

WIRE TEMPLATES

Establish wire templates to save payment information for future use. Learn how initiate wire transfers from a template.

WIRE TEMPLATES

CREATING A WIRE TEMPLATE

1. Select 'Payments' then 'ACH/Wire Payments'.

Click an account tile to view transaction history and details. Having trouble with eStatement enrollment? Select "Messages" from the menu, then "eStatement". Please provide us with your account number(s) for enrollment.

Home Accounts Available: \$41,445.08 Current: \$16,512.89

Payments

Transfers

ACH/Wire Payments

Recipients

Online Activity Center

eStatement

Services

User Management

Settings

Reports

Momentum @ Work Available Balance \$272.86 Current Balance \$272.86

Basic Business Available Balance \$13,285.00 Current Balance \$13,352.81

Basic Business Available Balance \$923.14 Current Balance \$923.14

Basic Checking Available Balance \$1,941.49 Current Balance \$1,941.49

Association Int Ckg Available Balance \$22.59 Current Balance \$22.59

Preferred RLOC-1.5% Current Balance \$0.00 Available Balance \$25,000.00

Asset Summary

2. Select 'New Template' and 'Domestic Wire'.

Payments

Search

Filter by Type

New Template

New Payment

Available Templates

ACH Contractors ACH Payments

Wire Contra Domestic Wire

ACH Collection

ACH Payments

Domestic Wire



Have questions?

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WIRE TEMPLATES

3. Enter the desired template name (up to 20 characters).
4. If applicable, select company users that require access to the template by checking the box next to each name.
5. Select 'Next'.

Payments - Domestic Wire

Info & Users Recipient & Amount Account Review & Submit

Template Name *

Grant User Role Access *

Search

Name
<input checked="" type="checkbox"/> Company Admin
<input type="checkbox"/> Payroll Clerk
<input checked="" type="checkbox"/> Jenny Jones
<input type="checkbox"/> Clerk
<input checked="" type="checkbox"/> Test - AS

* - Indicates required field

Cancel Next



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WIRE TEMPLATES

6. Select 'New Recipient'
7. Enter all required recipient information marked with a 'red' asterisk then select 'Next'

Payments - Domestic Wire

Info & Users Recipient & Amount Account Review & Submit

Template Name:
Test

Search

New Recipient

Name	Account	Notify	Amount
<input type="checkbox"/> Wanda Washington			
<input type="checkbox"/> Wendy Washington			

Cancel Next

Add JSmith

Recipient Detail Account - New

Display Name *
JSmith

ACH Name Wire Name *
JSmith

ACH ID Set ACH recipient type for filtering

Email Address
example@example.com

Send email notifications for templete payments

Country
United States

Address 1 *
1234 Rio Grande Blvd

Address 2

City * State * ZIP *
El Paso Texas 75624

* - Indicates required field

Next



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WIRE TEMPLATES

8. Select Payment Type 'Wire Only' and Beneficiary Type 'Domestic'
9. Enter all the required information under 'Account Details' marked with a 'red' asterisk. Note: The Financial Institution will search by name and auto populate the routing and address your select.
10. Select 'Save Recipient' to continue (Option to 'Add another account' repeat step 8)

Add JSmith

Recipient Detail **Account - New**

Payment Types Allowed

ACH Only

Wire Only

ACH and Wire

Beneficiary Type

Domestic

International

[Remove this account](#)

Account Detail

Account *

Financial Institution (FI)

Beneficiary FI

Name *

Country *

Wire Routing Number *

Address 1 *

Address 2

City *

State *

Postal Code *

Receiving FI

Name

Wire Routing Number

Intermediary FI

Name

Country

Wire Routing Number

Address 1

Address 2

City

State

Postal Code

* - Indicates required field

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WIRE TEMPLATES

11. After the recipient is saved you will be able to see the template name and the recipient name, account type and number.
12. Enter amount
13. The pencil icon will allow you to edit recipient information
14. Select 'Next'
15. Select the account then select 'Next'

Payments - Domestic Wire

Info & Users Recipient & Amount Account Review & Submit

Template Name:
Test - AS

Show Payments

Name	Account	Notify	Amount
<input checked="" type="checkbox"/> John Wayne	Checking: 123456789	<input type="checkbox"/>	<input type="text" value="\$0.00"/> <input type="button" value="Edit"/>
Optional Fields			
<input type="checkbox"/> Wanda Washington			<input type="button" value="Edit"/>
<input type="checkbox"/> Wendy Washington			<input type="button" value="Edit"/>

