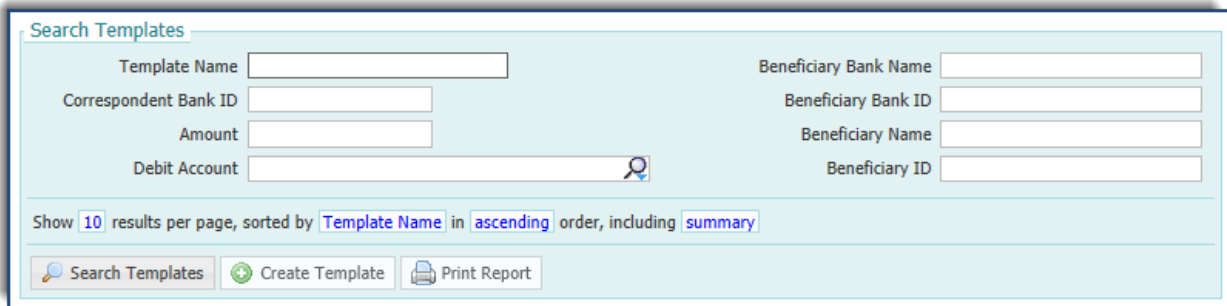
Now, the wire has been successfully completed and will be delivered to the financial institution's wire processing center at the appropriate time. Select **Return** to be taken back to the wire creation page, or **Print** to print the confirmation page.

Manage Templates

View, create, edit, and delete wire templates from **Manage Templates**.

Search Templates

Quickly locate a specific template by utilizing the various fields of the **Search Template** section. Any combination of fields may be used to filter results. If the user leaves all fields blank, and selects **Search Templates**, all available templates will be displayed.



Search Templates

Template Name Beneficiary Bank Name

Correspondent Bank ID Beneficiary Bank ID

Amount Beneficiary Name




Debit Account Beneficiary ID

Show 10 results per page, sorted by Template Name in ascending order, including summary

- **Template Name** - Enter any portion of the desired template's name.
- **Correspondent Bank ID** – Enter the ABA routing number or SWIFT BIC of the correspondent bank.

- **Amount** – Enter the exact USD amount of the wire.
- **Debit Account** – Click in the field and select the account that was used to fund the wire from the menu which displays.
- **Beneficiary Bank Name** – Enter the name of beneficiary's bank.
- **Beneficiary Bank ID** – Enter the ABA routing number or SWIFT BIC of the beneficiary's bank.
- **Beneficiary Name** – Enter any portion of the beneficiary's name.
- **Beneficiary ID** – Enter the beneficiary's ID to quickly locate a template containing a specific beneficiary.

In the sentence under the filter options, select and change the text in blue to designate how the search results should be organized. One such option allows the user to decide between viewing **Summary** or **Summary and Details** results. The summary will display the template name, amount, template type, and the date of last use. The summary with details will display all of the information included in the summary as well as the debit account, beneficiary name and bank information, correspondent bank ID, and the date and user who last made changes to the template.

		Little Repeat	\$25.00	Repetitive	Last Used : Never	 Edit
		Debit Account : *****9877 - MFCQA Online Banking Solutions (111111118)	Beneficiary Bank Name : Banco de Chile			
		Correspondent Bank ID : ()	Beneficiary Bank ID : ITAUCLRM			
		Beneficiary Name : Jake & Finn	Last Changed : Nov 19, 2012 11:08 AM EST (example / NewUser)			

For more information about the functionality of the sort options for searches, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Once criteria have been set, select **Search Templates** and the template table will refresh to display only templates that match.

Template Activity Table

Prev	1	Next	Go to page	1	Showing 1 - 3 of 3	Items to display:			10	20	50
		Little Repeat	\$25.00		Repetitive	Last Used : Never			Edit		
		Swift Semi	\$2,600.00		Semi-Repetitive	Last Used : 11/19/2012			Edit		
		US Buffalo	\$2,920.00		Repetitive	Last Used : Never			Edit		
Prev	1	Next	Go to page	1	Showing 1 - 3 of 3	Items to display:			10	20	50
Results returned in 0.037 seconds											

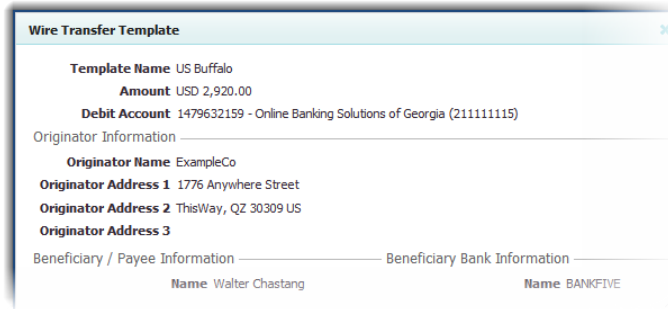
Each row of the table contains summary information regarding one template. For more information about how to utilize the navigation tools at the very top and bottom of the table, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Wire template summary information will begin with a wire icon followed by the template name, amount, template type, and the date of last use of each template will be presented.

If entitled to manage templates, data can be changed by clicking the yellow pencil **Edit** button to the right of the template's description. Templates can also be deleted by clicking the red **X** icon to the left of the description. *Please note: Editing a template is very similar to creating a template. For information about*

*editing/creating a template, please refer to the **Create Template** section of this document. Also, when a user makes edits to a template, s/he will be informed that the changes being saved will affect all future and recurring payments based off of the template.*

A user who only has auditing capabilities will not see the edit and delete icons. Instead, template settings may be viewed by selecting the **View** button.

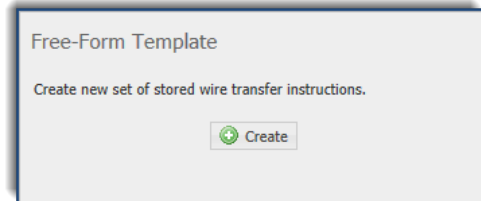


The image shows a 'Wire Transfer Template' form. It contains the following fields: Template Name (US Buffalo), Amount (USD 2,920.00), Debit Account (1479632159 - Online Banking Solutions of Georgia (211111115)), Originator Information (Originator Name: ExampleCo, Originator Address 1: 1776 Anywhere Street, Originator Address 2: ThisWay, QZ 30309 US, Originator Address 3), Beneficiary / Payee Information (Name: Walter Chastang), and Beneficiary Bank Information (Name: BANKFIVE).

Create Template

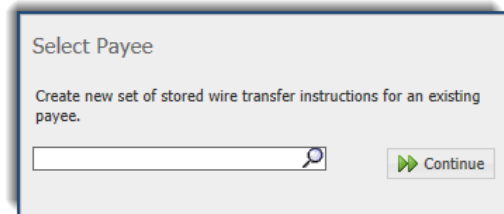
To create a template, select the **Create Template** button at the bottom of the *Search Templates* section. Next, select how to begin the template.

To create a template for a new payee or a payee that does not have wire account information on its profile, select **Create** under *Free Form Template*.



The image shows a 'Free-Form Template' form. It contains the text 'Create new set of stored wire transfer instructions.' and a 'Create' button with a green plus icon.

To create a template based upon the wire account information of an existing payee, who will be the beneficiary, begin typing any portion of the payee's name in the field under *Select Payee* and select an option from the menu that displays. If the payee has multiple wire accounts, next select which account the payment should be applied to.

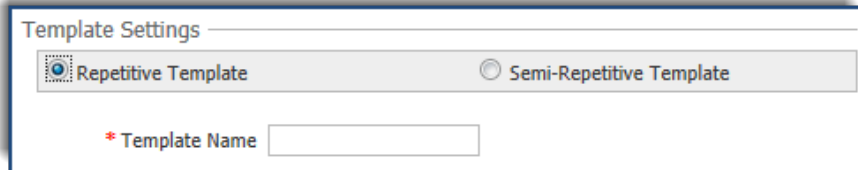


The image shows a 'Select Payee' form. It contains the text 'Create new set of stored wire transfer instructions for an existing payee.' and a search field with a magnifying glass icon. A 'Continue' button with a green double arrow icon is also present.

Template Settings

First select what type of template will be created. When used to create an active wire, a **Repetitive Template** will populate all fields with the values and information entered at this time. These settings will be locked and may not be edited when creating the live wire. Due to this fact, all information required to create a wire must be entered during wire template creation.

Should the **Semi-Repetitive Template** option be selected, some of the fields may turn grey and values cannot be entered. These disabled fields are intended to be filled in at the time of wire creation. The specific fields that are disabled will depend on the settings placed on the company by the financial institution.



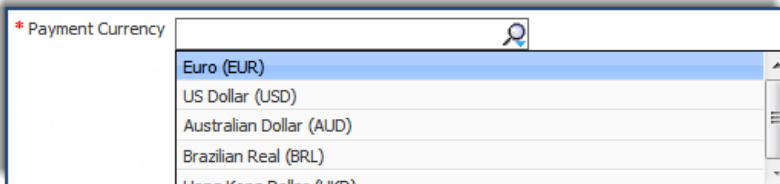
After a selection has been made, enter the **Template Name** in the corresponding field.

Account Information

First select a **Debit Account**. This is the account from which money will be withdrawn to fund the wire transfer. To select an account, click in the field and begin typing any portion of the account number in the field to filter and display only accounts containing the numbers entered.

For convenience, the name and address of the template creator's company will be copied from the company's profile page and populated in the **Originator Name** and **Originator Address 1-3**. If needed, the user may edit this information.

Below the pre-populated information, select the **Payment Currency** of the wire being created. This field is presented only if the company allows Foreign Exchange (FX) wires. The currencies available are dependent upon the debit account that was selected as well as the user's entitlements. To quickly locate a specific currency, type any portion of the three letter currency code or currency name in the field and then select from the menu that displays.



Now enter the **Amount** of the transfer. If the company has not permitted FX wires or the user selected USD in the Payment Currency field, enter the dollar amount that is to be paid to the beneficiary.

If creating a Foreign Exchange wire, by selecting a foreign currency, two options will display under the amount field. These options allow the user to enter the amount of money being sent in the way s/he is most comfortable. Select **Payment Amount** to enter the exact amount in foreign currency that is to be received by the beneficiary. Select **Debit Amount** to enter the amount in USD that is to be withdrawn from the debit account.

Beneficiary/Payee Information

This section allows for entry of information about the beneficiary. If the user is creating a template from a payee, these fields will display the information pulled from the payee's profile and will be displayed to

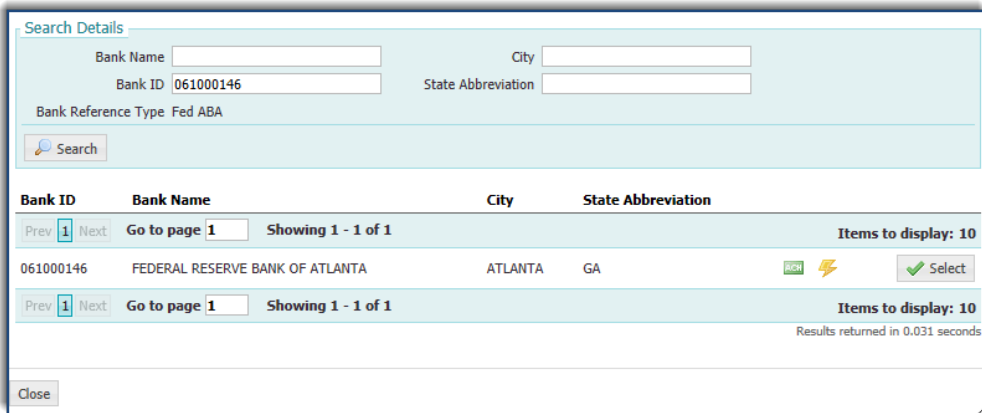
the user as plain text for review. If payee information needs to be altered, the user may discard the current template, edit the payee, and then begin a new template.

If the template is being created as free form, continue by typing the **Name** of the recipient. Next, select the **Beneficiary ID Type** by clicking in the field and selecting an option from the menu which displays. Enter the **Beneficiary ID** and, lastly, enter the **Address** of the beneficiary in the three address lines provided.

Beneficiary Bank Information

Next, enter the bank information of the beneficiary. For templates created from a payee, these fields will display the information pulled from the payee's profile and will be displayed as plain text for review. If payee information needs to be altered, the user may discard the current template, edit the payee, and then begin a new template. For free-form templates, enter values for the fields available.

If the beneficiary utilizes a financial institution that has an ABA routing number, easy locate it by selecting **Bank Lookup**. Enter values for one or more fields and then click **Search** in the window that populates. Only search results matching the search criteria will be displayed. Click the **Select** button beside the intended financial institution and all information required will populate in the beneficiary bank fields on the template creation screen.



