



Online Wire Transfers

USER GUIDE

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Treasury Management Service | 800-844-1720



TABLE OF CONTENTS

About Wire Transfers

Terminology	3
Domestic Wire Transfer Network Participants	4
International Wire Transfer Network Participants	4
Wire Transfers at Old National	5

Wire Transfer Origination in ONPointe Treasury

Wire Transfer Security.....	6
Wire Transfer Origination Methods.....	6
Wire Transfer Fields	6
Wire Transfer Statuses	7
User Entitlement Options.....	7

Creating Wire Transfers

Creating a Single Free-Form Wire Transfer	9
Using Repetitive and Semi Repetitive Wire Templates.....	15
Creating a Template.....	15
Creating a Wire Transfer from a Template.....	19
Editing a Wire Transfer Template	20
Sending Multi-Template Wire Transfers.....	21
Sending Payee Wire Transfers.....	24
Sending Payee Wires from Create Transfer Screen.....	24
Sending Payee Wires from Payee Maintenance	26
Sending Wire Transfers by File Import	29
Creating Recurring Wire Transfers	30
Managing Future-Dated and Recurring Wire Transfers	31

Working with Wire Transfer File Maps

Creating a File Map	33
Editing Wire Transfer File Maps	39
Printing Wire Transfer File Maps.....	40

Resources	40
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About Wire Transfers

A Wire Transfer allows you to send money electronically to an individual or company with an account in the U.S. or a foreign country. Wire Transfers are often the preferred method for receiving high-dollar payments because they:

- Are processed faster than other methods of payment; domestic payments received in near real-time and international payments typically within two business days
- Are final upon receipt and cannot be recalled like an ACH or disputed like a card payment

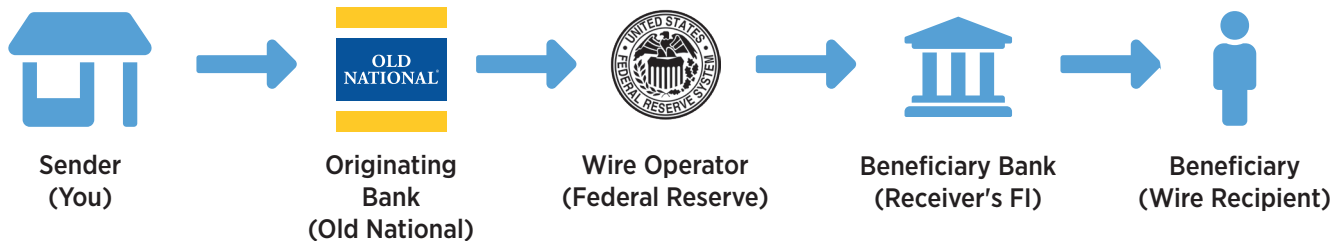
Wire Transfers may only be sent using available funds in your Old National account. Your available balance is your ledger balance minus deposited items that are in float, plus the net value of memo-posted electronic items (received ACH items, branch deposits, debit card authorizations and Wire Transfers). Deposited checks via lockbox, ONB Express Deposit, mobile deposit or ATM will not be reflected in your available balance intra-day.

Terminology

- **Sender:** Individual or business who initiates a Wire Transfer request at their financial institution. For the purposes of this guide, you are the Sender.
- **Originating Bank:** The institution that receives payment instructions from the Sender and forwards the payment instructions to the Wire Operator. Old National Bank is the Originating Bank or ODFI in this guide.
- **Wire Operator:** The central clearing facility to or from which Wire Transfers are transmitted or received. The Federal Reserve is the Wire Operator used by Old National for domestic Wire Transfers.
- **Beneficiary Bank:** The institution that receives wire entries from the Wire Operator and posts the entries to the accounts of its depositors (Beneficiary).
- **Beneficiary:** The person or organization to whom the Wire Transfer is being sent.
- **Correspondent Bank:** Some financial institutions use another bank to receive Wire Transfers on their behalf if they do not participate directly in the Wire Operator's network. The Correspondent Bank receives the Wire Transfer instructions from the Wire Operator and credits the Beneficiary Bank who, in turn, routes the funds to the Beneficiary.
- **Intermediary Bank:** Some financial institutions use an Intermediary Bank to send Wire Transfers on their behalf if they do not participate directly in the Wire Operator's network. The Intermediary Bank receives the Wire Transfer instructions from the Originating Bank and acts on its behalf to route the payment through the Wire Operator to the Beneficiary Bank.
- **Domestic Wire:** Wires sent in US Dollars to US-based financial institutions.
- **International Wire:** Wires sent to bank accounts held at non-US-based financial institutions. These transfers may be denominated in US Dollars or in the Beneficiary's native currency.
- **Reverse (Drawdown) Wire:** A Wire Transfer debit request, where the same process to send payments is followed, but the Beneficiary is debited and the Sender is credited. These transfers must be pre-authorized by the Beneficiary at the Beneficiary Bank's Wire Transfer department.