Account Name	Account Type	Account Number	Balance
<input type="checkbox"/> Momentum @ Work	Checking	XXXXXX1281	\$120.78
<input type="checkbox"/> Basic Business	Checking	XXXXXX0644	\$15,768.37
<input type="checkbox"/> Basic Business	Checking	XXXXXX0652	\$893.74
<input type="checkbox"/> Basic Checking	Checking	XXXXXX0538	\$7,410.95
<input type="checkbox"/> Association Int Ckg	Checking	XXXXXX0106	\$22.59

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WIRE TEMPLATES

16. Enter a date in 'Processing Date'
17. Description is optional
18. Select 'Save'
19. Review the information on the screen for accuracy and then select 'Approve' to authorize the wire(s) or select 'Draft' to only draft the wire.

Payments - Domestic Wire


Info & Users Recipient & Amount Account **Review & Submit**

Template Name:
Test - AS

Send payment as
AMB Corporate Demonstration

Total Amount
\$0.00 to 1 recipient

From Account
Basic Business XXXXXX0644 \$15,768.37




Process Date *  Description
Maximum length is 350 characters

Recurrence
None

Selected Recipients

Name	Account	Notify	Amount	Message to Beneficiary
John Wayne	Checking: 123456789	No	\$0.00	

* - Indicates required field

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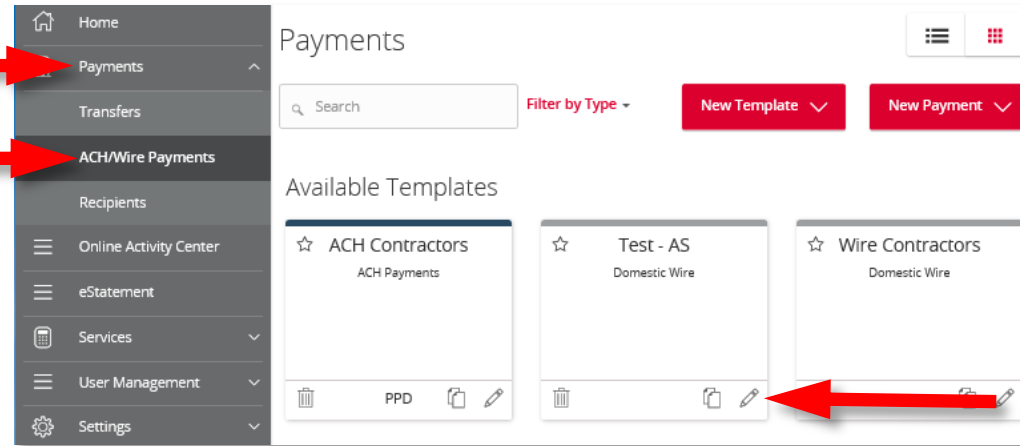
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WIRE TEMPLATES

