

## Wire Transfer Enhancements

Effective May 19, 2024

### New Workflow

Create a Wire Transfer . . . . .	<a href="#">2</a>
Create a Template . . . . .	<a href="#">13</a>
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### New Features: Wires . . . . . [20](#)

- View wire detail and print
- Audit trail of create, edit, approval on the detail page
- Create and edit wire new description field
- Copy wire
- Save wire as template during creation process
- Submit Date Calendar blocks weekends and holidays
- New wire status “Approval Rejected”
- Recurring wire changes: has start and end date; added new options for First Business Day of Month and Last Business Day of Month

### New Features: Templates . . . . . [30](#)

- Save wire as template
- View template detail page
- View wires created from each template
- Wire description field on create and edit templates
- Copy templates
- Print templates

# Stepped Workflow - Create Wire (w/pre-filled sender config enable)

The page builds as the user  
inputs information

1. Select wire type
2. Input recipient information
3. Input wire details and sender information

## New Wire Transfer

Daily Cutoffs: 6am EDT (domestic); 7am EDT (international)

**What Would You Like To Do?**

Send a domestic wire  
 Send an international wire

**Who Are You Paying?**

[+ Add a New Recipient](#)

**Wire Details**

\$

Amount

0.00

Send On

MM/DD/YYYY

Funding Account

Start typing to filter list

Wire Description ⓘ

Purpose or Remittance Information (optional) ⓘ

**Send From**

Name	Buffalo Mountain Sports	Address	200 Brambleton Rd Denver, CO 80010
Tax ID	123904567	Phone	7045551212
Country	United States		

Next: Review & Submit

Cancel

 Part 1  
  
 Part 2  
  
  
  
  
  
  
  
  
  
 Part 3

# Review page

Once user clicks on **Next: Review & Submit** button from the create page a recap of the wire displays

User can submit the wire

- or -

User can submit the wire and save it as template

## New Wire Transfer

Daily Cutoffs: 6am EDT (domestic); 7am EDT (international)

Does everything look good?

Wire Details	Amount	\$2.22	Funding Account	Payroll Acct *1001
	Type	Domestic	Wire Description	For lumber shipment
	Submit On	04/19/2024	Purpose or Remittance Information	Invoice #4455667788
To	Name	Mateo Jones	Routing #	123123123
	Address	123 Main St Anywhere, AK 12345 US	Institution Name	Bank of Bank
	Account #	1122334455	Address	4567 Maple Lane Somewhere, CA 67890 US
From	Name	Buffalo Mountain Sports	Address	200 Brambleton Rd Denver, CO 80010
	Tax ID	123904567	Phone	7045551212
	Country	US		

Save as Wire Template

Submit Wire Transfer

Go Back

Cancel

# Confirmation

Upon clicking Submit Wire from the Review page, users will receive a confirmation that the wire was created.

- Users with approval privileges can approve the wire or notify approvers
- Users without approval privileges can notify approvers

The print option will print all the information from the review page.

✕

## Your Wire Transfer Is Pending Approval

1 more approval is required by 04/19/2024 at 06:00 am EDT.

Approve

Notify Approver(s)

<b>To</b>	<b>Funding Account</b>
Mateo Jones	Payroll Acct *1001
<b>Submit On</b>	<b>Type</b>
04/19/2024	Domestic
<b>Amount</b>	<b>Tracking #</b>
\$2.22	831708

Print

# Create Wire Transfer - Part 1

## Selecting the Wire Type

Users with privileges to create both domestic and international wires will need to select the wire type

**New Wire Transfer** Daily Cutoffs: 6am EDT (domestic); 7am EDT (international)

What Would You Like To Do?

Send a domestic wire

Send an international wire

Users with privileges to only create one wire type, will not see the selection. They go directly to Step 2 for the wire type (domestic or international) that they have privileges for

**New Wire Transfer** Daily Cutoffs: 6am EDT (domestic); 7am EDT (international)

Who Are You Paying?

[+ Add a New Recipient](#)