Domestic Wire Transfer Network Participants

A basic domestic Wire Transfer from Old National to an account at another financial institution who is also a Fedwire network participant will follow the below workflow.

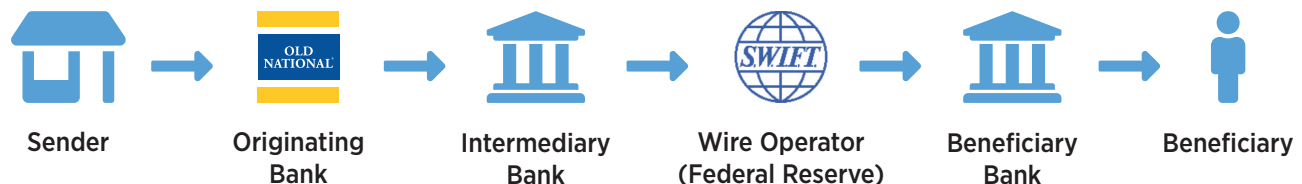


The Beneficiary to whom you are sending the Wire Transfer will provide you with their Beneficiary Bank's Wire Transfer receiving instructions. These instructions provide you with the Beneficiary Bank's routing number—which is how the Beneficiary Bank is identified in the Fedwire network—along with the Beneficiary's account number at their financial institution.

If the Beneficiary Bank is not a Fedwire participant, they will route their inbound wires through a Correspondent Bank. When a Correspondent Bank is used, the Wire Transfer instructions you receive from the Beneficiary will instruct you to direct the Wire Transfer to the Correspondent Bank, depositing the funds to the Beneficiary Bank's account held at the Correspondent Bank. You will be provided with additional routing information for the Beneficiary Bank to apply the funds to the Beneficiary's account. These routing instructions are typically worded as, "For Further Credit To <Beneficiary Name> <Beneficiary Account Number>."

International Wire Transfer Network Participants

When sending a Wire Transfer to an account outside of the United States, the process flow changes. Old National utilizes an Intermediary Bank to receive the Wire Transfer instructions you submit and then routes them through an international Wire Operator network (most commonly, the SWIFT network).



When sending an International Wire Transfer, you must not only obtain the receiving instructions from your Beneficiary, but you must also add Old National's Intermediary Bank instructions to your Wire Transfer request. Note that your Beneficiary's Bank may also use a Correspondent bank, so your transfer may require an additional "stop" along the way to the Beneficiary.

Intermediary Bank instructions may vary depending on the currency used. Consult with Treasury Management Support for assistance with International Wire Transfer origination instructions.

Wire Transfers at Old National

Wires can be transmitted in the following ways:

- **In Person:** An authorized individual on the account can make a wire request in person at any Old National Banking Center. They must provide a photo ID.
- **Phone with PIN:** Wires can be phoned into Old National Banks Wire Services Department. Prior to receiving a PIN, a Wire Transfer Agreement and Authorization form must be completed listing authorized individuals. Once the executed agreement is received, authorized individuals will be mailed a wire PIN to be used each time a wire is requested via the phone. Before transmitting any Wire Transfer Requests, Wire Services will perform a call back Wire PINs expire annually, with new PINs mailed out prior to expiration.
- **ONPointe Treasury:** US dollar-denominated wires can be originated via ONPointe Treasury online banking. User profiles can be created and granted Wire Transfer authority. Additional controls can be added at the user or company level; refer to the Wire Transfer Security Features.
- **FX Online Banking:** Foreign-denominated Wire Transfers are completed using this service, which is accessible via the ONPointe Secure Browser.

For your protection:

Wire transfer requests sent via email or phone to an associate outside of Wire Services will not be processed

The remainder of this guide will cover
Wire Transfer Origination in ONPointe Treasury.