Bank ID	Bank Name	City	State Abbreviation
061000146	FEDERAL RESERVE BANK OF ATLANTA	ATLANTA	GA

If the beneficiary utilizes a financial institution that has a SWIFT BIC, or if the user was not able to locate the correct financial institution from Bank Lookup, manually enter bank information in the fields provided.

To begin, enter the **Name** of beneficiary financial institution. Next, select one of the options presented in the **Beneficiary Bank ID Type** field. Below that, enter the ABA or SWIFT BIC assigned to the financial institution in the **Beneficiary Bank ID** field. Now enter the **Address** of the financial institution. Lastly, the **International Bank** box will automatically be checked or unchecked based upon the bank ID type that was selected.

Additional Bank Information

Depending on the capabilities of the beneficiary bank, funds may need to be routed through a Correspondent or Intermediary bank first. The user is not usually responsible for knowing whether or not

his/her payment will need to be routed through these financial institutions, and therefore these fields are completely optional.

When creating a template from a payee, these fields will display the information pulled from the payee's profile and will be displayed to the user as plain text for review. To ensure that the template being created will route payments through a specific Correspondent and/or Intermediary bank, and the banks displayed are not the desired destinations or these fields have been left blank, discard the current wire, edit the payee, and then begin a new wire.

For free form templates, enter values for these fields. Select **Additional Bank Information** to expand the field and enter Correspondent and Intermediary bank information. If a value is entered for any one Correspondent Bank field, all remaining fields must also be completed. The same is also true for Intermediary Bank fields. Furthermore, the user may complete the Correspondent fields and not the Intermediary, or vice versa.

▶ [Additional Bank Information](#)

Additional Reference Inform

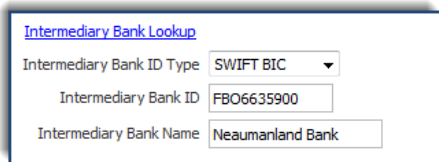
Reference Information for Be

Additional Information For Be

Select here to be displayed
the Additional Bank
Information fields.

If the Correspondent and/or Intermediary bank utilizes an ABA routing number, easy locate it by selecting the appropriate **Correspondent Bank Lookup** or **Intermediary Bank Lookup**. Enter values for one or more fields and then click **Search** in the window that populates. Only results matching the search criteria will be displayed. Click the **Select** button beside the intended financial institution and all information needed for the financial institution will populate in the appropriate fields on the template creation screen.

If the Correspondent and/or Intermediary bank utilizes a financial institution that has a SWIFT BIC, or if the user was not able to locate the correct financial institution from Bank Lookup, he/she may manually enter bank information.

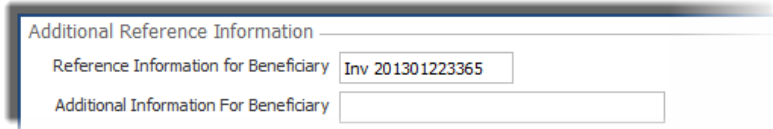


The image shows a screenshot of the 'Intermediary Bank Lookup' form. It contains three input fields: 'Intermediary Bank ID Type' with a dropdown menu showing 'SWIFT BIC', 'Intermediary Bank ID' with the text 'FBO6635900', and 'Intermediary Bank Name' with the text 'Neumanland Bank'.

First, specify the **Correspondent** and/or **Intermediary Bank ID Type** by clicking in the field and selecting the correct option from the menu which populates. Just below that selection, type the ABA routing number or SWIFT BIC of the financial institution in the **Correspondent** and/or **Intermediary Bank ID** field. Lastly, enter the 18 characters or less short name used by the financial institution in the **Correspondent** and/or **Intermediary Bank Name** field.

Additional Reference Information

The last section of the template creation screen allows for the entry of miscellaneous information and provides convenience options. The ***Reference Information for Beneficiary*** field allows the user to enter a 16 character or less description, such as an invoice number, of the reason for the payment or transfer. The ***Additional Information for Beneficiary*** field provides more space, up to 140 characters, for additional information, should the user need it.

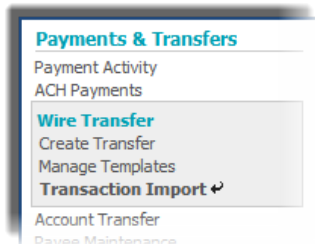


Once all required and desired information has been entered, select ***Save Template*** to retain these settings for future use, or select ***Cancel*** to discard these settings.

Transaction Import

Wire transfers may also be created through *Transaction Import*. EDI820, SWIFT MT103, Delimited, Fixed Width, and XML formatted files containing wire transfer instructions may be imported by a user, interacted with in the same manner as a manually created wire, and then sent to the financial institution's wire processing center.

Files not constructed in an industry standard format can be read through predefined maps.

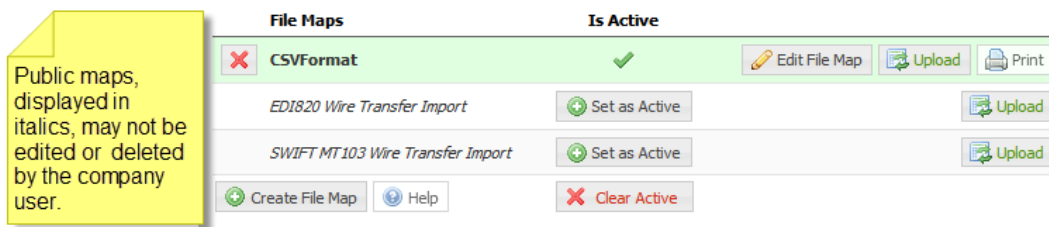


Please be advised, this document will assume that the user is already familiar with the creation and formatting of import files. For more information regarding creating files to import wire transfers, please contact the financial institution.

Map Table

When *Transaction Import* is selected a ***Map Table*** will display all maps currently available to the user.

Map names which appear in italics are ***Public Maps*** that have been created by the financial institution and may be utilized if the user has a file formatted in a standard format. Map names which appear in bold are ***Custom Maps*** that have been created by the company or financial institution, on the company's behalf.

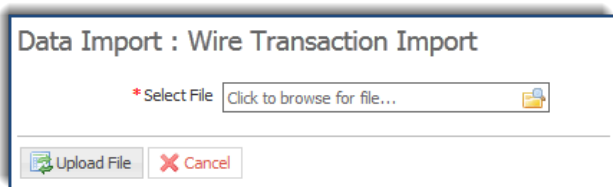


Maps are used to plot the location of key information in files that are not formatted in such a way that the financial institution can readily process. After a map has been established the system will look in the input file at the locations defined in the map for key information. Once all information has been successfully found, the system will automatically reformat that data into something that the financial institution can accept.

At the very top of the table is a **File Maps** column header, which will display the file map's name, and an **Is Active** column header, which will display which map is used as the default for wire files delivered via Desktop or FTP delivery channels. Only one map may be selected as a default. To designate a map, select the **Set as Active** button beside the desired map name. At this time, the table will refresh and the button that was selected will be replaced by a green checkmark. Also, a **Clear Active** button will be presented at the bottom of the table to allow for the removal of a map as the default.

To edit an existing Custom Map, select the yellow pencil **Edit File Map** button to be taken a *Review* page that will provide a detailed outline of the map settings. *Please note that editing a map is much like the process of creating a map. For more information about how to edit a map or navigate around the Review page, please refer to the Create Map section of this guide.*

To upload a file, select the **Upload** button to the far right. The next screen will present a **Select File** field. Click in the field and select the file that is to be uploaded from the window that populates. Once the file has been selected, click **Upload File** to load the file and begin validation, or **Cancel**, to terminate the upload.



Create Map

Files that are not in an EDI 820 or SWIFT MT103 format, but are instead formatted as Fixed Length, XML, or CSV, may need to have a **Custom Map** created in order to be accepted by the financial institution. To begin, select the **Create File Map** button.

The *Create File Map* screen will display the four steps to creating a map (*Structure, Fields, Validation, and Review*) displayed across the top. The user's current location in the process will display the step number against a colored background while the step title will be underlined.

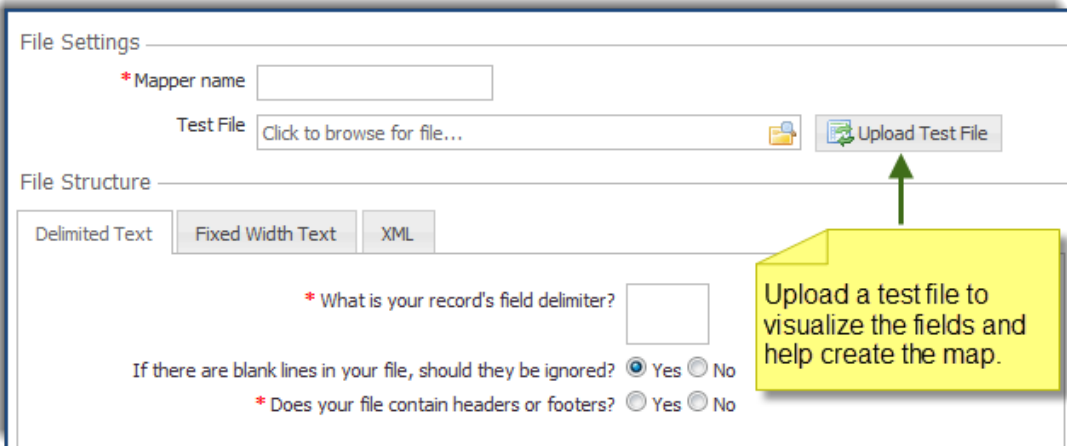


To revisit a previous step during the map creation process, select the step number at the top of the page; this can only be done after all information on the current screen has been completed.

1.) Structure

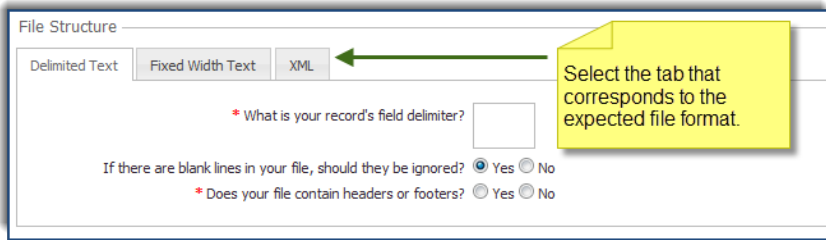
First, enter a **Map Name**. This name must be unique from any other maps available to the user.

Next, the user has the option to upload a Test File. This file should be an example of the files that will be uploaded going forward. Click in the field beside **Test File** and select an example file. Once the file selection window closes, the name of the selected file will display in the Test File field. If this name is correct, select **Upload Test File**. Once the file has been uploaded, a banner will display to confirm that the upload was successful.



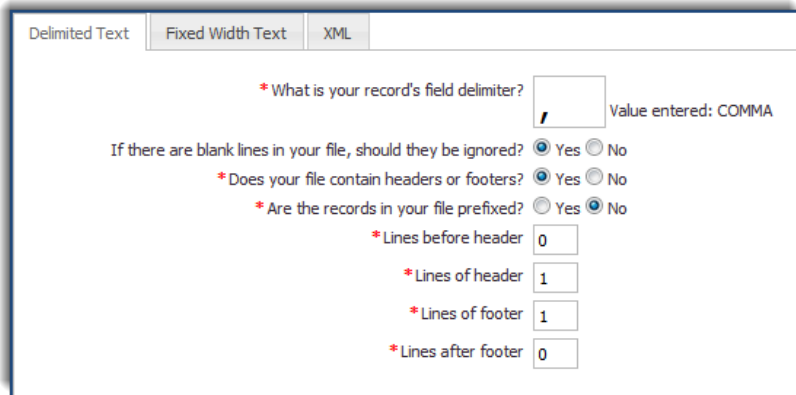
During the course of setting up the map, a **Test File Map** button will display at the bottom of each screen. This button may be selected at any time to apply the newly created settings to the test file that was uploaded. If everything is set up properly, a Validation Log, File Info, and list of the Records found will be generated and displayed. If any errors were encountered a brief description of the issue will be presented so that the map may be corrected.

Next, specify how the file is structured, or formatted. The **Delimited Text** tab will be utilized for files in a delimited format (such as CSV), the **Fixed Width Text** tab will be utilized for fixed width files, and the **XML** tab will be used if mapping an XML file.



