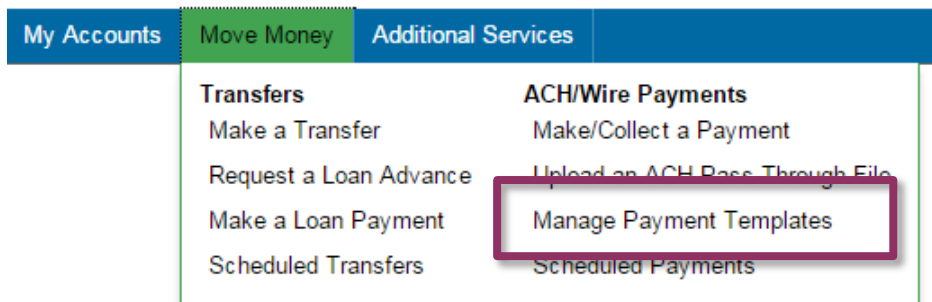


Wire templates help **reduce errors** and **provide efficiency**. Create the template first then initiate transactions quickly with no need to enter (and possibly enter incorrectly) details such as account number and routing number.

## Template Basics

- Under Move Money, go to “Manage Payment Templates“.
- Unlimited templates allowed.
- Templates can be for a domestic wire or an international wire.
- Templates are not required if the user has the permission to make ad hoc wire payments.
- Common reasons to create a wire template:
  - Recurring vendor payments
  - Real estate closings with frequent property buyers
  - Large dollar payments to the same beneficiary



### Tip:

A user can also add a template on the Make/Collect a Payment page:

- “Add a new template” option in Template dropdown
- “Save as template” option *after* a one-time payment is initiated

## Manage Payment Templates screen

Template statuses:

- Needs Attention – ex: approver declined the template, funding account is closed
- Approval Pending – new and edited templates require approval
- Approved – available for initiation

### Manage payment templates + Add a template

---

Showing All Templates ▼

Search

Templates	Last payment	Date	
<b>Needs Attention</b>			
<a href="#">Bonus</a> Payroll (PPD) <span style="color: red;">▲</span> Declined			<a href="#">Options</a> ▼
<b>Options: View, Edit, Delete, Print</b>			
<a href="#">Prenotes</a> Payroll (PPD) <span style="color: orange;">▲</span> Invalid funding account	-	-	<a href="#">Options</a> ▼
<b>Approval Pending</b>			
<a href="#">may wire</a> Domestic Wire <span style="color: orange;">▲</span> Approval pending			<a href="#">Options</a> ▼
<b>Options: View, Print</b>			
<b>Approved</b>			
<a href="#">Gym Fees</a> Consumer (PPD)	\$516.05	11/17/2016	<a href="#">Options</a> ▼
<a href="#">one time collection from vendor</a> Commercial (CCD)			<a href="#">Options</a> ▼
<b>Options: View, Make a Payment, Edit, Delete, Copy, Print</b>			

## Add a Template for a Domestic Wire

1. Enter a **Template Name**, which must be unique from other templates.
2. Choose **Funding Account**.
  - *BankFinancial* controls funding accounts via account-level entitlements.
3. Select as the **Template Type**.
  - Business segment and user permissions determine the options that display.
4. Enter the **beneficiary**, aka to whom the funds are being wired.

### Template information

Name 1

Funding account 2

Template type 3

### Beneficiary information

Complete the template by adding beneficiary .

#### Beneficiary information 4

Who do you want to pay

Address line 1

Address line 2

Zip/Postal Code

City/Town

State/Province/Region

Country

Bank account number

Retype account number

Reference information/Additional instructions

Purpose of wire

**Add a Template for a Domestic Wire (continued)**

5. Enter the **Beneficiary Bank** information.
  - Routing number is validated; must be a domestic financial institution (FI). If it's a Fed ACH routing number, intermediary bank section is required.
6. If included in the wire instructions, enter **Intermediary Bank**.
  - Entire section is optional, except as noted above.
7. Enter the **amount** for the template.
  - Zero amount is allowed; can be edited at time of initiation.

**Beneficiary bank information** 5

---

Wire routing number

Routing number

For further credit to

Enter a 6 line message to beneficiary financial institution (optional)

**Intermediary bank information** 6

---

While not common, beneficiary's bank may not receive wires directly and require you to enter the intermediary bank information. If unsure, refer to the wire instructions provided by the beneficiary and please enter the information below.