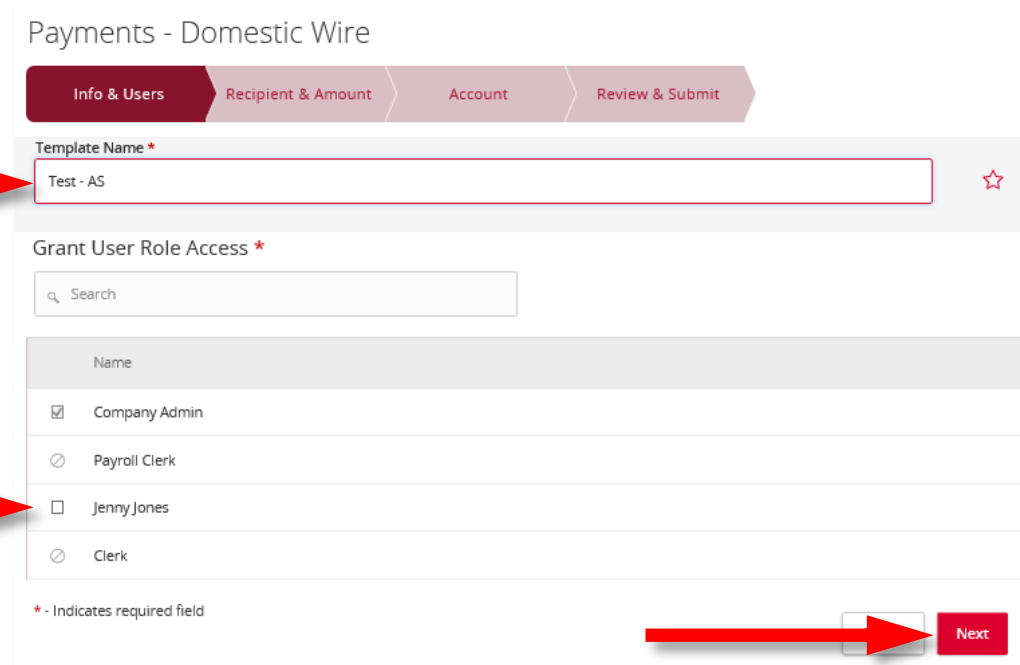
WIRE PAYMENT CREATION FROM TEMPLATE

1. From the home screen under 'Payments' select 'ACH/Wire Payments', select the 'Pencil' icon for the existing template.



Note: Info & Users

2. Optional: Modify the 'Template Name' and indicate user(s) that have access to the template by checking or unchecking the box next to each name.
3. Select 'Next'.



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WIRE TEMPLATES

NOTE: Set Up Wires

4. By selecting the box next to the recipient you wish to pay on the left side of the screen will include this wire for processing.
5. By selecting 'Optional Fields' you can enter a message to the beneficiary and purpose of wire (Optional).
6. Select the 'Notify' check box to automatically notify the Recipient via e-mail of the transaction. (Optional)
7. Select 'Next'
8. Select 'From Account'

NOTE: The recipient must have an e-mail address included on the 'Recipient Detail' screen for the notification to work.

Payments - Domestic Wire

Info & Users Recipient & Amount Account Review & Submit

Template Name:
Test - AS ☆

Search New Recipient

Show All

Name	Account	Notify	Amount
<input checked="" type="checkbox"/> John Wayne	Checking: 1234567	<input type="checkbox"/>	<input type="text" value="\$0.00"/>

[Optional Fields](#)

Message to Beneficiary
Maximum length is 140 characters

Purpose Of Wire
Maximum length is 35 characters

Cancel Next

Account Name	Account Type	Account Number	Balance
<input type="checkbox"/> Momentum @ Work	Checking	XXXXXX1281	\$120.78
<input type="checkbox"/> Basic Business	Checking	XXXXXX0644	\$15,768.37
<input type="checkbox"/> Basic Business	Checking	XXXXXX0652	\$893.74
<input type="checkbox"/> Basic Checking	Checking	XXXXXX0538	\$7,410.95
<input type="checkbox"/> Association Int Ckg	Checking	XXXXXX0106	\$22.59

Cancel Next

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WIRE TEMPLATES

NOTE: Review & Submit

9. Enter a Process Date for the transaction.
10. Repeat steps 3-6 for all wires to be processed.
11. Select 'Save'.
12. Review the information on the screen for accuracy and then select 'Approve' to authorize the wire(s) or select 'Draft' to only draft the wire.

Note: The wire must be approved and in an 'Authorized' status for processing by the Bank.

NOTE: Edit Existing Template

Under 'Payments' then 'ACH/Wire Payments', select the pencil icon for an existing template.

Payments - Domestic Wire


Info & Users Recipient & Amount Account **Review & Submit**

Template Name:
Test - AS

Send payment as
AMB Corporate Demonstration

Total Amount
\$0.00 to 1 recipient

From Account
Basic Business XXXXXX0644 \$15,768.37

Process Date *
Select Date 

Description
Maximum length is 350 characters

Recurrence
None

Selected Recipients

Name	Account	Notify	Amount	Message to Beneficiary
John Wayne	Checking: 123456789	No	\$0.00	

* - Indicates required field

Cancel Save Draft Approve







Payments

Home Payments Transfers ACH/Wire Payments Recipients Online Activity Center eStatement Services User Management Settings

Search Filter by Type New Template New Payment

Available Templates

ACH Contractors ACH Payments	Test - AS Domestic Wire	Wire Contractors Domestic Wire
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PPD      



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