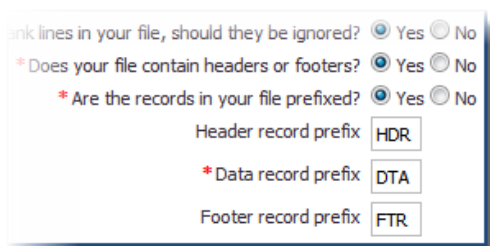
Delimited Structure

If the delimited text tab is selected, a few questions will be asked about the setup of the file. In the field beside ***What is your record's field delimiter?***, type the character that is used to separate fields. Since the TAB character has special meaning and purpose in a browser, to indicate the TAB character as the field delimiter, enter \t (a backslash followed by the letter t). If the character entered in the field is recognized by the system, a ***Value Entered*** field will display and include the name of the character entered.



The next field will ask if blank lines in the file should they be ignored. Select one of the radio buttons beside ***Yes*** or ***No***.

Now specify whether or not the file contains a header and/or footer by selecting ***Yes*** or ***No*** beside the question. If headers and footers are present, select either ***Yes*** or ***No*** beside the ***Are the records in your file prefixed?*** field that populates. If the records within the file are prefixed, then the Header, Data, and Footer prefixes will need to be entered.



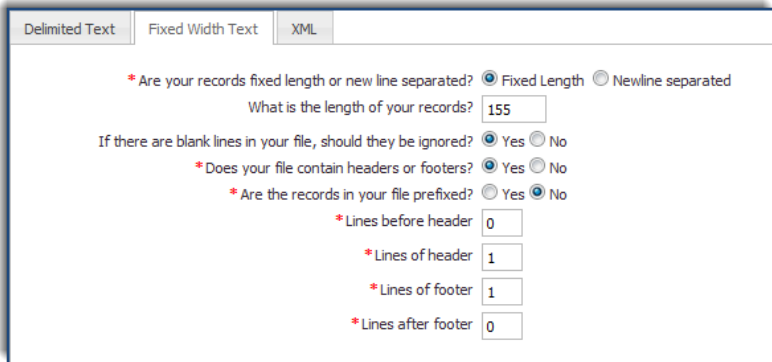
If the records within the file are not prefixed, enter the total number of lines before the header or footer as well as the total number of lines the header or footer consists of.

Once all delimited structure information has been entered, select ***Go To Step 2*** and proceed to the ***File Data*** section of this guide.

Fixed Width Text

If the fixed width text tab is selected, first select the appropriate option for the ***Are your records fixed length or new line separated?*** field. If the records are of fixed lengths, enter the length of the fields in the space provided beside the question.

Next, select **Yes** or **No** to for the field that asks ***If there are blank lines in your file, should they be ignored?***



The screenshot shows a configuration window with three tabs: 'Delimited Text', 'Fixed Width Text' (selected), and 'XML'. The 'Fixed Width Text' tab contains the following fields and options:

- * Are your records fixed length or new line separated? ☒ Fixed Length ☐ Newline separated
- What is the length of your records?
- If there are blank lines in your file, should they be ignored? ☒ Yes ☐ No
- * Does your file contain headers or footers? ☒ Yes ☐ No
- * Are the records in your file prefixed? ☐ Yes ☒ No
- * Lines before header
- * Lines of header
- * Lines of footer
- * Lines after footer

After that, specify whether or not the file contains headers and/or footers. If headers and footers will be present, select whether or not these fields are prefixed. Enter the Header, Data, and Footer prefixes that will be used. Prefix examples include H=Header, D=Data Record, and F=Footer.

If the records within the file are not prefixed, enter the total number of lines before the header or footer as well as the total number of lines which the header or footer consists of.

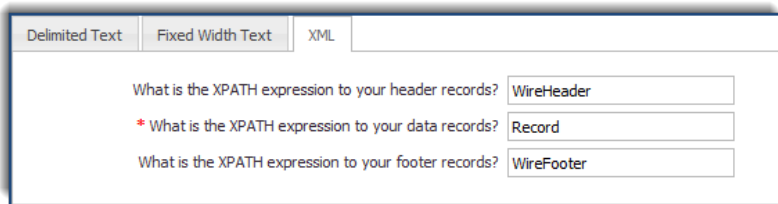
Once all fixed length structure information has been entered, select **Go To Step 2** and proceed to the *File Data* section of this guide.

XML

In an XML file, all information has an introduction <information> and an ending </information>. This allows the system to quickly identify fields. The value contained within the introductory or ending markers, such as 'information' used in the example above, is called the XPATH expression. When entering the XPATH expression, the user must strip off the markers. Even if the value entered is contained elsewhere in the file, if it is not surrounded by the markers, it will not be deemed an XPATH expression.

Example: The user has entered the XPATH expression 'Footer' to signify the footer record fields. The file uploaded includes a field that looks like <Payee Name>Sugar Footer </Payee Name>. Although 'Footer' is included in the field, it will not be mistaken as the file footer because the value is not located within a marker.

For XML formatted files, the XPATH information for header and footer records is not required. However, the XPATH for data records is required and must be entered in the field provided to the right.

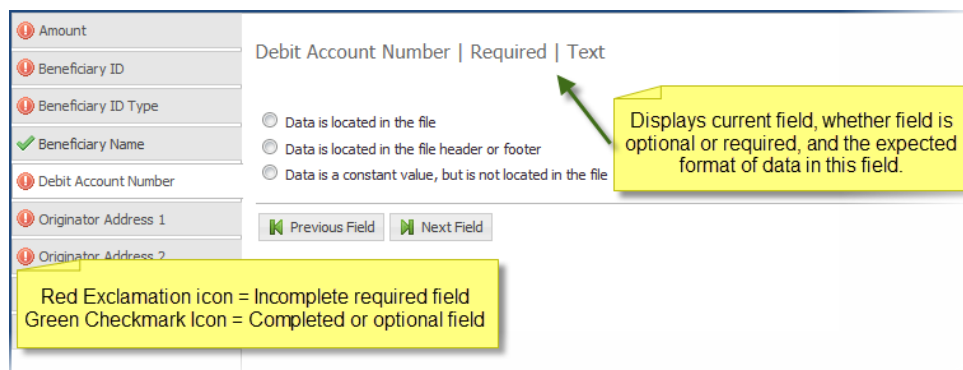


Once all XML structure information has been entered, select **Go To Step 2**.

2.) Fields

Now, the plotting out the transactional data contained in the file, called Fields, may begin. Fields are pieces of information that are used to make up individual transactions. When a field is selected, the area to the right of it will update to present the options available for that field. The current field being viewed will display a white background while other fields will display a grey background.

Fields with a **red exclamation icon** are required in order for the system to create a complete transaction. Once information has been entered for a required field the icon will turn into a **green checkmark icon**, letting the user know that he/she may proceed to the next field. Some fields never show a red exclamation icon. These fields will always display a green checkmark icon because they are optional, and may be skipped if the user wishes to do so.



For Delimited files, the systems will separate data into units called a **Field Index**. Each index is determined by the delimiter specified during *Structure* setup. Now all required fields will be paired with its corresponding index.

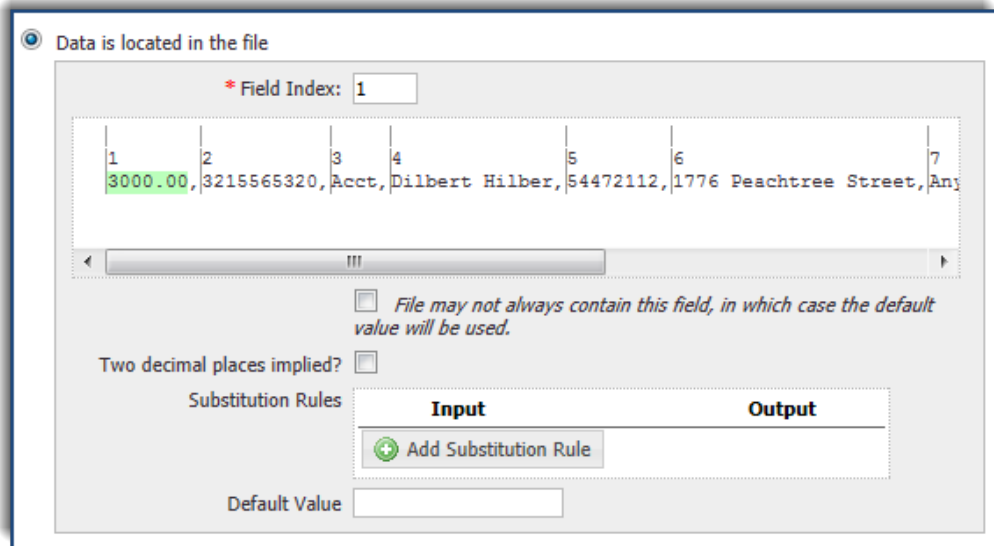
For Fixed Width files, the system will begin data at a **Start Index** and extend that field until it reaches the **Length** specified. Each record is determined by the settings established during *Structure* setup. Now the beginning and duration of each field will be specified.

For XML files, the system will separate data by its **Record XPath**. A record is determined by the XPath specified during *Structure* setup. Now all required fields will be paired with its corresponding XPath.

Each required field will present up to three options:

- **Data is located in the file** – This selection means that this field is specified in each individual record. Once selected, the option will expand to allow the user to further specify information about this field.

First enter the **Field Index/Record XPath/Start Index & Length** where this information can be located.



☒ Data is located in the file

* Field Index:

1	2	3	4	5	6	7
3000.00	,3215565320,	Acct,	Dilbert Hilber,	54472112,	1776 Peachtree Street,	Any

☐ File may not always contain this field, in which case the default value will be used.

Two decimal places implied? ☐

Substitution Rules

Input	Output
<input type="button" value="Add Substitution Rule"/>	

Default Value

If a Delimited or Fixed Width test file was uploaded, the first record line of that file will be displayed. The delimited example will be sectioned off by the specified delimiter, while the fixed width example will be divided in increments of ten spaces. Once the index information is entered, the corresponding field will be highlighted in green in the reference window to help ensure that the correct field has been designated.

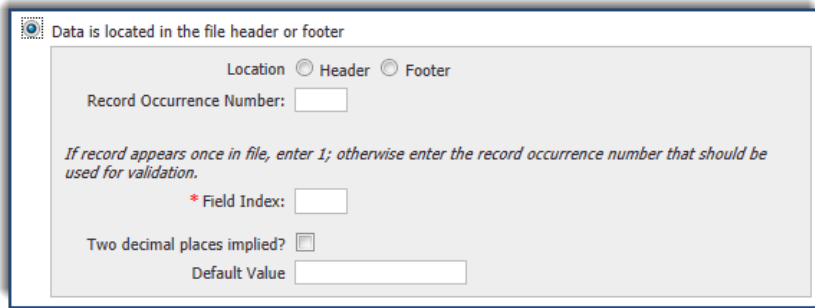
For Delimited and Fixed Width files, if this field will not always be present in a record, but should default to a specific value, check the box under the reference window. Once this box is checked, enter a value in the **Default Value** field.

If the value contained in the record is not the same value that should be included in the output file, enter a substitute value. To do this, select the **Add Substitution Rule** button contained in the **Substitution Rules** section and create one or more rules in the field(s) that populates.

First, enter the value that the system should look for in the **Input** field. Next, enter the value that the system should enter as a substitute in the **Output** field. Enter as many rules as needed. To delete a rule which has been created, select the red **X** beside it.

Once all settings have been specified, select **Next Field** to create settings for the next field.

- **Data is located in the file header or footer** - This selection means that the information for this field is located in the header or footer of files. Once selected, the option will expand to allow the user to further specify information about this field.



☒ Data is located in the file header or footer

Location ☐ Header ☐ Footer

Record Occurrence Number:

If record appears once in file, enter 1; otherwise enter the record occurrence number that should be used for validation.

* Field Index:

Two decimal places implied? ☐

Default Value

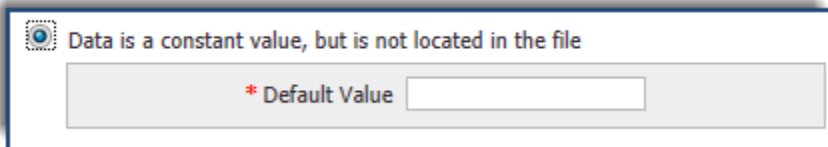
First, specify whether this information is contained in the **Header** or **Footer** by selecting the corresponding radio button. Because files may contain multiple headers and footers, specify in which header/footer record this information is located by entering a number in the space provided beside **Record Occurrence Number**.

Next, enter the **Field Index/Record XPath/Start Index & Length** where this information can be located within the header or footer.

Lastly, enter a **Default Value** which may be automatically entered into the output file if this field is ever left blank in an input file. This is an optional setting and may be left blank if desired.