Wire Transfer Origination in ONPointe Treasury

Wire transfer origination is an optional feature for subscribers to ONPointe Treasury, Old National's commercial online banking suite. Entitled users may send domestic and US Dollar international transfers

Wire Transfer Security

Because Wire Transfers are processed in near real-time and are irrevocable, Old National provides multiple layers of security to help protect your business from honest mistakes and bad actors alike. Available security layers include:

- **ONPointe Secure Browser:** Proprietary software program that blocks outside malware and keyloggers, helping to secure your online banking session. Each device must be authenticated to the User ID, making it difficult for outsiders to get in.
- **Out of Band Authorizations:** Users must enter a transaction PIN to complete the creation of a Wire Transfer. This will generate a one-time code delivered to the user's email address or mobile phone, giving an added layer of security for each transaction.
- **User Entitlements:** Your ONPointe administrator users can restrict permissions to various features within the Wire Transfer module in ONPointe Treasury, helping you put in layered controls and set appropriate limits.

Wire Transfer Origination Methods

Wires can be sent using multiple methods using multiple types of wires:

- **Single Free Form Wire:** Manually enter Wire Transfer information. Wire information is keyed once and not saved within the ONPointe system so this is the best option if sending a one-time wire to an individual or organization.
- **Templates:** Templates are a way to store beneficiary information to quickly create a Wire Transfer to an individual or organization on a regular basis. Templates can be used in multiple ways:
 - **Repetitive:** Information in the Wire Transfer will remain constant, except for the payment date. If you are sending the same amount to an individual or business on a recurring basis, (i.e., weekly, monthly) you can set these to occur automatically within ONPointe Treasury.
 - **Semi-repetitive:** Portions of the wire will be variable, such as the amount, date and additional information for beneficiary. This information can be updated at the time the wire is processed. Editable fields for semi-repetitive template are set by ONPointe administrator users and apply to all semi-repetitive templates.
 - **Multi Template:** Process payments to multiple wire templates at the same time.
- **Payees:** Payees can be created within ONPointe Treasury to make payments to individuals or organizations using Wire Transfer or ACH. When creating a payee, bank information is entered for Wire Transfer and/or ACH.
- **File Import:** Create a file using software and send import it to send multiple Wire Transfers.

Wire Transfer Capabilities in ONPointe Mobile:

Users may create Wire Transfers to be sent to existing payees or semi-repetitive templates, release pending Wire Transfers and approve/reject Wire Transfers using the ONPointe Mobile app.

Wire Transfer Fields

When creating Wire Transfers in ONPointe Treasury, the following fields must be completed:

- **Beneficiary Name:** The name of individual or organization that you are wiring funds to.
- **Beneficiary ID Type:** This indicates the type of identification used by the RDFI to identify the beneficiary. This is typically indicated as an account number; other options include Tax Identification number, Passport number, Drivers License number, Corporate Identification or IBAN number.
- **Beneficiary ID:** This is an alpha numeric and tied to the Beneficiary ID Type. If the Beneficiary ID type is account number, this is the account number of the beneficiary. If IBAN is used, then Beneficiary ID is the IBAN of the receiver.
- **Beneficiary Bank Name:** The name of the Financial Institution to which funds are being wired.
- **Beneficiary ID Type:** This is the Fed Routing number or SWIFT BIC code of the financial institution.

Wire Transfer Statuses

Once created, Wire Transfers have different statuses. Wires must be created, approved (if applicable) and released to be processed. Statuses can be found on the **Payments & Transfers > Payment Activity** page.

- **Pending Approval:** The wire requires that someone with approval authority approve the Wire Transfer before it may be delivered for processing. Once all approvals have been applied, the wire will go into a Pending Release status.
- **Pending Release:** The wire requires no more approvals and is ready to be sent to ONB's wire department after a user has verified all information is correct. **All Wire Transfers will enter a Pending Release status before they are processed. Users must release wires from this status, or they will not be processed.**
- **Completed:** The wire was successfully delivered to ONB's wire department.
- **Canceled:** The wire has been terminated by a user while it was awaiting action or after it had been allowed to expire.
- **Expired:** The wire was not approved, released, or was in a rejected status at the cutoff time (5:30pm ET/4:30pm CT) on the day it was supposed to be sent to ONB's wire department.
- **Rejected:** The wire has been reviewed by an approver and was deemed incomplete or incorrect. The approver has rejected the wire and was delivered back to the wire creator to be edited.
- **Unsuccessful:** The wire was not able to be delivered to ONB's wire department for processing. Contact Old National Treasury Management Support for assistance.