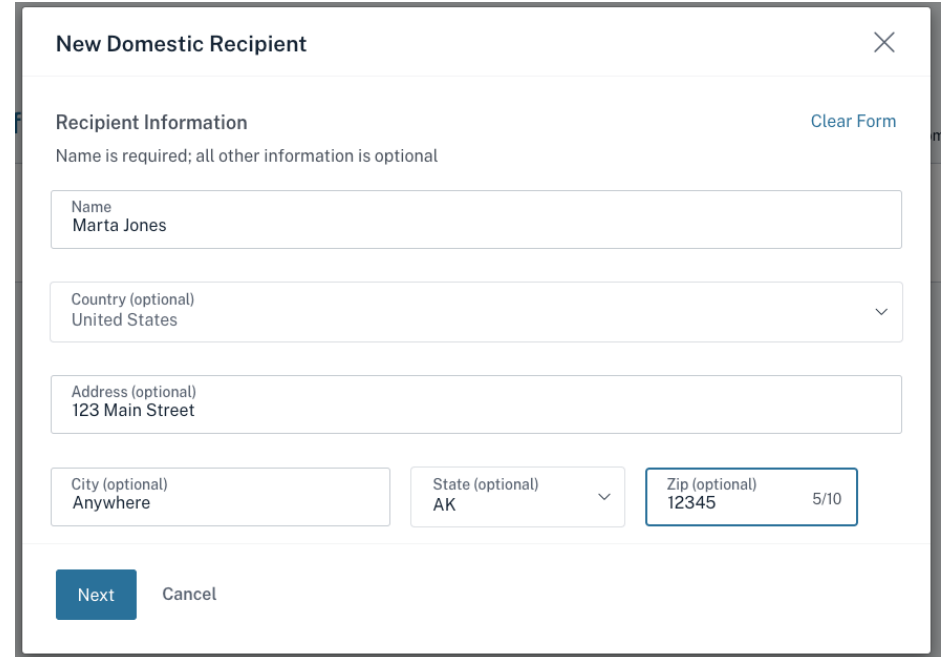
# Create Wire Transfer – Part 2

## Adding a Recipient

When user clicks on Add a New Recipient button from the Create screen, a modal will pop-up

Users need to:

1. Input recipient name and address
  - Existing configurations your FI has will apply:
    - Recipient address can be optional or required
    - Users can be allowed to input a non-US address
2. Input recipient account and recipient FI information
  - Existing configurations your FI has will apply:
    - Recipient financial institution address can be optional or required
3. Click **Save**
4. **Save** will bring users back to the Create page and the user can proceed



The screenshot shows a modal window titled "New Domestic Recipient" with a close button (X) in the top right corner. Below the title is the section "Recipient Information" with a "Clear Form" link. A note states "Name is required; all other information is optional". The form contains several input fields: "Name" (Marta Jones), "Country (optional)" (United States), "Address (optional)" (123 Main Street), "City (optional)" (Anywhere), "State (optional)" (AK), and "Zip (optional)" (12345, 5/10). At the bottom, there are "Next" and "Cancel" buttons.

# Create Wire Transfer

## Recipient Modal Steps

**New Domestic Recipient**
✕

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**Recipient Information**
Clear Form

Name is required; all other information is optional

Next
Cancel

**New Domestic Recipient**
✕

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**Recipient Account**
Clear Form

Name and Routing Number are required; all other information is optional

[Routing Lookup](#)

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**Recipient Institution**

Save
Back
Cancel

# Create Wire Transfer

## Wire Details

- If user needs to edit the recipient information, they can click on the pencil icon to re-initiate the recipient modal
- User needs to fill out the Wire Detail section
  - Amount
  - Funding Account
  - Wire Description
  - Purpose or Remittance Information
- Wire Description – new field and configuration
  - Can be displayed and options to require
  - Will not travel in file, only shows in human readable file
- Purpose field uses existing configuration – no change

Who Are You Paying?	
Recipient Name	Marta Jones
Address	123 Main Street Anywhere, AK 12345 US
Account #	0123456789
Routing #	123123123
Institution Name	Any Bank
Address	5678 Bank Blvd Somewhere, CO 23456 US

Wire Details	Clear Form	
\$ Amount	1,500.00	Send On
		5/30/2024
Funding Account	Operating Acct *1002	
Available Balance: 7844.64		
Wire Description	roof rafters	
Purpose or Remittance Information	Invoice #0987654 16/140	




# Create Wire

## Sender Information

- Uses existing configuration to pre-fill the sender's information from the focus customer's profile
- If pre-filled, users can edit the Send From section by clicking on the pencil icon

If pre-fill configuration is enabled, users will see the Send From display like this

<b>Send From</b>	Name	Buffalo Mountain Sports	Address	200 Brambleton Rd Denver, CO 80010	
	Tax ID	123904567	Phone	7045551212	
	Country	United States			

If pre-fill configuration is NOT enabled, users will see the Send From display like this

**Send From** [Clear Form](#)

Name  
Business Name Here

Tax ID  
123445678

Country  
United States ▼

Address  
100 Hilly Lane

Address Line 2 (optional)

City  
Anywhere

State  
AK ▼

Zip  
12345

Phone  
3155551212

# Create Wire Transfer

## Review Page

- Users can review all the wire information they input on the Create page before they submit the wire
- User can submit the wire
  - or -
- User can submit the wire and save it as template

Does everything look good?