Once all settings have been specified, select **Next Field** to create settings for the next field.

- **Data is a constant value, but not located in the file** - This selection means that the information for this field will not be located in the input file. Instead, the system will populate whatever is entered as the **Default Value** for the output file.



☒ Data is a constant value, but is not located in the file

* Default Value

The choices for the fields that are optional are the same as those presented for required fields, but with the addition of the following option:

- **Not Specified** – This selection means that the settings for this field will not be defined and may be ignored. Select **Next Field** to create settings for the next field.

Fields which may require more explanation...

Amount—If the decimal places are not used in the file and the system is to assume that the last two digits represent cents, the box beside **Two Decimal Places Implied** should be checked. If the files will contain only whole amounts or utilizes decimals, the box should remain unchecked.

Beneficiary ID Type—In the table provided, enter the values utilized to each beneficiary ID type.

Payment Date – Specify how dates are formatted by selecting the appropriate option from the **Date Format** drop down list. If the **Custom** option is selected, a new field will be presented to define the custom

date format. If assistance is needed to correctly define the format, select **Help** and an informative window will populate.

Amount in Exchange Currency— This field asks whether the amount of the wire was entered as the foreign currency amount. This field is only presented if the company is permitted to create FX wires.

- **Text** – The amount in foreign currency indicator is a text value.
 - Match Value – Enter the value utilized to designate that the amount is in a foreign currency.
 - Match Equals – Select this box so that the value entered in the Match Value field is the only value that will indicate a foreign currency amount.

Example: If 'FX' is entered in the Match Value field and the box for Match Equals is selected, a value of 'GBP' in the designated field will cause the amount to be interpreted as USD. This is because the system recognizes 'FX' only as an indicator that the amount is in foreign currency.

- **Numeric** – The amount in foreign currency indicator is a numerical value.
 - Comparison – Select the rule that should be applied to the numerical foreign currency indicator.
 - Compare To – Enter the numerical value that will determine whether or not an amount is in foreign currency.

Example: If 'Greater than or equal to' is selected for Comparison and '7500' is entered for Compare To, a value of '6300' will cause the amount to be interpreted as USD. This is because the system recognizes numerical values of 7500 or more as an indication that the amount is in foreign currency.

Beneficiary Bank ID Type – In the table provided, the user will enter the values utilized for each bank ID type.

3.) Validation

Validation rules use summary data found in headers and footers of the input file to verify data records. In this step control total amounts or record counts, if any exist, are used to perform validation calculations as the file is uploaded. Files having errors during the validation step are rejected.

Two options will be presented:

- **Not Specified** – This selection means that the settings for this field will not be defined and may be ignored. Select **Next Field** to create settings for the next field.
- **Data is located in the file header or footer** - This selection means that the information for this field is located in the header or footer of files. Once selected, the option will expand to allow the user to further specify information about this field.
First, specify whether this information is contained in the **Header** or **Footer** by selecting the corresponding radio button. Because files may contain multiple headers and footers, specify

which header/footer this information is located by entering a number in the space provided beside **Record Occurrence Number**.

Next, enter the **Field Index/Record XPath/Start Index & Length** where this information can be located within the header or footer.

Lastly, enter a **Default Value** which may be automatically entered into the output file if this field is ever left blank in an input file. This is an optional setting and may be left blank if desired.

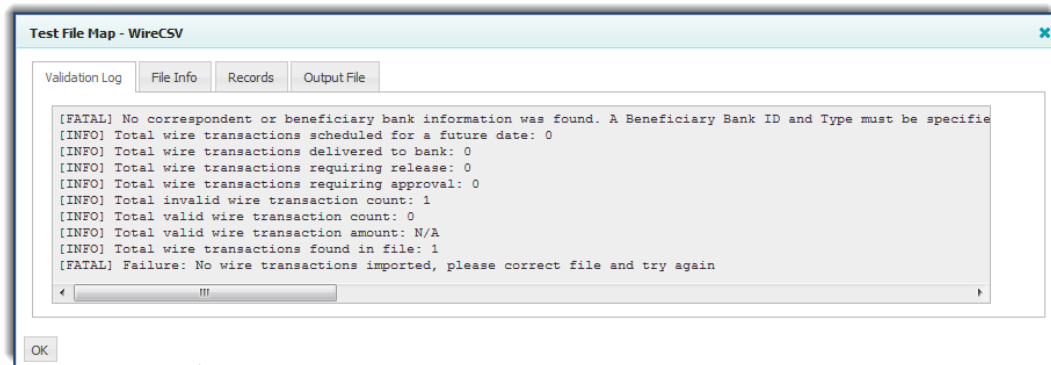
Once these fields have been established, select **Go To Step 5**.

4.) Review

Now the setup for a customized map has been completed and a detailed outline of those settings will be displayed.

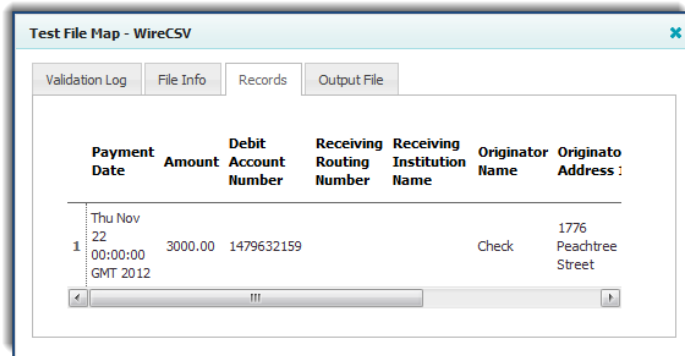
If a test file was uploaded at the beginning of this process, select **Test File Map** to ensure that the map has been correctly formatted. If there was no file uploaded at the beginning of this process, or the user would like to test a different file, click in the **Test File** field located near the top of the screen, select the desired file, and then select **Upload Test File**. Once the banner displays stating that the file was successfully uploaded, select **Test File Map**.

The settings created for the map will be applied to the test file and generate various reports about the file. A **Validation Log** tab will be presented first. If the file was able to be mapped successfully, the dollar and count totals of the file will be displayed. If validation was not entirely successful, the user will see a [FATAL] entry followed by a brief description of the error(s) encountered.



Next, is a **File Info** tab. Depending on the file format, this tab will present a Line and/or Record count. The line count is the total number of lines contained in the file, including headers, footers, records, etc. The record count represents the total number of transactions found in the file.

The **Records** will display the details of each transaction that was found. All fields of the map will be shown as a header and the value found for each field will be displayed.



All fields of the map will be shown as a column header and the value found in the file for each field is displayed below.

The last tab presented will be **Output**. This will present a view of the file in the format that it will be delivered to the financial institution.

To close the test map results window, select **OK**. To go back and edit the map select one of the steps at the very top of the screen, then select the desired field. Once the user has navigated to a previous step, continue to go through all fields by selecting **Next Field**, or go straight back to the review page by selecting the **Review** step at the top of the screen.

Once all map settings and information has been completed, select **Save** to retain the map.

Payment Activity



Wire Transfers that have been created may be viewed and interacted with through the various **Payment Activity** options. While navigating through Payment Activity, information regarding every payment type (ACH, Wires, Account Transfer) entitled to the user will initially be displayed. However, the ability to be displayed information regarding a particular payment type will always be available. Therefore, this document will only focus on Wire related functions and options.

Current Activity

When **Payment Activity** is selected the **Current Activity** screen is displayed. This presents all transfers that are supposed to be processed that day. From this page the user can view the dollar amount of all wire transfers, search for a specific transaction, see statuses, approve, release and cancel payments.


Wires Dashboard

At the top of the screen is a dashboard containing organized totals of all transfers being processed for that day. If any word or number displayed in the dashboard is selected, the **Activity Table** below will refresh to show only the transactions associated with that selection. To view all transactions again select **All**. If changes have been made to the in the **Activity Table**, select **Refresh** to update the dashboard.

Wire Transfers	
PENDING	\$6,200.00 (2)
COMPLETE	\$0.00 (0)
ALL	\$6,200.00 (2)
 Show Status Detail	 Refresh
▶ Search Transactions	

On the far left of the dashboard is a status column. Initially, the column will include Pending, Completed, and All.

The row entitled **Pending** displays the total dollar amount of all pending wires followed in parenthesis by the total of pending transfers. If Show Status Details was selected, a **Pending Approval** row will display below the Pending row. As the name suggests, the dollar amount and number of transfers presented in this row reflects the total of wires which are waiting to be approved before they can be sent to the financial institution for processing. Below this, **Pending Release** will provide the dollar amount and number of transactions that are waiting to be released. Last is **Other Pending**, which includes pending items that do not fall in one of the other categories. The sum of the number presented for Pending Approval and Other Pending should equal the numbers presented for Pending.

PENDING
Pending Approval
Pending Release
Other Pending
COMPLETE
Successful
Unsuccessful
ALL
 Hide Status Detail

*To see additional options, select **Show Status Details**. At this time, the column will expand to present a more granular view of the pending and complete transactions. To return to the summarized view, select **Hide Status Details**.*

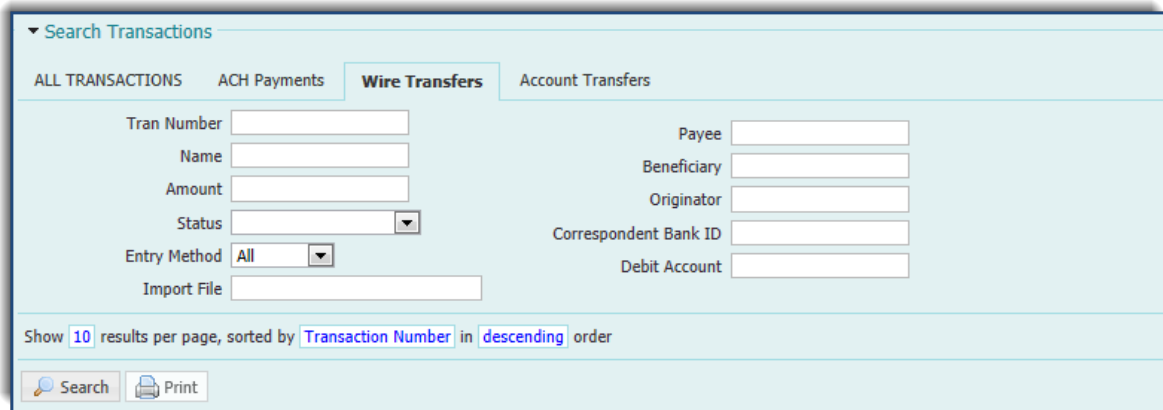
The row entitled **Complete** displays the total dollar amount of all completed wires followed in parenthesis by the total of completed transfers. Completed signifies that the wire was delivered to the financial institution. If Show Status Details was selected, a **Successful** row, which represent the total dollar amount and number of wires which were successfully delivered to the financial institution, and **Unsuccessful** row, which represents the total dollar amount and number of wires that failed their delivery to the financial institution, will be displayed. The sum of the number presented for Successful and Unsuccessful should equal the numbers presented for Completed.

Lastly, the **All** row will contain the sum total of all wire transfers which are supposed to be delivered to the financial institution that day.

If a wire reaches its cut off time while in a pending status other than pending delivery, such as pending approval, pending release, or a rejected payment waiting to be edited, it will expire. If wires have been allowed to expire, a **Notice** will display just below Show/Hide Status Details. This notice will detail how many wires have expired, and the total dollar amount of all expired items. Once expired transfers have been resolved, by editing or cancelling it, select **Refresh** to dismiss the notice.

Search Transactions

Attached to the bottom of the dashboard is a search function which allows a transaction to be quickly located. Any combination of fields may be utilized to filter search results. Select **Search Transactions** to reveal the various search fields available.



When searching for a specific wire transaction, select **Wire Transfers** located to the right of ALL TRANSACTIONS. This way, when requests are submitted the results will not be cluttered by other payments types.

- **Tran Number** - Enter any portion of the transaction ID associated with the wire.
- **Name** – Enter any portion of the series’ name if payment was created as part of a recurring series.
- **Amount** – Enter the total USD amount of the wire.
- **Status** - Select the field and choose a status from the drop down menu which appears.
- **Entry Method** – Select whether the transfer was created manually or imported as a file.
 - **Import File** – If the transaction was imported, enter the name of the file that was used to import the transfer.
- **Payee** – Enter any portion of the payee’s name. This option is only intended for wire beneficiaries that have a payee profile with wire account information in the system.
- **Beneficiary** – Enter any portion of the beneficiary’s name. This field is less restrictive than the Payee field and therefore the user may enter the name beneficiary that is a saved or unsaved payee.
- **Originator** – Enter any portion of the originator’s name. In most cases, this will probably be the company name since this information is copied from the company profile during wire and template creation. But this field is often allowed to be edited or changed by the wire initiator.
- **Correspondent Bank ID** – Enter the correspondent bank ID used in the wire transfer.

