

SECTION 3 OF 5 · MOVING MONEY

Domestic Wire

Domestic Wires let you send funds to any recipient in your country. This guide has two parts: creating a reusable template, and sending a single wire. Have the recipient's account and contact information ready before you begin.

Part 1: Create a Domestic Wire Template

Depending on your user rights, you can create a wire template. A template reduces mistakes and keeps payments consistent. In the Business Banking tab, click **Payments Hub**.

Set up the template

- 1 Click **+ Create Template** and choose **Domestic Wire**.
- 2 (Optional) To switch payment types, click the **Change Type** link.
- 3 Enter the template name.
- 4 Click the link to choose which users can access the template.
- 5 (Optional) Check the box to use the same From Subsidiary for all wires.
- 6 Select the From Subsidiary.
- 7 (Optional) Check the box to use the same Account for all wires.
- 8 Select an account.

The screenshot shows a web form titled "Domestic Wire" with a "Change Type" link. The form is divided into two main sections: "Template Properties" and "Origination Details".

Template Properties

- Template Name:** A text input field.
- Template Access Rights:** A link that says "4 of 9 user roles selected".

Origination Details

- From Subsidiary:** Includes a checked checkbox for "Use same Subsidiary for all wires" and a text input field containing "Test Demo Company" and "*****7400".
- Account:** Includes a checked checkbox for "Use same Account for all wires" and a search input field with the placeholder "Search by name or number".

Template properties and origination details.

Add wire details

- 9 (Optional) Click **Add multiple recipients** to add several at once.
- 10 (Optional) Use the search bar to find a specific recipient.
- 11 Select or create a recipient from the drop-down.
- 12 Enter an amount.
- 13 (Optional) Use the three-dot menu to copy or remove a recipient.
- 14 (Optional) Click **Show Details** to view the recipient's information.
- 15 (Optional) If your wires don't share a From Subsidiary, select it here.
- 16 (Optional) If your wires don't share an account, select it here.
- 17 Enter the Purpose of Wire.

The screenshot shows the 'Wires' section of the Texas Regional Bank Business Online Banking interface. At the top, there's a header with 'Wires 1', a button 'Add multiple recipients', a search bar 'Find recipients in payment', and a link 'Expand All'. Below this is a warning message: 'This payment is incomplete'. The main form is titled 'Wire Details' and contains several fields: 'Recipient/Account' with a dropdown showing 'John Doe: Checking' and '123456789', an 'Amount' field with a '\$' symbol and '0.00', a 'Notify Recipient' checkbox, a 'Show Details' link, a 'From Subsidiary' dropdown showing 'TEXAS REGIONAL BOL TEST', an 'Account' dropdown with a search bar 'Search by name or number', and a 'Purpose Of Wire' field with a warning icon. A vertical three-dot menu is visible on the right side of the form.

Wire details: recipient, amount, subsidiary, account, and purpose.

Add optional information and save

- 18 Click the **Optional Wire Information** link to add more information.
- 19 (Optional) Enter a Message to Beneficiary.
- 20 (Optional) Enter a Reference for Beneficiary.
- 21 (Optional) Enter a Description.
- 22 (Optional) Click **+ Add another wire** to add another wire.
- 23 Click **Save** when you're finished.

OPTIONAL WIRE INFORMATION

Message to Beneficiary

Reference for Beneficiary

Description

+ Add another wire

\$0.00
1 wires

Cancel Save

Optional Wire Information, with Cancel and Save.

Full guide reference: pp. 60-62.

Part 2: Send a Domestic Wire

You can draft or create a new domestic wire. In the Business Banking tab, click **Payments Hub**.

Start the wire

- 1 Click **New Payment** and choose **Domestic Wires**.
- 2 (Optional) To switch payment types, click the **Change Type** link.
- 3 (Optional) To load recipients and amounts from a file, click **Upload From File**.
- 4 (Optional) Check the box to use the same From Subsidiary for all wires.
- 5 Select the From Subsidiary.
- 6 (Optional) Check the box to use the same Account for all wires.
- 7 Select an account.
- 8 (Optional) Check the box to use the same Date for all wires.
- 9 Select a process date from the calendar.
- 10 (Optional) Set up a recurrence.

Domestic Wire Change Type Upload From File

Origination Details

From Subsidiary

☒ Use same Subsidiary for all wires

Test Demo Company
****7400

Account

☒ Use same Account for all wires

Search by name or number

Process Date

☒ Use same Date for all wires

01/31/2020

Recurrence

Set schedule

Origination details: subsidiary, account, and process date.

Note: Upload From File is covered in the Uploading a Payment File quick guide.

Add wire details

- 11 (Optional) Click **Add multiple recipients** to add several at once.
- 12 (Optional) Use the search bar to find a specific recipient.
- 13 Select or create a recipient from the drop-down.
- 14 Enter an amount.
- 15 (Optional) Use the three-dot menu to copy or remove a recipient.
- 16 Check the box to notify the recipient.
- 17 (Optional) Click **Show Details** to view the recipient's information.
- 18 (Optional) If your wires don't share a From Subsidiary, select it here.
- 19 (Optional) If your wires don't share an account, select it here.
- 20 (Optional) If your wires don't process on the same date, select a process date here.
- 21 Enter the Purpose of Wire.

Wires 1

+ Add multiple recipients Find recipients in payment Expand All

⚠ This payment is incomplete

Wire Details

Recipient/Account

John Doe
Checking 123456789

Amount

\$ 0.00

☐ Notify Recipient Show Details

From Subsidiary

TEXAS REGIONAL BOL TEST

Account

Search by name or number

Process Date

Purpose Of Wire

Wire details for the payment.

Add optional information and send

- 22 Click the **Optional Wire Information** link to add more information.
- 23 (Optional) Enter a message to the beneficiary.
- 24 (Optional) Enter a Reference for Beneficiary.
- 25 (Optional) Enter a wire description.
- 26 (Optional) Click **+ Add another wire** to add another wire.
- 27 Click **Draft** or **Approve** when you're finished.

The screenshot shows a web form titled "OPTIONAL WIRE INFORMATION" with a close icon in the top right corner. The form contains three text input fields: "Message to Beneficiary" (with a help icon), "Reference for Beneficiary" (with a help icon), and "Description" (with a help icon). Below these fields is a dashed line and a link that says "+ Add another wire". At the bottom of the form, there is a summary bar showing "\$0.00" and "1 wires". To the right of the summary bar are three buttons: "Cancel", "Draft", and "Approve".

Optional Wire Information, with Cancel, Draft, and Approve.

Full guide reference: pp. 77-79.