Wire Details	Amount	\$1,500.00	Funding Account	Operating Acct *1002
	Type	Domestic	Wire Description	roof rafters
	Submit On	05/30/2024	Purpose or Remittance Information	Invoice #0987654
To	Name	Marta Jones	Routing #	123123123
	Address	123 Main Street Anywhere, AK 12345 US	Institution Name	Any Bank
	Account #	0123456789	Address	5678 Bank Blvd Somewhere, CO 23456 US
From	Name	Business Name Here	Address	100 Hilly Lane Anywhere, AK 12345
	Tax ID	123445678	Phone	3155551212
	Country	US		

Save as Wire Template

# Review page with Save as Template enabled

To Save as Template, users will need to:

- Add a name for the template (required)
- Select to lock fields (optional)
  - If a field is locked, users who create a wire from the template would not be able to change the content of locked fields.
- All **recipient** fields are automatically locked and cannot be changed when a user is creating a wire from a template. This is the same as current workflow.
- If a user wants to change the information in a locked field, they must edit and save the template first before they create a wire.

## New Wire Transfer

Daily Cutoffs: 6am EDT (domestic); 7am EDT (international)

Does everything look good?

Wire Details		Amount	\$1,500.00	Funding Account	Operating Acct *1002
	Type	Domestic		Wire Description	roof rafters
	Submit On	05/30/2024		Purpose or Remittance Information	Invoice #0987654
<hr/>					
To	Name	Marta Jones	Routing #	123123123	
	Address	123 Main Street Anywhere, AK 12345 US	Institution Name	Any Bank	
			Address	5678 Bank Blvd Somewhere, CO 23456 US	
	Account #	0123456789			
<hr/>					
From	Name	Business Name Here	Address	100 Hilly Lane Anywhere, AK 12345	
	Tax ID	123445678			
	Country	US	Phone	3155551212	

Save as Wire Template

Name Your Template

### Lock Fields

Select the fields that template users should not be able to edit.

- Lock All  
 Amount     Sender Name     Sender Country     Sender Phone  
 Funding Account     Sender Tax ID     Sender Address

Submit Wire Transfer

Go Back

Cancel

# Create Wire Transfer

## Confirmation

- Upon clicking Submit Wire from the Review page, users will receive a confirmation that the wire was created.
- Users with approval privileges can approve the wire or notify approvers
- Users without approval privileges can notify approvers

The print option will print all the information from the review page.

✕


### Your Wire Transfer Is Pending Approval

1 more approval is required by 05/30/2024 at 06:00 am EDT.

[Approve](#)

[Notify Approver\(s\)](#)

<b>To</b> Marta Jones	<b>Funding Account</b> Operating Acct *1002
<b>Submit On</b> 05/30/2024	<b>Type</b> Domestic
<b>Amount</b> \$1,500.00	<b>Tracking #</b> 832250

 Print

# Create Template

The page builds as the user inputs information just like when creating wires.

## Steps:

1. Name the template
2. Select wire type
3. Input recipient information
4. Input wire details and sender information

Users can lock certain fields to make them uneditable when a wire is created from the template.

- No changes from legacy on which fields can be locked in Wire Details and Send From

**Quarterly Invoice Office Supplies**

ⓘ Template users cannot change Wire Type or Recipient Information. You can optionally lock certain fields if you don't want users to change their values.

**Wire Type**

Domestic

International

**Recipient**

<b>Recipient Name</b>	Jones Office Supplies	<b>Routing #</b>	123123123
<b>Address</b>	1234 Staples Lane Charlotte, NC 28200 US	<b>Institution Name</b>	Tiburon Bank
<b>Account #</b>	0123456789	<b>Address</b>	-

**Wire Details**

\$ Amount (optional) 🔒

400.00

Locked

[Clear Form](#)

Funding Account

Operating Acct \*1002 ×

Available Balance: 7844.64

Purpose or Remittance Information ⓘ

Invoice #123456

Unlocked

**Send From**

<input type="checkbox"/> Lock All	<b>Name</b>	Buffalo Mountain Sports	<b>Address</b>	200 Brambleton Rd Denver, CO 80010
	<b>Tax ID</b>	123904567	<b>Phone</b>	7045551212
	<b>Country</b>	United States		


Next: Review & Save Template









Cancel

# Template Review page

- Users can review all the template information they input on the Create Template page before they submit the template
- Any field that eligible to be changed when the user is creating a wire from the template will show an **unlocked** icon

Quarterly Invoice  
Office Supplies

Does everything look good? Fields with a  can be edited by users of this template

Template Details	Amount	\$400.00	Funding Account	 Operating Acct *1002
	Type	Domestic	Wire Description	 Office furniture build out
			Purpose or Remittance Information	 Invoice #123456
To	Name	Jones Office Supplies	Routing #	123123123
	Address	1234 Staples Lane Charlotte, NC 28200 US	Institution Name	Tiburon Bank
			Address	, US
	Account #	0123456789		
From	Name	 Buffalo Mountain Sports	Address	 200 Brambleton Rd Denver, CO 80010
	Tax ID	 123904567		
	Country	 US	Phone	 7045551212

Quarterly Invoice  
Office Supplies

Does everything look good?