- **Debit Account** – Enter any portion of the debit account used to fund the wire.

In the sentence under the filter options, select and change the text in blue to designate how the search results should be organized. For more information on the sort functionality, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document. Once all desired filters have been designated, select **Search** and the *Activity Table* will refresh to display wire transfers which meet the criteria.

Activity Table

The *Activity Table* displays summary information about current day wire transfers. For more information about how to utilize the navigation tools located at the top and bottom of the Activity Table, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Prev

1

Next

Go to page

1

Showing 1 - 2 of 2

Items to display:

10

20

50

+ / -

✓ Approve

✓ Release

✓ Approve And Release

⚡

IWR-00000002

\$2,600.00

Pending Release

🔍 View

✓ Release

✗ Cancel

Payment Date:

11/19/2012

Originator:

ExampleCo *****9832 (This & That) - Online Banking Solutions of Georgia (21111115)

Beneficiary:

Elise Bailey - Account Number *****65FX

⚡

DWR-00000005

\$3,600.00

Pending Release

🔍 View

✓ Release

✗ Cancel

Payment Date:

11/19/2012

Originator:

ExampleCo *****9877 - MFCQA Online Banking Solutions (11111118)

Beneficiary:

Wilson - Account Number *****4155

+ / -

✓ Approve

✓ Release

✓ Approve And Release

Prev

1

Next

Go to page

1

Showing 1 - 2 of 2

Items to display:

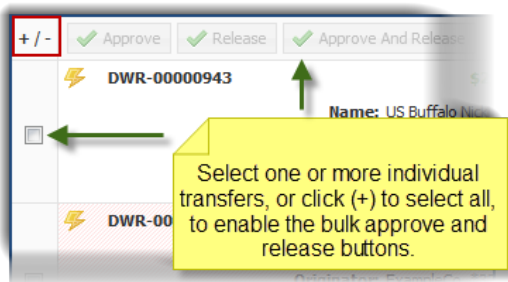
10

20

50

Results returned in 0.03 seconds

Below the navigation tools, up to three buttons will be presented: 1) Approve 2) Release 3) Approve and Release. Although every item that requires approval will have an Approve or Release button beside it, if multiple items require action a bulk approval/release can be performed. The +/- symbol allows the selection or un-selection of all items on the page which are awaiting action. Once these items have been selected, the **Approve**, **Release**, as well as the **Approve and Release** button will become active and allow the user to perform an action on all selected items at one time.



After one of the approval or release buttons is selected a window will populate displaying all items which are about to be approved and/or released. If everything looks correct and the user clicks **OK**, the window will refresh to show the updated status of those items.

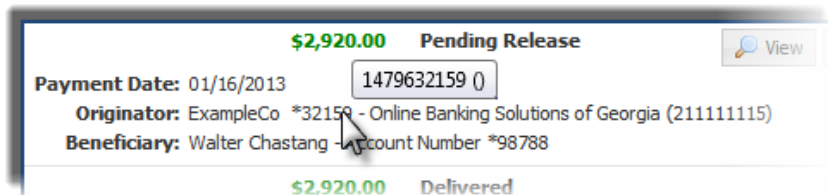
To the far left of each transfer is a wire icon followed by the transaction ID number. For more information about the different wire icons, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Next is the total US dollar amount of the wire in green, followed by that transaction's current status. To the far right are any action buttons available for that transaction. Action buttons include View, Approve, Release, Edit, and Cancel.

- **View** - A window will appear which displays information about the creation of the wire transfer, the beneficiary, and the timestamps of all status changes which have taken place. If a user with approval abilities selects the View button on a transaction that is awaiting approval, a row of four buttons (Close, Print, Approve, and Reject) will be displayed at the bottom of the page.
 - The **Close** button will close the pop up screen and take the user back to the Activity Table.
 - The **Print** button will print the contents of the screen.
 - **Approve** (see below)
 - The **Reject** button only displays for wires that need approval and may be used if a wire includes incomplete or incorrect information. When Reject is selected, a window is presented to allow the entry of the reason why the wire was returned. Once the rejection is finalized, the user will be taken back to the Activity Table where the transaction will display a Pending Repair status. Rejected items are sent back to the wire creator so that it can be edited, and then resubmitted for approval or processing.
- **Approve** - To approve an item, select the Approve button beside that transaction. At this time, a window will populate to verify the approval action that is about to take place. Once confirmed, the transaction status will be updated on the Activity Table. If the wire requires an additional approval, it will display a Pending Approval status. Once all approvals have been applied, the wire will present a Pending Release or Pending Delivery status.
- **Release** - Because a wire may be approved at any time after its creation, possibly months in advance, the system requires that a user release the wire before it can be sent to the financial institution. This helps the company ensure that all information is still correct and the debit account is prepared for the deduction.
- **Edit** - Some wires, such as Rejected and Pending Approval, can be edited. These items are not ready to be sent to the bank and require some sort of action. If a user would like to edit a wire transfer, select the Edit button. At this time, a window will populate which will allow the user to make the necessary alterations. To save the changes made, select **Save**.
- **Cancel** - Items that are in a Pending Delivery or Expired status may be canceled. To do this, select the Cancel button beside the item and then verify the action on the window which populates. Once the action has been confirmed the *Activity Table* will display the Canceled status of that transaction.

Below the transaction ID, status, and actions buttons are up to five pieces of key information regarding the transaction.

If a transaction was generated as part of a Recurring Series, the **Name** of that series will display first. Next, the **Payment Date** of the transaction. This represents the day the funds should be received by the payee or beneficiary. The originator name, debit account, financial institution name, and financial institution ID of the user who created the transaction will be displayed as the **Originator**. One or more digits of the debit account number will be masked as asterisks for security purposes. To view the complete number, hover the mouse pointer over the masked digits.



Below this are details of the **Beneficiary**. This will include the beneficiary's name, beneficiary ID type, and beneficiary ID. One or more digits of the beneficiary ID may be masked as asterisks for security purposes. Once again, hover the mouse pointer over the field to see the complete sequence. If viewing an FX wire, the last detail to be shown will be the **Payment Amount**. This field will provide the currency that was sent, the foreign currency amount which was received by the beneficiary, and the exchange rate that was applied to the wire.

Payment Statuses

The following may be utilized as wire transfer statuses.

- **Canceled**- This wire has been terminated by a user while it was awaiting action or after it had been allowed to expire.
- **Completed**- This wire was successfully delivered to the financial institution's wire processing center.
- **Expired**- This wire was not approved, released, or was in a rejected status at the cut-off time on the day it was supposed to be sent to the financial institution's processing center.
- **Pending Approval**- This wire requires that someone with approval entitlements approve the transfer before it may be delivered for processing. Once all approvals have been applied, the wire will go into a Pending Release status.
- **Pending Release** – This wire requires no more approvals and is ready to be sent to the wire processing center after a user has verified all information is correct.
- **Rejected**- This wire has been reviewed by an approver and was deemed incomplete or incorrect. The approver has rejected the wire and it has been delivered back to the wire creator to be edited.
- **Unsuccessful**- This wire was not able to be delivered to the financial institution's wire processing center.

Future Payments

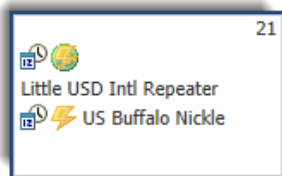
To view the Future Payments screen, click the **Payments & Transfers** tab from the options located at the top of the screen and then select **Payment Activity** from the menu that populates. At this time, the Current Activity page will be presented; this is the landing page for Payment Activity.

To the far left or right of this screen (the location varies by financial institution) is a more detailed menu that displays Payment Activity sub-options. Under the Payments & Transfer heading, a grey box will display a Payment Activity sub-heading with an arrow beside the Current Activity menu option. The arrow represents the page that is currently being viewed. Select the **Future Payments** menu option from this detailed menu.

Future Payments will display any payment created prior its payment date, including payments that have been entered manually, imported, or will be generated as a part of a recurring series. Once the transaction's payment date arrives, it will be relocated to *Current Activity*.

Calendar

The *Future Payments* page provides an interactive calendar with each day displaying the transactions that are supposed to process that day. Wire transfer payments will be labeled with a wire icon and transaction number.



Wire transfers can be identified by a wire icon and transaction ID or recurring series name.

Initially, details about the current month will be displayed. Previous days will appear grey, today's date will appear yellow, and future dates will display white with transactional information, if any. To advance to the next month, select the right **Forward Arrow** located beside the month and year. To retreat from previous months, select the left **Back Arrow**. Navigation to months occurring before the current month is not permitted in *Future Payments* because those transactions are located in *Payment History*.



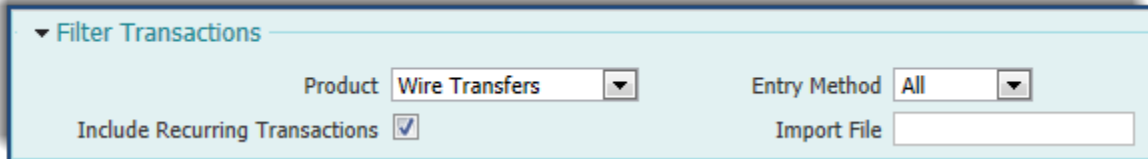
To the far right of the Back and Forward buttons, select to view the calendar in weekly or monthly increments. Select **Week** to have the calendar refresh and display details for a week, or select **Month** to have the calendar display details for a month.

Select a single transaction by clicking on the transaction name or ID. Once this occurs, the wire will display a green background on the calendar and the details of the transfer will be presented in a *Payments Table*, located under the calendar. For days that contain multiple transactions, click in the white space of that date and the background will change to green while the *Payments Table* will display all transactions that are supposed to be processed that day. Another option is to select **More Transactions**, if it's presented, to have the *Payments Table* update.

Wire transfers that are created through a **Recurring Series** will display a combination calendar/clock symbol. Hover the mouse pointer over the symbol to be displayed schedule on which the recurring series runs.

Filter Transactions

Filter the results which display on the calendar by selecting **Filter Transactions**, located at the bottom of the calendar. The section will expand to display filter fields that may be utilized. As each filter is selected, the calendar will immediately update to only display transaction that match the selection.



▼ Filter Transactions

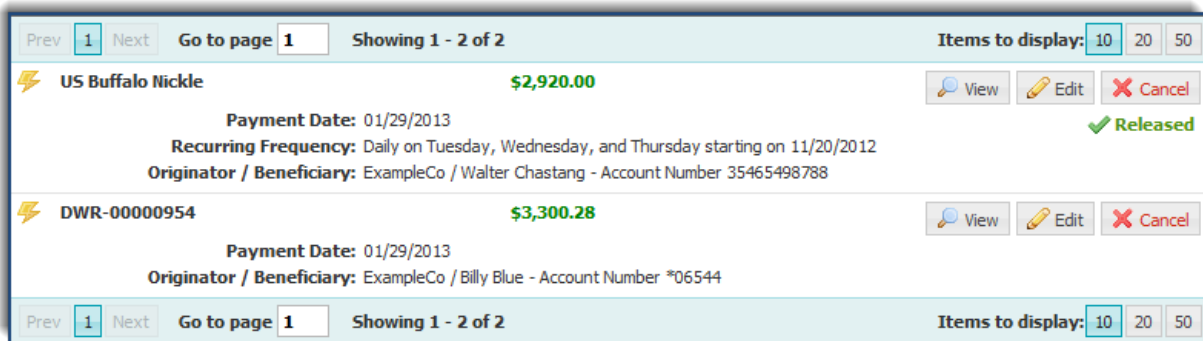
Product Entry Method

Include Recurring Transactions ☒ Import File

- **Product** – Click in the field and select **Wire Transfers** from the menu that displays.
- **Include Recurring Transactions** – Select this checkbox if the desired wire was part of a recurring series.
- **Entry Method** – Click in the field and select whether the transfer was created manually or imported in a file.
 - **Import File** – Enter any portion of the name of the file used to import the wire transfer.

Activity Table

When a transaction or a date is selected on the calendar, the summary details of that selection will display in the *Activity Table*. At the very top and bottom of the table, the user may organize the order of the table content. For more information about this function of the Activity Table, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.