User Entitlement Options

Within ONPointe Treasury, users may be entitled to the following capabilities:

Permission Grouping / Entitlement	Definition & Options
Wire Transfer Options	User is eligible to add, edit and delete Wire Transfers.
<ul style="list-style-type: none"> • Allow Wire Manual Entry 	User can create Wire Transfers.
<ul style="list-style-type: none"> • Allow Wire Edit 	User can edit Wire Transfers that have been created.
<ul style="list-style-type: none"> • Allow Wire Reject 	User can reject a Wire Transfer that is pending approval or release.
<ul style="list-style-type: none"> • Allow Wire Cancel 	User can cancel a Wire Transfer that has been created.
<ul style="list-style-type: none"> • Free-Form Transfers 	User can send a Wire Transfer to a new beneficiary.
<ul style="list-style-type: none"> • Semi-Repetitive Wire Transfers 	User can send a Wire Transfer to a templated beneficiary but may change values that are editable per semi-repetitive template settings.
<ul style="list-style-type: none"> • Repetitive Wire Transfers 	User can send a wire to a templated wire where all values are static except for the date.
<ul style="list-style-type: none"> • Payee Transfers 	User can send a Wire Transfer to an existing payee stored in the Payee Maintenance section in ONPointe Treasury.
<ul style="list-style-type: none"> • Transaction File Import 	User can import a file of Wire Transfer data for processing.
<ul style="list-style-type: none"> • Account Permissions 	<ul style="list-style-type: none"> • Defines from which account(s) the user can create Wire Transfers—accounts may be grouped into permission sets for different options. • Options include daily debit amount limits per account, daily number of wires sent per account, single wire dollar limits and dollar thresholds above which 1 or 2 users must approve a Wire Transfer before it can be released.
<ul style="list-style-type: none"> • Wire Transfer Maintenance 	User can create.
Allow Wire Transfer Maintenance	User can maintain templates and file maps accessible to all users.
<ul style="list-style-type: none"> • Allow Wire Template maintenance 	User can create, edit and delete repetitive and semi-repetitive templates.
<ul style="list-style-type: none"> • Allow Import Map maintenance 	User can create, edit and delete file maps used for Wire Transfer imports.
<ul style="list-style-type: none"> • Account Permissions 	Defines for which account(s) the user can create, edit or delete templates and/or import maps.
Allow Wire Transfer Service Administration	User may entitle Wire Transfers to other ONPointe Users (user must be an Administrator).
Allow Wire Transfer Approval	User is able to approve Wire Transfers.
<ul style="list-style-type: none"> • Account Permissions 	<p>Defines for which account(s) the user can approve or reject a Wire Transfer created by another user. Permission sets may be used to set different options by account.</p> <p>Options include setting lower and upper dollar amount ranges, allowing the user to approve up to a certain dollar maximum and to not be prompted to approve low-dollar Wire Transfers, if desired.</p>
Allow Wire Transfer Activity Audit	Allows user to view and be notified of Wire Transfers created by other users.

Creating Wire Transfers

The creation of an online Wire Transfer occurs in four steps -Select, Request, Review and Complete. These steps are displayed across the top of the screen for the duration of the process with the user’s current position highlighted.



- 1. Select:** Select the wire creation method: Free Form, Template (repetitive or semi-repetitive), Multi Template or Payee. Each of these will be explained in detail below.
- 2. Request:** Detailed information to create the wire is entered, including account information, beneficiary information, beneficiary bank information and payment reference information.
- 3. Review:** Review to make sure all the wire information entered is correct.
- 4. Complete:** Confirm that the wire has been completed. A green banner containing the transaction number will be displayed with an option to print.

The process to create the Wire Transfer is complete once these four steps have been completed, but the Wire Transfer will not be processed until it has been released from the Payment Activity screen



The cutoff time to release Wire Transfers for same-day processing is 5:30pm ET/4:30pm CT. If the Wire Transfer cutoff time is approaching, a reminder banner will be displayed in ONPointe Treasury.

Creating a Single Free-Form Wire Transfer



Single Free-Form Wire Transfers are the most flexible way to create new transfers, as you are able to send the payment using any account and to any individual or business for whom you have instructions. This method is recommended for ad-hoc and one-time transfers.