Template Details

To

From


Operating Acct \*1002  
Office furniture build out  
Invoice #123456

123123123  
Tiburon Bank  
,  
US

200 Brambleton Rd  
Denver, CO 80010  
7045551212

Save Template   Go Back   Cancel

×



## Wire Template Created

<b>To</b> Jones Office Supplies	<b>Funding Account</b> Operating Acct *1002
<b>Amount</b> \$400.00	<b>Template Name</b> Quarterly Invoice Office Supplies

Close

---

Print

# Create a Transfer

Template Name ▼	To ▼	Funding Account ▼	Type ▼	Amount ▼
Radford Tech	Radford Technologies	Savings *2001	Dom	\$4.00 ⋮
IntlTemplateTest	Nissan Tech	Operating Acct *1002	Int'l	
Quarterly Invoice Office Supplies	Jones Office Supplies	Operating Acct *1002	Dom	
InternationalStuff 4	Matthews Silva	Revsell Acct *1001	Int'l	\$10.00 ⋮

- Create a Transfer
- Edit Template
- Copy Template
- Delete Template

On Template list, users with Wire Editor or Wire Limited Editor privileges will see a **Create a Transfer** option for each template



# Create a Wire from a Template

No changes:

- Users' ability to leave page to go edit the template
- User **cannot** modify:
  - Template type
  - Recipient information
  - Locked fields

User can clear the Wire Detail section (Clear Form) but it will NOT clear data within locked fields

## New Wire Transfer

Daily Cutoffs: 5pm EDT (domestic); 8pm EDT (international)

<b>Template</b>	Radford Tech <a href="#">Edit Template</a>	<i>You will lose progress on this transfer</i>
<b>Type</b>	Domestic	

<b>Who Are You Paying?</b>	Recipient Name <b>Radford Technologies</b>	Routing # <b>123123123</b>	
Recipient info can not be edited	Address <b>123 Main Street Blacksburg, VA 24000 US</b>	Institution Name <b>Tiburon Bank</b>	Address <b>-</b>
	Account # <b>0101010101010</b>		

<b>Wire Details</b>	\$ <b>Amount</b> 4.00	Payment Frequency Single	<a href="#">Clear Form</a>
	Send On MM/DD/YYYY		
	Funding Account		
	Savings *2001		
	Available Balance: \$8,241.68		
	Wire Description		
	This is for new laptops		
	Purpose or Remittance Information		
	Invoice # 123456		

<b>Send From</b>	Name <b>Buffalo Mountain</b>	Address <b>123456 Street Address Denver, CO 80020</b>	
	Tax ID <b>123456789</b>	Phone <b>7046541234</b>	
	Country <b>United States</b>		

Next: Review & Submit
Cancel

# Review Page – Create Wire from a Template

- Users can review all the wire information they input on the Create page before they submit the wire

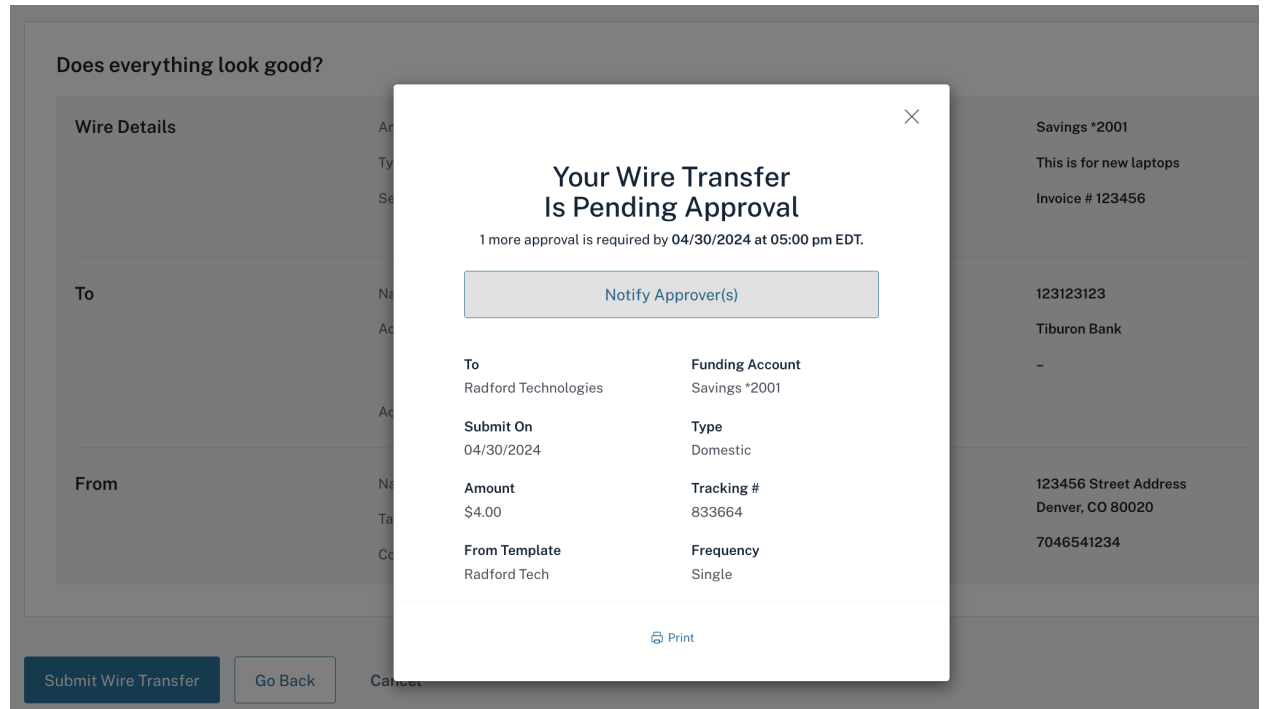
Does everything look good?