Prev 1 Next Go to page 1 Showing 1 - 2 of 2 Items to display: 10 20 50

⚡ US Buffalo Nickle	\$2,920.00	View Edit Cancel
Payment Date: 01/29/2013 Recurring Frequency: Daily on Tuesday, Wednesday, and Thursday starting on 11/20/2012 Originator / Beneficiary: ExampleCo / Walter Chastang - Account Number 35465498788		
⚡ DWR-00000954	\$3,300.28	View Edit Cancel
Payment Date: 01/29/2013 Originator / Beneficiary: ExampleCo / Billy Blue - Account Number *06544		

Prev 1 Next Go to page 1 Showing 1 - 2 of 2 Items to display: 10 20 50

To the far left is a wire icon followed by the transaction ID number or recurring series name. To the right of that, is the US dollar debit amount in green followed by any action buttons available for that transaction. Action buttons include View, Edit, and Cancel.

- **View** - A window will appear which displays information about the creation of the wire, the beneficiary, and the timestamps of all status changes.

Viewing a Single Transaction:

If a user with approval abilities selects the View button on a transaction that is awaiting approval, a row of five buttons (Close, Print, Approve, Reject, and Release) will display at the bottom of the view page.

Status History			
Timestamp	Status	Initiator	Description
Jan 16, 2013 2:20:23 PM EST	Created	example / NewUser (New User)	Wire Created.

Close
Print
Approve
Reject
Release

- The **Close** button will close the pop up screen and take the user back to the *Activity Table*.
- The **Print** button will print the contents of the screen.
- Once **Approve** is selected, a window will pop up asking to confirm the action. After the approval has been confirmed, a green banner will display at the top of the screen stating that this transaction has been successfully approved.
- The **Reject** button only displays for wires that need approval and may be used if a wire includes incomplete or incorrect information. When Reject is selected, a window is presented to allow the entry of the reason why the wire was returned. Once the rejection is finalized, the user will be taken back to the Activity Table where the transaction will display a Pending Repair status. Rejected items are sent back to the wire creator so that it can be edited, and then resubmitted for approval or processing.
- Because a wire may be approved at any time after its creation, possibly months in advance, the system requires that a user **Release** the wire before it can be sent to the financial institution. This helps the company ensure that all information is still correct and the debit account is prepared for the deduction.

Viewing a Recurring Series:

If the wire is a recurring series, the total number of transactions that have already been generated from the series, as well as the next 10 transactions that are waiting to be generated, will be displayed.

Next 10 Payments		
01/22/2013 Tuesday	Approve	Release Cancel
01/23/2013 Wednesday	Approve	Release Cancel
01/24/2013 Thursday		

- **Edit** - A window will populate to allow the transfer to be edited. To save the changes made, select **Save Batch**.
- **Cancel** – To terminate a payment, select Cancel.

Directly under the action buttons is the status of the transaction. **Approved** will display if a payment has been fully approved, and **Rejected** will show if it was rejected. For recurring series, the Approve status will only display if all of the next 10 available wires have been approved.

Below all of this information is the **Payment Date**, or the date the beneficiary should receive the funds.

If a user with approval abilities selects the View button on a recurring series that is awaiting approval, an Approve, Release, and Cancel button will display to the right of all upcoming days presented to allow for early action.

Lastly, the **Originator/Beneficiary** field will present the company and user ID of the wire creator. This will be immediately followed by the beneficiary ID type and beneficiary ID.

Payment History

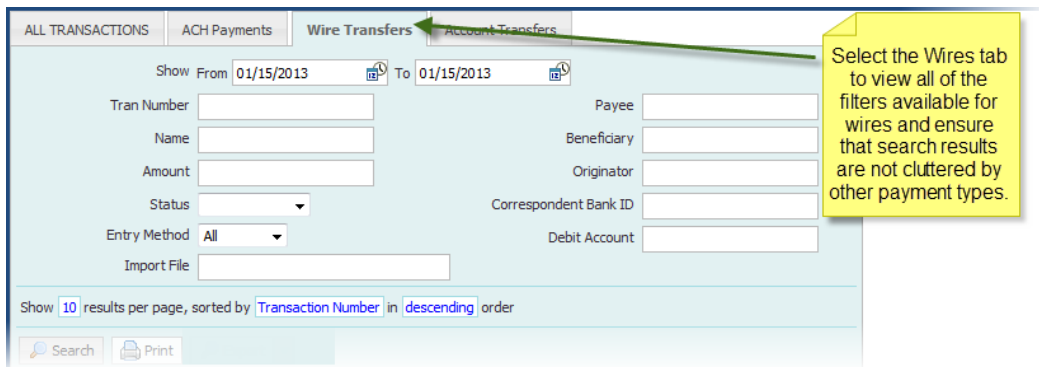
Past payment records are retained for a bank specified amount of time and may be reviewed in Payment History.

To view the Payment History screen, click the **Payments & Transfers** tab from the options located at the top of the screen and then select **Payment Activity** from the menu that populates. At this time, the Current Activity page will be presented; this is the landing page for Payment Activity.

To the far left or right of this screen (the location varies by financial institution) is a more detailed menu that displays Payment Activity sub-options. Under the Payments & Transfer heading, a grey box will display a Payment Activity sub-heading with an arrow beside the Current Activity menu option. The arrow represents the page currently being viewed. Select the **Payment History** menu option from this detailed menu.

Search Transactions

Quickly locate a specific transaction by using any combination of fields provided in the search table to filter results.



First, select the time period for which transactions should be displayed. Initially, the previous business day will be presented. To change this range, click in the **From** field and select a start date from the calendar. Next, click in the **To** field and select an end date from the calendar.

- **Tran Number** – Enter any portion of the unique transaction ID number applied to the wire transfer at the time of creation.
- **Name** – Enter any portions of the series' name if the transfer was created as part of a recurring series.
- **Amount** – Enter the USD amount of the wire transfer.
- **Status** – Click in the field and select an option from the menu that displays.

- **Entry Method** – Click in the field and select whether the transfer was created manually or imported in a file.
 - **Import File** – Enter any portion of the name of the file used to import the transaction.
- **Payee** – Enter any portion of the payee’s name. This option is only intended for wire beneficiaries that have a payee profile with wire account information in the system.
- **Beneficiary** – Enter any portion of the beneficiary’s name. This field is less restrictive than the Payee field and therefore the user may enter the name beneficiary that is a saved or unsaved payee.
- **Originator** – Enter any portion of the originator’s name. In most cases, this will probably be the company name since this information is copied from the company profile during wire and template creation. But this field is often allowed to be edited or changed by the wire initiator.
- **Correspondent Bank ID** – Enter the correspondent bank ID used in the wire transfer.
- **Debit Account** – Enter any portion of the debit account used to fund the wire.

In the sentence under the filter options the user can select and change the text in blue to designate how the search results should be organized. For more information about this functionality, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Once all desired filters have been designated, select **Search** and the *Activity Table* will refresh to display wire transfers which meet the criteria.

Activity Table

The Activity Table displays summary information about previous wire transfers. For more information about the sort options located at the very top and bottom of the table, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Prev

1

Next

Go to page

1


Showing 1 - 10 of 10

Items to display:

10

20


50



IWR-00000781

\$100.00

Delivered

 View

Payment Date:

01/09/2013

Payment Amt:


BZD 300.00 at 3 BZD to 1 USD

Originator:

ExampleCo *69877 - MFCQA Online Banking Solutions (111111118)

Beneficiary:


Fish Fry - Account Number *51645



DWR-00000935

\$2,920.00

Delivered

 View

Name:

US Buffalo Nickle

Payment Date:


01/15/2013

Originator:

ExampleCo *32159 - Online Banking Solutions of Georgia (211111115)

Beneficiary:


Walter Chastang - Account Number *98788



DWR-00000817

\$2,920.00

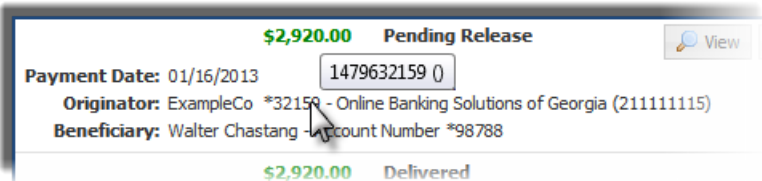
Delivered

 View

To the far left is a wire icon followed by the transaction ID number. Next is the total US dollar amount of the wire in green, followed by that transaction’s ending status.

To the far right is a **View** button. When View is selected a window will appear which displays information about the creation of the wire, the beneficiary’s account and financial institution information, and the timestamps of all status changes which have taken place on the wire.

If a transaction was generated as part of a recurring series, the **Name** of that series will display first. Next, the **Payment Date** of the transaction. This represents the day the funds should be received by the payee or beneficiary. The originator name, debit account, financial institution name, and financial institution ID of the user who created the transaction will be displayed as the **Originator**. One or more digits of the debit account number may be masked as asterisks for security purposes. To view the complete number, hover the mouse pointer over the masked digits.



Below this are details about the **Beneficiary**, which includes the beneficiary's name, beneficiary ID type, and beneficiary ID. If an FX wire is being viewed, that last field will be the **Payment Amount** which will provide the currency that was sent, the foreign currency amount which was received by the beneficiary, and the exchange rate that was applied to the wire.

Recurring Transfers

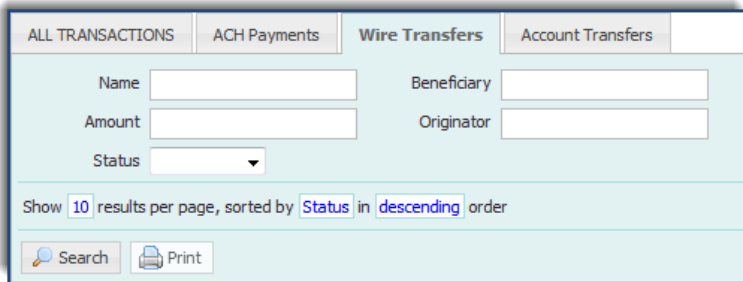
Easily view details about current, future, and completed recurring series in *Recurring Transfers*.

To view the Recurring Transfers screen, click the **Payments & Transfers** tab from the options located at the top of the screen and then select **Payment Activity** from the menu that populates. At this time, the Current Activity page will be presented; this is the landing page for Payment Activity.

To the far left or right of this screen (the location varies by financial institution) is a more detailed menu that displays Payment Activity sub-options. Under the Payments & Transfer heading, a grey box will display a Payment Activity sub-heading with an arrow beside the Current Activity menu option. The arrow represents the page currently being viewed. Select the **Recurring Transfers** menu option from this detailed menu.

Search Transactions

The Recurring Transfers page will present a search table to quickly locate a specific wire. One or more search criteria can be used to filter results. To begin, select the **Wire Transfers tab** to ensure that search results are not cluttered by other payment types. This tab is located at the very top of the table, to the right of ALL TRANSACTIONS.





ALL TRANSACTIONS | ACH Payments | **Wire Transfers** | Account Transfers

Name Beneficiary

Amount Originator

Status

Show 10 results per page, sorted by Status in descending order

 Search  Print

- **Name** – Enter any portion of the series' name.
- **Amount** – Enter the USD amount of the recurring series.
- **Status** – Click in the field and select an option from the menu that displays.
- **Beneficiary** – Enter any portion of the wire beneficiary's name.
- **Originator** – Enter any portion of the wire originator's name. In most cases, this will probably be the company name since this information is copied from the company profile during wire and template creation. But this field is often allowed to be edited or changed by the wire initiator.




In the sentence under the filter options the user can select and change the text in blue to designate how the search results should be organized. For more information about this feature, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Once all desired filters have been designated, select **Search** and an Activity Table will appear to display wire transfers that meet the criteria. To print the search results, select **Print**.

Activity Table

The Activity Table displays summary information about previous wire transfers. For more information about the sort options located at the very top and bottom of the table, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.



Prev	1	Next	Go to page	1	Showing 1 - 4 of 4	Items to display:	10	20	50
	Billy Weekly Stipend	\$5,500.00	Scheduled						
Recurring Frequency: Daily on Tuesday, Wednesday, and Thursday starting on 01/22/2013 Originator / Beneficiary: ExampleCo / Billy Blue - Account Number *64888									
	US Buffalo	\$2,920.00	Completed						
Recurring Frequency: Daily on all business days starting on 11/21/2012 ending after 2 transfers Originator / Beneficiary: ExampleCo / Walter Chastang - Account Number 35465498788									

To the far left is a wire icon followed by the recurring series name. Next is the total USD debit amount of the wire in green, followed by that transaction's posted status. A **Completed** status denotes that the series has run through all scheduled transactions. A **Canceled** status implies that a series has been terminated by a user. A **Scheduled** status means that the series is active and currently generating payments based on its schedule.

To the far right are any action buttons available for that series. Action buttons include View, Edit, Cancel, and Delete.

