

SECTION 3 OF 5 · MOVING MONEY

International Wire

International Wires let you send funds to a recipient anywhere in the world. 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 International 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 **International 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.
- 9 Check the box to use the same Currency for all wires.
- 10 Select a currency type.

The screenshot shows a web form titled "International 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 dropdown menu showing "4 of 9 user roles selected".

Origination Details

This section contains three columns of options and input fields:

- From Subsidiary:** A checkbox labeled "Use same Subsidiary for all wires" is checked. Below it is a text input field containing "Test Demo Company" and "*****7400".
- Account:** A checkbox labeled "Use same Account for all wires" is checked. Below it is a text input field containing "INTERNAL ACCOUNT", "*****6770", and "\$22.19".
- Currency:** A checkbox labeled "Use same Currency for all wires" is checked. Below it is a text input field containing "USD - U.S. Dollar".

Template properties and origination details.

Add wire details

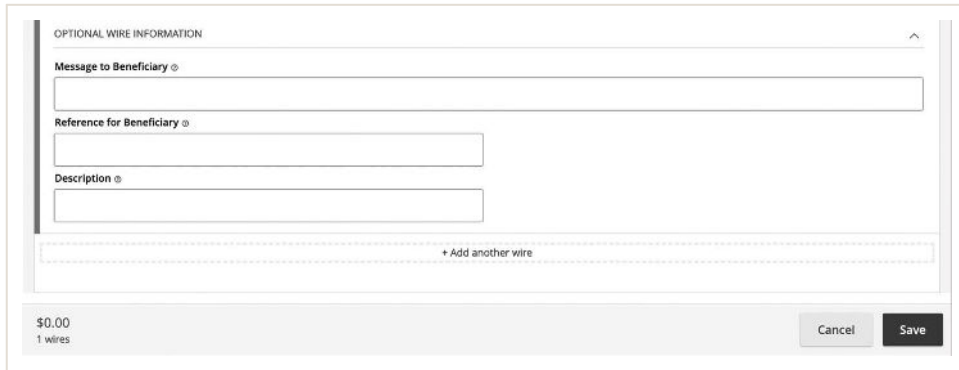
- 11 (Optional) Click **Add multiple recipients** to add several at once.
- 12 (Optional) Use the search bar to find a specific recipient.
- 13 Select or create a recipient from the drop-down.
- 14 (Optional) If your wires don't share a currency, select one for this wire.
- 15 Enter an amount.
- 16 (Optional) Use the three-dot menu to copy or remove a 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 Enter the Purpose of Wire.

The screenshot displays the 'Wires' section of the Texas Regional Bank Treasury Management interface. At the top, there's a header with 'Wires 1', a button for 'Add multiple recipients', a search bar for 'Find recipients in payment', and an 'Expand All' link. Below this, a warning message states 'This payment is incomplete'. The main form is titled 'Wire Details' and contains several input fields: 'Recipient/Account' (with a dropdown showing 'John Doe SWIFT/BIC' and 'BOFAUS33N 123456789'), 'Currency' (with a dropdown showing 'USD - U.S. Dollar'), 'Enter amount in' (with a dropdown showing 'USD'), and 'Amount' (with a dropdown showing '\$' and a value of '0.00'). There are also checkboxes for 'Notify Recipient' and a 'Show Details' link. Below these, there are fields for 'From Subsidiary' (with a dropdown showing 'TEXAS REGIONAL BOL TEST') and 'Account' (with a search bar for 'Search by name or number'). At the bottom, there is a 'Purpose Of Wire' field with a warning icon.

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

Add optional information and save

- 21 Click the **Optional Wire Information** link to add more information.
- 22 (Optional) Enter a Message to Beneficiary.
- 23 (Optional) Enter a Reference for Beneficiary.
- 24 (Optional) Enter a Description.
- 25 (Optional) Click **+ Add another wire** to add another wire.
- 26 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. 63-65.

Part 2: Send a International Wire

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

Start the wire

- 1 Click **New Payment** and choose **International 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 Currency for all wires.
- 9 Select a currency type.
- 10 (Optional) Check the box to use the same Date for all wires.
- 11 Select a process date from the calendar.
- 12 (Optional) Set up a recurrence.

The screenshot shows the 'International Wire' form with the following sections:

- Origination Details:**
 - From Subsidiary:** Includes a checkbox 'Use same Subsidiary for all wires' (checked) and a text field containing 'Test Demo Company' and '*****7400'.
 - Process Date:** Includes a checkbox 'Use same Date for all wires' (checked) and a date field set to '01/31/2020'.
 - Account:** Includes a checkbox 'Use same Account for all wires' (checked) and a search field 'Search by name or number'.
 - Currency:** Includes a checkbox 'Use same Currency for all wires' (checked) and a search field 'Search...'.
 - Recurrence:** Includes a 'Set schedule' link.

Origination details: subsidiary, account, currency, and process date.

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

Add wire details

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

The screenshot shows the 'Wire Details' form for a payment. It includes the following fields and options:

- Wire Details:**
 - Recipient/Account:** Text field with 'John Doe' and 'SWIFT/BIC'.
 - Currency:** Text field with 'USD - U.S. Dollar'.
 - Enter amount in:** Text field with 'USD' and a dropdown arrow.
 - Amount:** Text field with '\$' and '0.00'.
 - Notify Recipient:** Checkbox (unchecked).
 - Show Details:** Link.
 - From Subsidiary:** Text field with 'TEXAS REGIONAL BIOL TEST'.
 - Account:** Search field 'Search by name or number'.
 - Process Date:** Date field with a calendar icon.
 - Purpose Of Wire:** Text field with a warning icon.

Wire details for the payment.

Add optional information and send

- 25 Click the **Optional Wire Information** link to add more information.
- 26 (Optional) Enter a message to the beneficiary.
- 27 (Optional) Enter a Reference for Beneficiary.
- 28 (Optional) Enter a wire description.
- 29 (Optional) Click **+ Add another wire** to add another wire.
- 30 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. 80-82.