<b>Wire Details</b>	Amount	\$4.00	Funding Account	Savings *2001
	Type	Domestic	Wire Description	This is for new laptops
	Send On	04/30/2024	Purpose or Remittance Information	Invoice # 123456
<b>To</b>	Name	Radford Technologies	Routing #	123123123
	Address	123 Main Street Blacksburg, VA 24000 US	Institution Name	Tiburon Bank
	Account #	0101010101010	Address	-
<b>From</b>	Name	Buffalo Mountain	Address	123456 Street Address Denver, CO 80020
	Tax ID	123456789	Phone	7046541234
	Country	US		

# Confirmation – Create Wire from a Template

- Upon clicking Submit Wire from the Review page, users will receive a confirmation that the wire was created.
- Users with approval privileges can approve the wire or notify approvers
- Users without approval privileges can notify approvers

The print option will print all the information from the review page.



The screenshot shows a web interface for creating a wire transfer. A modal dialog box is open in the center, titled "Your Wire Transfer Is Pending Approval". The dialog contains the following information:

Does everything look good?

Wire Details

To: Radford Technologies

From: Radford Tech

Submit On: 04/30/2024

Amount: \$4.00

From Template: Radford Tech

Funding Account: Savings \*2001

Type: Domestic

Tracking #: 833664

Frequency: Single

1 more approval is required by 04/30/2024 at 05:00 pm EDT.

Buttons: Notify Approver(s), Print

Background text (partially obscured):

Savings \*2001  
This is for new laptops  
Invoice # 123456  
123123123  
Tiburon Bank  
-  
123456 Street Address  
Denver, CO 80020  
7046541234

Buttons at the bottom: Submit Wire Transfer, Go Back, Cancel

## New Wire Transfer Features

- View Wire Detail page with print
- Wire audit trail of create, edit, approval, etc. on the detail page
- Create and Edit Wire - new description field
- Copy Wires
- Save wire as template
- Submit Date Calendar blocks weekends and holidays
- New wire status – Approval Rejected
- Recurring wire changes
  - Has Start and End Date
  - Added First Business Day of Month and Last Business Day of Month as frequency options

# View Wire Detail

Users can click on the Recipient name from Activity list to see the payment detail including:

- Wire status
- Tracking #
- Frequency (if recurring)
- Wire Details
- Recipient Details (To)
- Sender Details (From)
- User Activity including when created, when approvers were notified and who, when modified, when approved or rejected

**Newish LLC**
Approve
More Actions ▼

Status	Needs Approval	Frequency	Monthly
Tracking #	832434		
From Template	Newish LLC		

<b>Wire Details</b>	Amount	\$0.03	Funding Account	Payroll Acct *1001
	Type	Domestic	Wire Description	<span style="color: green;">🔒</span> Paying invoice for red shoes
	Submit On	04/11/2024	Purpose or Remittance Information	<span style="color: green;">🔒</span> Invoice #12846709387

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<b>To</b>	Name	Newish LLC	Routing #	021000018
	Address	123 Main St Clt, AK 12345 US	Institution Name	The Bank of New York Mellon
	Account #	123122471678	Address	240 Greenwich St, 18th Fl New York, NY 10007 US
			Intermediary Routing #	123123123
			Intermediary Institution	Tiburon
			Intermediary Address	3 adjhfakjh Denver, KS US