- **View** - A window will appear which displays information about the creation of the wire, the beneficiary account and financial institution information, and the timestamps of all status changes which have taken place on the wire. The total number of transfers that have already been generated from the series, as well as up to the next 10 transactions that are waiting to be generated, will also be displayed.

If a user with approval abilities selects the View button on a recurring series that is awaiting approval, an **Approve** and **Cancel** button will be displayed to the right of all days presented for the series. This allows for wires to be approved and canceled early.

- **Edit** - A window will populate to allow the transfer to be edited. Editing and creating a recurring series are similar processes. For more information about how to edit a recurring series, please refer to the *Create Wire from a Template* section of this document. To save any changes that have been made, select **Save**.
- **Cancel** – To terminate a series, select Cancel.
- **Delete** – To terminate a series and erase it from this list, select Delete.

The next detail that will be displayed is the **Recurring Frequency**. This field provides information about the schedule this series follows, including the series start and end date.

Lastly, the **Originator/Beneficiary** field will present the company and user ID of the wire creator. This will be immediately followed by the beneficiary ID type and beneficiary ID.

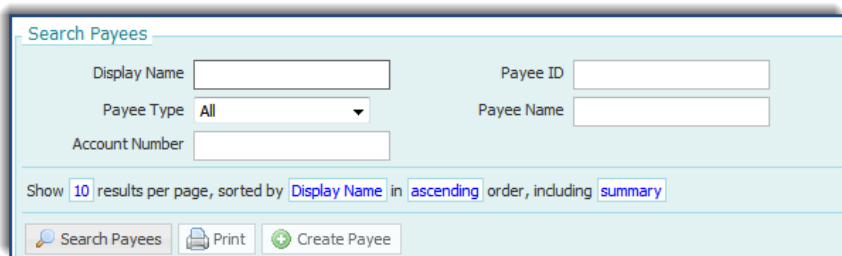
Payee Maintenance

Payee Maintenance provides the ability to create and edit all payees assigned to a specific company and used to create payments.

Payee Maintenance is an independent entitlement, completely separate from Wire Transfer. To reach the Payee Maintenance page, click the **Payments & Transfers** tab located at the top of the screen and then select the **Payee Maintenance** option from the menu that displays.

Search Payees

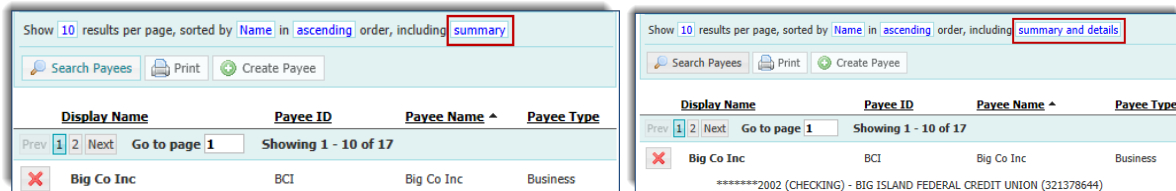
To search for a payee, enter information into one, multiple, or all of the search fields.



The screenshot shows a web interface titled "Search Payees". It contains several input fields: "Display Name", "Payee ID", "Payee Type" (a dropdown menu currently set to "All"), "Payee Name", and "Account Number". Below these fields, there is a status line that reads: "Show 10 results per page, sorted by Display Name in ascending order, including summary". At the bottom of the interface, there are three buttons: "Search Payees" (with a magnifying glass icon), "Print" (with a printer icon), and "Create Payee" (with a plus icon).

- **Display Name** – Enter any portion of the payee’s display name.
- **Payee Type** – Click in the field and select an option from the menu that displays.
- **Account Number** – Enter any portion of the payee’s account number.
- **Payee ID** – Enter the payee’s ID.
- **Payee Name** – Enter any portion of the payee’s name.

In the sentence under the filter options the user can select and change the text in blue to designate how the search results should be organized. One such option allows the user to view a **Summary** only or **Summary and Details**. If Summary is selected, the payee Display Name, Payee ID, Payee Name, and Payee Type will be displayed.



Display Name	Payee ID	Payee Name	Payee Type
Big Co Inc	BCI	Big Co Inc	Business

Display Name	Payee ID	Payee Name	Payee Type
Big Co Inc	BCI	Big Co Inc	Business
*****2002 (CHECKING) - BIG ISLAND FEDERAL CREDIT UNION (321378644)			

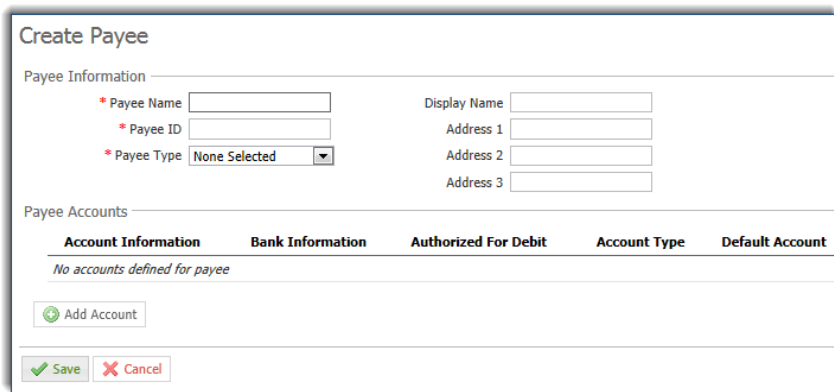
If Summary and Details is selected, all of the information presented for the Summary as well as the payee financial institution and account information will be displayed.

For more information about sort options for search results, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

Once all desired search parameters have been set, select **Search Payees** and the Payee Table will refresh to display only payees who meet the criteria. To print the search results, select **Print**.

Create Payee

To add a payee that is not in the company’s payee database, select **Create Payee**, located at the bottom of the Search Payees section.



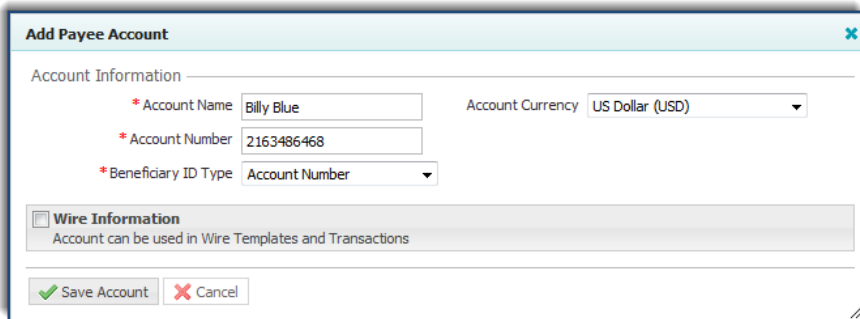
The Display Name field is not required, and if left blank, will default to the Payee Name.

To begin, enter the **Payee Name**. If this payee is often referred to as something other than what is entered into the Payee Name field, such as a nickname, subsidiary name, etc., enter that into the **Display Name**

field. Next enter the payee's unique **Payee ID** and click the field beside **Payee Type** and select a payee type from the menu that displays. The payee's **Address** may also be entered but this field is not required.

Once all of the Payee Information has been entered, select **Add Account** and enter account information in the window that appears.

The **Account Name** will display the name which was entered in the Payee Name section. After the **Account Number** is entered and a **Beneficiary ID Type** is selected from the drop down list, proceed to the Wire Information section. Although a selection field is presented for **Account Currency**, at this time the system supports only US Dollar, and no selection needs to be made.



Add Payee Account

Account Information

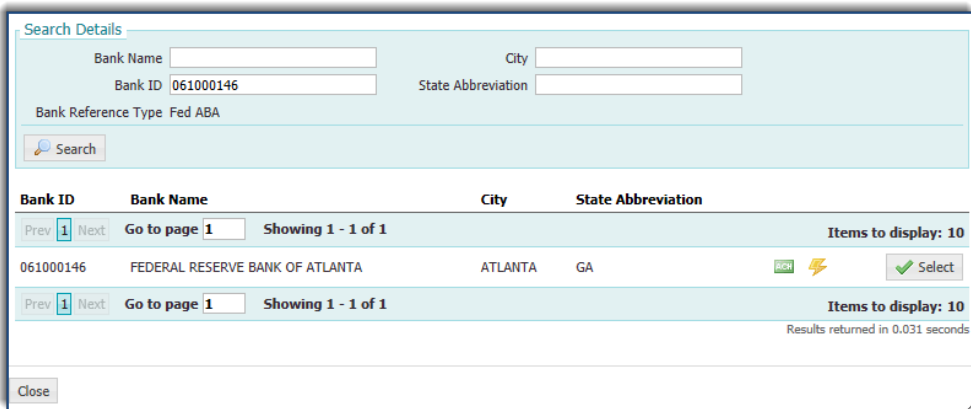
* Account Name: Billy Blue Account Currency: US Dollar (USD)

* Account Number: 2163486468

* Beneficiary ID Type: Account Number

☐ **Wire Information**
Account can be used in Wire Templates and Transactions

Select the check box beside **Wire Information** and the section will expand to allow the entry of the payee's financial institution information. The fastest way to do this is to select **Bank Lookup** in blue text. A window will pop up where the desired financial institution may be quickly located.



Search Details

Bank Name: City: State Abbreviation: Bank ID: 061000146 Bank Reference Type: Fed ABA

Bank ID	Bank Name	City	State Abbreviation
061000146	FEDERAL RESERVE BANK OF ATLANTA	ATLANTA	GA

Prev 1 Next Go to page 1 Showing 1 - 1 of 1 Items to display: 10

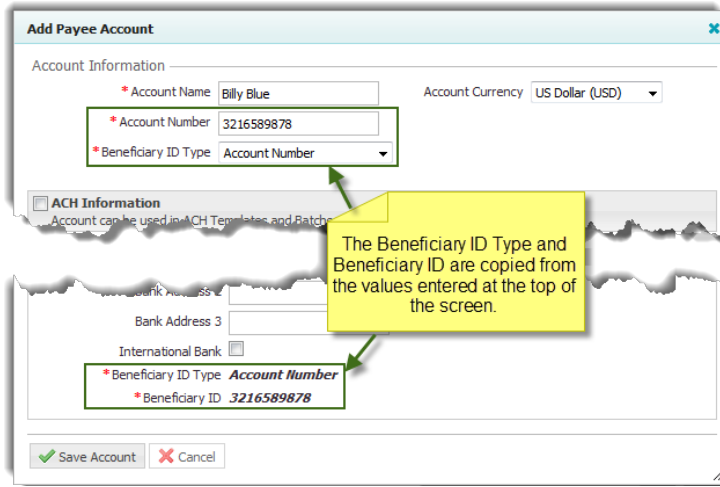
Results returned in 0.031 seconds

Type information into one, multiple or all fields and click **Search**. Once the desired financial institution information has been located, click **Select**.

If the beneficiary utilizes a financial institution that has a SWIFT BIC, or if the user was not able to locate the correct financial institution from Bank Lookup, manually enter bank information in the field provided.

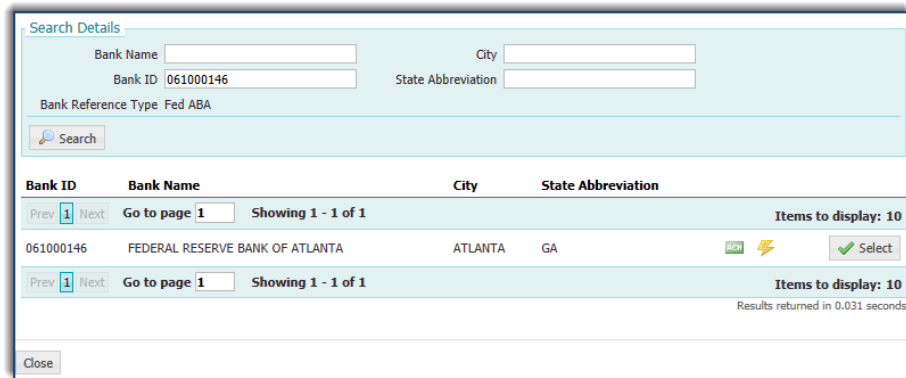
To begin, click in the field beside **Beneficiary Bank ID Type** and select the appropriate option from the drop menu that populates. Next type the **Beneficiary Bank ID**, which will be an ABA routing number or SWIFT Bank Identifier Code (BIC), in the field provided. The next field is for the **Name** of beneficiary

financial institution. Now enter the **Address** of the financial institution. Lastly, the **International Bank** box will automatically be checked or unchecked based upon the bank ID type that was selected.