Bank routing number

Routing number

Intermediary bank account number

Account number (if applicable)

Retype Account number

**Payment information**

---

This can be changed at the time of payment.

Amount to pay 7 \$0.00

Save template

Cancel

**Tip:** Next, approval is required *except for single admin companies*. This applies for International Wire templates as well. See the Payments Approval job aid for details.

## Add a Template for an *International Wire*

Steps 1 and 2 (template name, funding account) are the same as domestic wires.

3. Select **International Wire** as the Template type.
  - Shows only if international wires is part of the business segment and in the user’s entitlements.
4. Enter **Beneficiary** information.
  - Required fields: Who do you want to pay, Address line 1, City/town, Country, Bank account number

Template type

International Wire 3

---

**Beneficiary information**

Complete the template by adding beneficiary .

**Beneficiary information** 4

Who do you want to pay

Enter beneficiary name as it appears on the beneficiary account

---

Address line 1 Address line 2

e.g. 124 Main Street Optional

---

City/Town State/Province/Region

Optional

---

Zip/Postal Code Country

Optional Select ▼

---

Bank account number

Beneficiary IBAN/account number Retype IBAN/account number

---

Reference information/Additional instructions

Enter a 4 line message to beneficiary (optional)

---

Purpose of wire

Optional

**Tip:**  
 Formatting rules for all fields on this form are relaxed due to the variety of instructions with international wires.

## Add a Template for an *International Wire* (continued)

### 5. Enter **Beneficiary bank information**.

- Required fields: Bank name, Bank code (SWIFT/BIC), Address line 1, City/town, Country

Beneficiary bank information **5**

Bank Name

Please enter Bank Code and Bank account number provided with your wiring instructions.

Bank Code (SWIFT/BIC)

Bank account number

Address line 1

Address line 2

City/Town

State/Province/Region

Zip/Postal Code

Country

Wiring instructions

#### Tips:

- The freeform “wiring instructions” field: a business can use this section to add the purpose of the wire and/or to put information that may not fit anywhere else.
- This form is not customizable.

**Add a Template for an *International Wire* (continued)**

6. Enter **Intermediary bank**.
  - Include only if the wire instructions include sending the funds to a correspondent bank before the receiving bank.
7. Enter the **payment information**.
  - Option 1: send wire in US dollars. If “Send in foreign currency” is checked, convert the amount to that currency upon receipt of the wire.
  - Option 2: send wire in another currency. Business selects the currency and enters the amount of the wire in that currency.

**Intermediary bank information (Optional)** 6

If intermediary bank information has been provided with your wiring instructions, the bank and account information can be entered in this section. Otherwise, this section can be left blank.

Intermediary bank is  Domestic Bank  International Bank

Bank routing number

Bank account number

---

**Payment information** 7

The amount can be changed at the time of payment.

Send exact amount in US dollars

Send in foreign currency

Send exact amount in

**Tips:**

- **BankFinancial** controls which foreign currencies appear in the Payment section.
- The system doesn't provide exchange rates; **BankFinancial** will do that conversion once it receives the approved wire instructions.

## Approve Templates

If approval is required, templates must be approved before they are available for use. Also, if edits are made, the template is unavailable until approved.

1. Go to the My Accounts screen > **My Approvals** widget.
2. Select the **template name** to review details.
3. Select **Approve** for desired template.
4. Select **Confirm** on the pop-up window.
5. The template is now available to use and shows as Approved on the template screen.

**1** My Approvals

All requests ▼

PAYMENTS

DI04315\_W5U2URFU-20190305T0...

Credit amount \$4,870.00  
Debit amount -\$4,870.00  
Deliver on 2019-03-08  
Type File

Decline Approve

TEMPLATES

**2** wire\_feb

Funding account \*0026  
Pay to 1 Beneficiary  
Type Domestic Wire

Decline Approve **3**

**Tips:**

- The person creating the template will NOT see it in My Approvals since users cannot approve their own work.
- Approving a template does not require additional verification via MFA.
- Decline action moves the template to Needs Attention and sends an email to the person who created the template.

Please Confirm

Approve template

Name wire\_feb  
Funding account \*0026  
Pay to 1 Beneficiary

**4** Confirm Cancel