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<b>From</b>	Name	Buffalo Mountain Sports	Address	200 Brambleton Rd Denver, CO 80010
	Tax ID	123904567	Phone	7045551212
	Country	US		

<b>Activity</b>	
Summary	Date / Time
Created by Missy Rose	4/11/2024

# Wire Detail – Available Actions

Available actions depend on the payment status and user privileges (e.g. only users with Full or Limited approvals will see an Approve button)

Newish LLC
Approve
More Actions ^

Status	Needs Approval	Frequency	Monthly
Tracking #	832434		
From Template	Newish LLC		


- Reject
- Notify Approvers
- Edit
- Delete
- Print

Action	Wire Transfer Status
Approve	• Needs Approval
Copy	• All statuses
Delete	• Approved • Missed Cutoff • Needs Approval • Not Scheduled
Edit	• Missed Cutoff • Needs Approval • Not Scheduled
Notify Approver(s)	• Needs Approval
Print	• All statuses
Reject	• Needs Approval
Unapprove	• Approved


# Wire Template Detail – Available Actions

Available actions depend on user privileges (e.g. only Template editors will see Edit or Copy Template)




**Newish LLC**

Fields with a  can be edited by users of this template

[New Wire From Template](#)

More Actions 


- Edit Template
- Copy Template
- Delete Template
- Print Template

Template Details	Amount	\$0.03	Funding Account	 Payroll Acct *100
	Type	Domestic	Wire Description	 Paying invoice f
			Purpose or Remittance Information	 Invoice #128467

# Wire Audit Trail

Audit Trail of the wire journey to display dates and time of:

- Creation
- Modification(s)
- Approvals
- Unapprovals
- Copy action
- Approval rejections
  - Will display rejection reason
- Notifications to approvers
  - Will display who notifications were sent to


Activity	Summary	Date / Time
	Approval Requested by Tiana James  <div data-bbox="919 529 1087 630" style="border: 1px solid gray; padding: 2px; width: fit-content; margin-left: 10px;">Request sent to: buffy</div>	4/18/2024 08:59 am EDT
	Updated by Tiana James	4/15/2024 12:45 pm EDT
	Rejected by Helen DiAngelo Wrong amount was input	4/15/2024 12:44 pm EDT
	Created by Tiana James	4/8/2024 12:30 pm EDT



## Wire Description Field

- Users can add 140-character memo text to describe what the wire is used for
- This field does not travel with the wire. It will only appear in the human readable wire file.
- By default - the field is enabled by default and NOT required
- FI Level Setting choices (setting applies to wires and wire templates):
  - Not displayed for both domestic and international wire request
  - Displayed and required for both domestic and international wire request
  - Displayed and NOT required for both domestic and international wire request

Wire Details

\$	Amount 0.00		Send On MM/DD/YYYY
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Funding Account  
Start typing to filter list

Wire Description ⓘ

Purpose or Remittance Information ⓘ

## Copy Wires

Users with Wire Limited Editor privileges cannot copy wires

- Only users with Wire Transfer Editor privileges have ability to copy a wire transfers (it's essentially creating a wire from scratch)

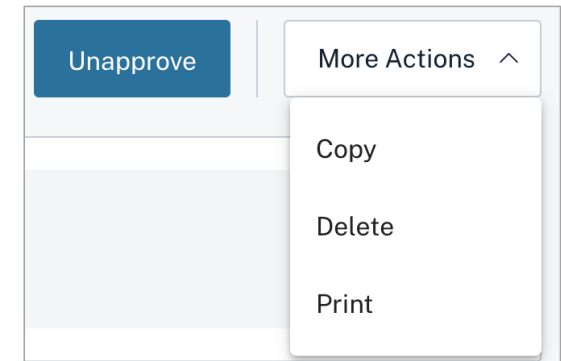
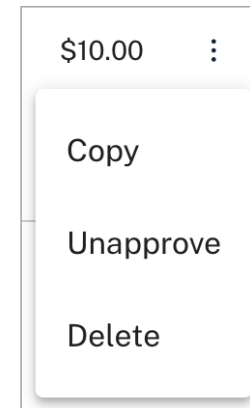
Users can copy wires (any status) from:

- Activity list transaction rows – click on 3 ellipses
- Detail pages – click on **Copy** under More Actions

When **Copy** is selected, the wire is created and the user is automatically taken to the edit page.

All fields from the original wire are copied over except for Submit date.