To the right of the beneficiary's financial institution information, enter Correspondent and Intermediary financial institution details for the payee. Depending on the capabilities of the beneficiary bank, funds may need to be routed through a Correspondent and/or Intermediary bank first. The user is not usually responsible for knowing whether or not a payment will need to be routed through these financial institutions, and therefore these fields are usually optional. Also, whether or not a Correspondent and/or Intermediary section is displayed at all depends on the company settings put in place by the financial institution. However, if a value is entered for any one Correspondent Bank field, all remaining fields must also be completed. The same is also true for Intermediary Bank fields.

If the Correspondent and/or Intermediary bank utilizes an ABA routing number, easy locate it by selecting the appropriate **Correspondent Bank Lookup** or **Intermediary Bank Lookup**. Enter values for one or more fields in the window that populates and then click **Search**. Only results matching the search criteria will be displayed. Click the **Select** button beside the intended financial institution and all information needed for the financial institution will populate in the appropriate fields.



Bank ID	Bank Name	City	State Abbreviation
061000146	FEDERAL RESERVE BANK OF ATLANTA	ATLANTA	GA

If the Correspondent and/or Intermediary bank utilizes a financial institution that has a SWIFT BIC, or if the user was not able to locate the correct financial institution from Bank Lookup, manually enter bank information in the fields provided.

First, type the ABA routing number or SWIFT BIC of the financial institution in the **Correspondent** and/or **Intermediary Bank ID** field. Next, specify the **Correspondent** and/or **Intermediary Bank ID Type** by clicking in the field and selecting the correct option from the menu that populates. Lastly, enter the 18 characters or less short name used by the financial institution in the **Correspondent** and/or **Intermediary Bank Name** field.










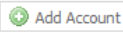
Once all wire account information has been completed for this payee, select **Save Account**. The Payee window will display a summary of the account information with a banner at the very top informing the user that, although more maintenance can be performed for this payee, all changes made will not be saved until **Save** is selected.

 An account has been added or modified to the payee. In order to commit the change, the 'Save' button must be pressed.

At this point, the information entered for this payee may be reviewed, more accounts may be added, or any other maintenance needed may be performed.

To remove an account, select the red **X** located beside it. To add more accounts for this payee, select **Add Accounts** again.

To the right of the account and bank information fields is an **Authorized for Debit** column. This field is used for ACH payments only and may be ignored. If a payee has multiple accounts, select one of them to be the default account. The account with a green check mark under the **Default Account** column header is the account which will generate when a payee is selected. When not specified, the default account is always assigned to the first account that was entered for that payee. To change this, select **Make Default** in blue. To make changes to an account, select the yellow pencil **Edit** button to the far right.

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account	
 3656548865FX - Elise Bailey	LOFCLKLC - Bank of Sri Lanka		Checking	Make Default	  Edit
 56496879814 - Elise Bailey	055002480 - BANKANNAPOLIS		Checking		   Edit
					

Once all payee information and accounts have been added, select **Save**. To discard this payee, select **Cancel**.

Payees Table

The **Payee Table** displays summary information about payees and their accounts. Depending on entitlements, a user may view payee details, edit or delete a payee, or make a payment from this location.

Display Name ^	Payee ID	Payee Name	Payee Type		
Prev 1 2 3 Next	Go to page 1	Showing 1 - 10 of 24	Items to display: 10 20 50		
 Akootin Fabriks	*AF216	Akootin Fabriks	Business		
 Cork & Oak	*36598	Cork & Oak	Business		
 Elise Bailey	*00047	Elise Bailey	Individual		
 Hank Hill	*61140	Hank Hill	Individual		
 JJ & J	*26165	JJ & J	Business		

Each row of the table contains a summary of a single payee. Table data can be sorted by clicking on the table headings **Display Name**, **Payee ID**, **Payee Name**, and **Payee Type**. The heading which is currently being used to sort the table will display a triangle to the right. Selecting the triangle will change the order from ascending to descending. For more information about the sort features located at the very top and bottom of the table, please refer to the *Common Buttons, Icons, and Navigation Tools* section of this document.

If the user is entitled to manage payees, data can be changed by clicking the yellow pencil **Edit** button to the right of the payee type. When edits are made to a payee, a window will display to briefly describe how the changes being saved may affect all future and recurring payments based off of the payee. For more information about editing a payee, please refer to the *Create Payee* portion of this guide. Payees can be deleted by clicking the red **X** icon to the left of the payee's display name. This action will also cause a window to display to briefly describe how the changes being saved may affect all future and recurring payments based off of the payee.

A user who only has auditing capabilities will not see the edit and delete icons but instead can view the account details of a payee by selecting the **View** button.

To the right of the Edit or View button may be a **Make Payment** button that allows for the creation of a wire payment without having to navigate to another location. After selecting Make Payment, a drop down menu will display all payment types that are available to both the payee and the user initiating the payment.

Select the **Wire Payment** option. If the payee has multiple accounts enabled for wires, next select the account to be utilized for the payment. Once this selection has been made, the user will be taken to the Wire Transfer creation screen. For more information about creating a wire, please refer to the *Create Free Form Wire* section of this guide.

Common Buttons, Icons, and Navigation Tools

Activity Table

Activity Tables provide summary information regarding the activity of whatever service is being viewed. When a search is performed the results are displayed in an Activity Table. If any actions

(view details, edit, delete, approve, etc.) can be performed on the item being viewed, the Activity Table will present a button to allow an entitled user to do so.

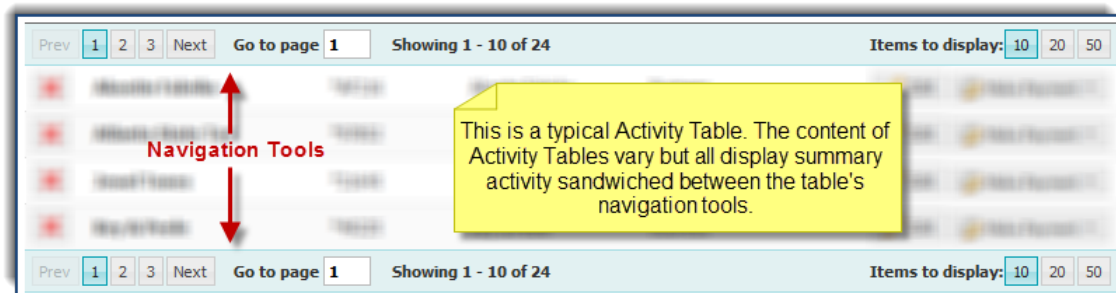
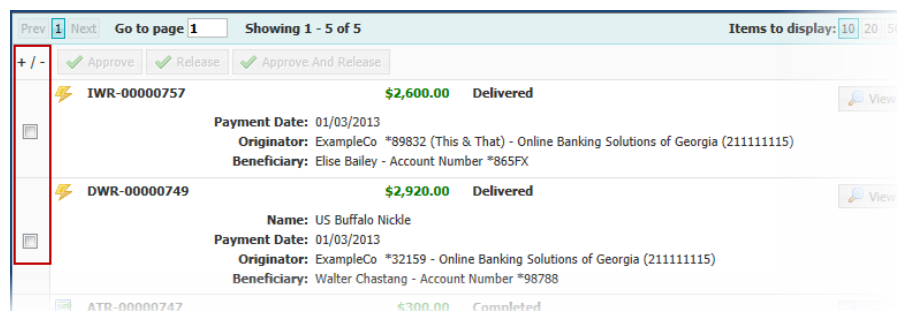


Table content can be organized by utilizing the navigation tools located at the very top and bottom of the Activity Table. To advance a page select **Next**, or visit the previous page by selecting **Prev**. To skip to a specific page, by type the desired page number in the **Go to page** section. Data can be displayed in groups of 10, 20, or 50 by selecting the corresponding **Items to Display** button.

Bulk Select/Unselect All

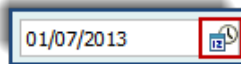
Below Activity Table navigation options, a user may be presented with a **+/-** option. The **(+)** option works as a select all feature and will check all boxes available in the column on the current page. The **(-)** option works as an unselect all feature and will clear are boxes available in the column on the current page.

Any buttons presented to the right of the Select/Unselect All feature, such as the Approve and Release buttons presented in the example below, will remain disabled until one or more box is selected.

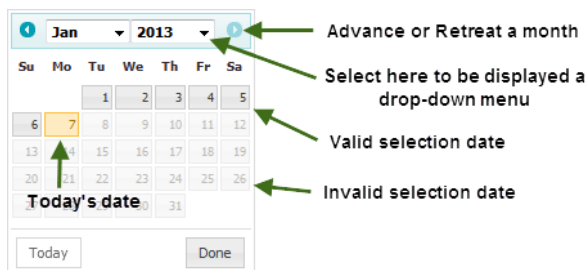


Date Selection Tool

A date can be quickly selected by utilizing the calendar tool. When the icon displayed below is present, a click of the mouse within the field will present a calendar from which a date can be selected.



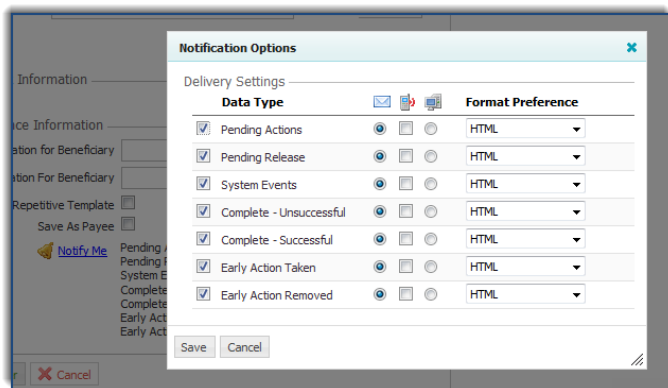
Simply select a date from the calendar that populates or type in a date formatted as dd/mm/yyyy in the field. Should the calendar be utilized, the navigation buttons to the far left and right will advance the calendar display month or go back a month. Fields with an upside down triangle will present a drop down menu of options once selected. Days presented in gray are available for selections while days that display as a washed out or opaque gray are invalid and may not be selected. Today's date is highlighted in orange.



If the current day, month, or year has been navigated away from, quickly go back to today's date by selecting the **Today** button at the bottom of the calendar.

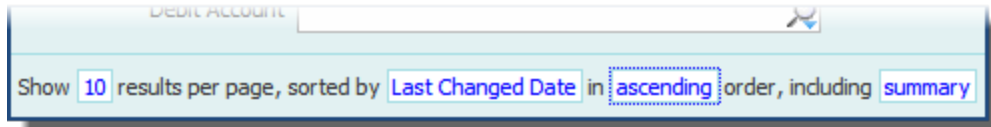
Notify Me

When creating a payment, settings can be created to allow the initiating user to be notified when any or all status changes have occurred. Similar to a Subscription, **Notify Me** settings are created and applied on a payment to payment basis. (Also see Status Changes)



Search Sort Options

When creating filters to perform a search, the sentence under the filter options contain text in blue that can be selected and changed to designate how the search results should be organized.



The options available will depend on the service being viewed. If multiple options are available then a list will populate from which a user may select. If there are only two options, then selecting the field will cause the alternative option to be presented. Once all desired settings have been established, select Search to apply to these settings to the search results.

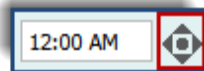
Status Changes

- **Pending Actions** – The wire requires approval or has been rejected by an approver and requires editing.
- **System Events** – The wire has been delivered to the financial institution.
- **Complete – Unsuccessful** – The wire delivery attempt failed.
- **Complete – Successful** – The wire delivery attempt was successful.
- **Early Action Taken** – The wire is dated for the future and was approved prior to the day it is schedule to be sent to the financial institution.
- **Early Action Removed** – The wire is in a recurring series or is dated for the future, but payee information has been removed or the entire wire has been deleted or canceled.

(Also see Notify Me)

Time Selection Tool

A time may be quickly selected by utilizing the toggle tool presented below.



The time is formatted into three individual sections; hour, minute, AM/PM. Highlight the specific section that is to be changed and either type in the desired value(s), or utilize the toggle buttons to the left.

The up and down triangle buttons will incrementally increase or decrease the values of a section. The left and right triangle buttons will allow the user to edit the previous or next section respectively. The circular center button will populate the current time in the field.

Wire Transfer Icons

Wire icons in conjunction with transaction numbers allow a user to quickly determine a wire

type. A **lightning bolt icon** signifies a USD Domestic wire.



A wire which displays *lightning bolt with globe icon* and a transaction ID number that begins with **DWR** signifies a USD International wire.



On the other hand, a *lightning bolt with globe icon* with a transaction ID number that begins with **IWR** denotes an FX wire.