On the edit page, users can modify the fields as necessary EXCEPT users cannot change the wire type



## Submit Date Calendar

Wire Transfer date calendar blocks off all weekends and Federal Reserve observed holidays

<https://www.frb services.org/about/holiday-schedules>

 Send On  
MM/DD/YYYY

MAY 2024 ▾ < >

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## New Wire Status – Approval Rejected

Wire approvers with Editor or Limited Editor privileges can reject a wire during approval process


Users can reject a single or multiple wires. If bulk, one rejection reason is applied to each wire.

Approvers must add a rejection reason. The reason will display on the template detail page in red bar at the top and within the Activity section

If there are multiple approvers required, the wire can be rejected by any approver

Rejected wires go into an **Approval Rejected** status. Users can then edit or delete the wire as necessary

Payments & Transfers ▾ Reports ▾ Services & Settings ▾

 Approval Rejected: Wrong amount was input

### Activity

#### Summary

Rejected by Jayne Simyon  
Wrong amount was input

# Recurring Wire Changes

When creating a wire from a template, users can add a start and end date for the recurrence

Users can view up to 6 occurrences of the recurring wire

Users can select **First business day of month** or **Last business day of month** as recurrence options

The recurrence dropdown now defaults to 'Single' instead of 'Occasional'

Note: No change to

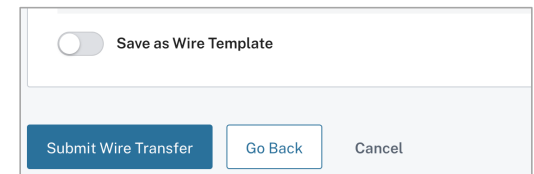
\$ Amount 400.00	Payment Frequency Recurring	Repeat Daily
Start Date MM/DD/YYYY	End Date (optional) MM/DD/YYYY	<ul style="list-style-type: none"> <li>Daily</li> <li>Weekly</li> <li>Every other week</li> <li>Semi-Monthly</li> <li>Monthly</li> <li>First business day of month</li> <li>Last business day of month</li> <li>Every other month</li> <li>Quarterly</li> <li>Every 6 months</li> <li>Yearly</li> </ul>
Funding Account Savings *2001		
Available Balance: \$8,241.68		
Wire Description ⓘ This is for new laptops		
Purpose or Remittance Information ⓘ Invoice # 123456		
Buffalo Mountain	Address	
123456789	Phone	

## New Template Features

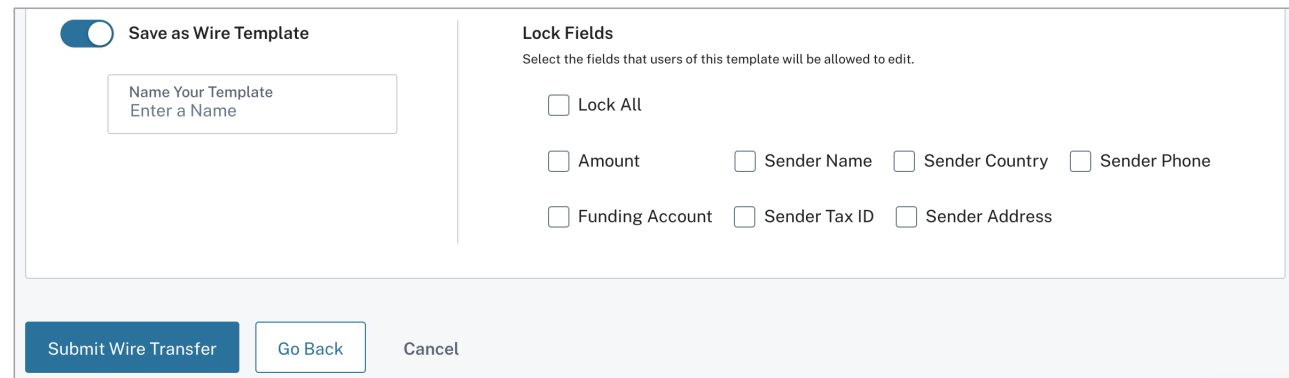
- Save wire as a template
- View template detail page
- View wires created from each template
- Wire description field on create and edit templates
- Copy templates
- Print templates

# Save Wire as Template

- Create a template while creating or editing a wire transfer
  - Will display on edit, only if user has Template Editor privileges and wire wasn't previously saved as a template
- On the Wire Transfer review page, users can toggle to save the wire as a template
- Users will need to name their template
- Template names must be unique
- Locked fields - cannot change content when wire is created from the template
  - Amount
  - Funding Account
  - Sender Information
    - Name
    - Tax ID
    - Country
    - Address
    - Phone



A screenshot of a user interface element. At the top, there is a toggle switch labeled "Save as Wire Template" which is currently turned off. Below the toggle, there are three buttons: "Submit Wire Transfer" (dark blue), "Go Back" (light blue), and "Cancel" (grey).



A screenshot of a form for saving a wire transfer as a template. The form is divided into two main sections. On the left, there is a toggle switch labeled "Save as Wire Template" which is turned on. Below it is a text input field with the placeholder text "Name Your Template" and "Enter a Name". On the right, there is a section titled "Lock Fields" with the instruction "Select the fields that users of this template will be allowed to edit." Below this instruction are seven checkboxes: "Lock All", "Amount", "Sender Name", "Sender Country", "Sender Phone", "Funding Account", "Sender Tax ID", and "Sender Address". At the bottom of the form, there are three buttons: "Submit Wire Transfer" (dark blue), "Go Back" (light blue), and "Cancel" (grey).

# View Wire Template Detail

Users can click on the template name from Template list to see the template detail including:

- Template Name
- Fields that can be modified when creating a wire from the template (unlock icon)
- Recipient Details (To)
- Sender Details (From)

**Newish LLC**

New Wire From Template
More Actions ▼

Fields with a can be edited by users of this template

<b>Template Details</b>	Amount	\$0.03	Funding Account	Payroll Acct *1001
	Type	Domestic	Wire Description	Paying invoice for red shoes
			Purpose or Remittance Information	Invoice #12846709387
<b>To</b>	Name	Newish LLC	Routing #	021000018
	Address	123 Main St Clt, AK 12345 US	Institution Name	The Bank of New York Mellon
	Account #	123122471678	Address	240 Greenwich St, 18th Fl New York, NY 10007 US
			Intermediary Routing #	123123123
			Intermediary Institution	Tiburon
			Intermediary Address	3 adjhfkjh Denver, KS US
<b>From</b>	Name	Buffalo Mountain Sports	Address	200 Brambleton Rd Denver, CO 80010
	Tax ID	123904567	Phone	7045551212
	Country	US		



# View Wires Created from Each Template

View Template Page:

Users can see all processed\* wire transactions made from that template including:

- Submit Date
- Tracking #
- Funding Account
- Amount

## Template Usage History

Note: Only processed wires are shown. Processed wires reflect the template settings at time of template use and do not reflect any subsequent modifications applied to the template.


Submit Date ▼	Tracking # ▼	Funding Acct # ▼	Amount ▼
04/15/2022	02919390090493272	28473018271830	\$555,000,000.00

\* Processed = any wire in Submitted, Confirmed, or Rejected status

## Wire Description Field - Template

- Users can add 140-character memo text to describe what the wire is used for
- By default - the field is enabled by default and NOT required
- FI Level Setting choices (setting applies to wires and wire templates):
  - Not displayed for both domestic and international wire request
  - Displayed and required for both domestic and international wire request
  - Displayed and NOT required for both domestic and international wire request

Wire Details

\$	Amount 0.00		Send On MM/DD/YYYY
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Funding Account  
Start typing to filter list

Wire Description ⓘ

Purpose or Remittance Information ⓘ

# Copy Templates

Users with Template Editor privileges can copy templates from:

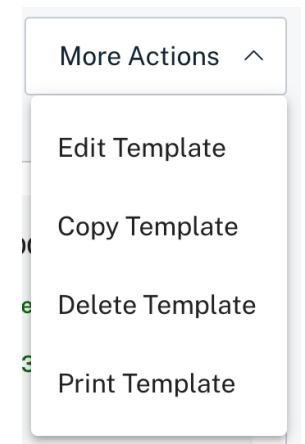
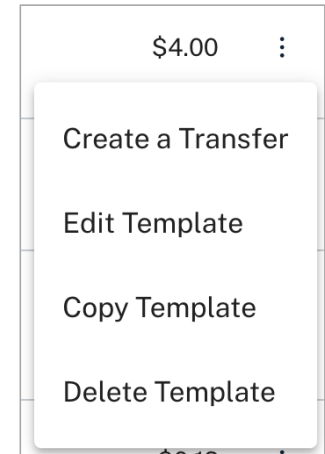
- Activity list transaction rows – click on 3 ellipses
- Detail pages – click on **Copy Template** under **More Actions** dropdown

When **Copy Template** is selected, the template is created and the user is automatically taken to the edit page.

All fields from the original template are copied over including which fields are locked


On the edit page, users can:




- Modify the fields as necessary
- On Templates, users can change the Template name from 'Copy of <original template name>
- Users cannot change the template wire type



# Print Templates

**Radford Tech** New Wire From Template More Actions ^

Fields with a  can be edited by users of this template

Template Details	Amount	Funding Account	Wire Description
	 \$4.00	Savings *200	 This is for ne
	Type: Domestic		 Invoice # 123
		Purpose or Remittance Information	

- Edit Template
- Copy Template
- Delete Template
- Print Template

Users can print template information from the Template Detail page if they have Template Editor or Template Viewer privileges