<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
<p>2</p>	<p>Click Single Free-Form Wire to create a one-time Wire Transfer, without utilizing a pre-defined template or existing payee.</p>	

Account Information

<p>3</p>	<p>Click the Calendar icon to select a date the Wire Transfer amount will be debited from your account and credited to your beneficiary's account.</p> <p><i>Note: The initial date will be the soonest available payment date based on cut-off times, weekends, holidays, etc.</i></p>	<p>* Payment Date <input type="text" value="05/07/2020"/> </p>
<p>4</p>	<p>Debit Account: Click the magnifying glass icon to select the debit account which will fund the wire.</p> <p><i>Note: The account's available balance will display next to the account name.</i></p>	<p>* Debit Account <input type="text"/> </p>
<p>5</p>	<p>Originator Name and Address is populated with the name of the company that is initiating the Wire Transfer.</p> <p><i>Note: Contact Treasury Management Support if you need to modify the default Originator Name and Address.</i></p>	<p>* Originator Name <input type="text" value="00NB eBanking Support"/></p> <p>* Originator Address 1 <input type="text" value="123 Main Street"/></p> <p>* Originator Address 2 <input type="text" value="Evansville, IN US"/></p> <p>Originator Address 3 <input type="text"/></p>
<p>6</p>	<p>Enter the Amount of the Wire Transfer being created.</p>	<p>* Amount <input type="text"/></p>

Beneficiary / Payee Information

<p>7</p>	<p>Beneficiary/Payee Information: Enter the name of the Wire Transfer recipient.</p>	<p>* Name <input type="text"/></p>
<p>8</p>	<p>Beneficiary ID Type: Click the Down Arrow and select the option from the drop-down menu.</p> <p><i>Note: Your beneficiary will tell you if a different ID, other than account number.</i></p>	<p>* Beneficiary ID Type <input type="text" value="Account Number"/> </p>
<p>9</p>	<p>Enter the Beneficiary ID information for the beneficiary.</p> <p><i>Note: This is tied to the Beneficiary ID Type and is usually the beneficiary's bank account number.</i></p>	<p>* Beneficiary ID <input type="text"/></p>
<p>10</p>	<p>Enter the Address of the beneficiary. (Optional)</p> <p><i>Note: P.O. Boxes are not valid.</i></p>	<p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p>
<p>11</p>	<p>Beneficiary Country: Click the down arrow to select the Country of the beneficiary.</p>	<p>* Beneficiary Country <input type="text" value="None Selected"/> </p>
<p>12</p>	<p>Enter Contact Name (if different than the Beneficiary) and Phone Number. (Required for certain Beneficiary Countries).</p>	<p>Contact Name <input type="text"/></p> <p>Phone Number <input type="text"/></p>

Beneficiary Bank Information

For US Dollar International Wire Transfers: Be sure to obtain information from the receiver of the Wire Transfer and enter the information exactly as they provide it.

Note: Correspondent and Intermediary Bank information is supported in the next section.

13 **Beneficiary Bank** information can either be **Searched** or **Manually** entered:

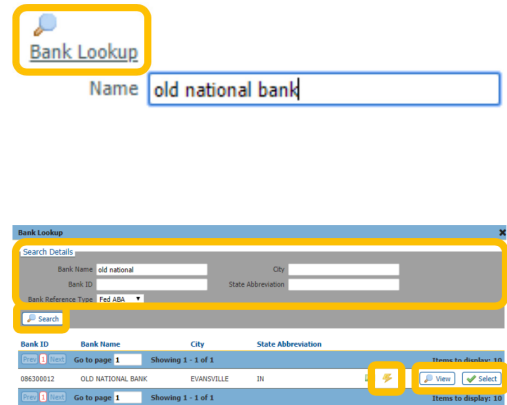
Search Option:

- a) Click **Bank Lookup** to search for beneficiary bank.
- b) Search by Bank Name, Bank ID (Fed ABA or SWIFT BIC) City and/or State, then click **Search**.
- c) Click **View** to view more information about a result from your search.
- d) Click **Select** to choose a search result.

Note: Look for a lightning bolt icon, as that indicates the bank information is used for Wire Transfers. The Bank Name and Beneficiary Bank ID Type and Beneficiary Bank ID will pre-populate based on the bank selected.

Manual Entry Option:

- **Name:** This is the name of the Beneficiary Bank.
- **Beneficiary Bank ID Type:** Select SWIFT BIC or Fed ABA.
- **Beneficiary Bank ID:** Enter the Beneficiary Bank's SWIFT BIC ID or Fed ABA number.
- **Address:** This is the address of the Beneficiary Bank.
- **International Bank:** International Bank will be checked when SWIFT BIC is selected.
- **Beneficiary Bank Country:** Location of the Beneficiary Bank
- **Int'l Routing Number:** Optional value that should only be populated if the receiver provides it in their instructions.



Name

Beneficiary Bank ID Type **None Selected** ▼

Beneficiary Bank ID

Address 1

Address 2

Address 3

International Bank

* Beneficiary Bank Country **None Selected** ▼

Intl Routing Number

Additional Bank Information

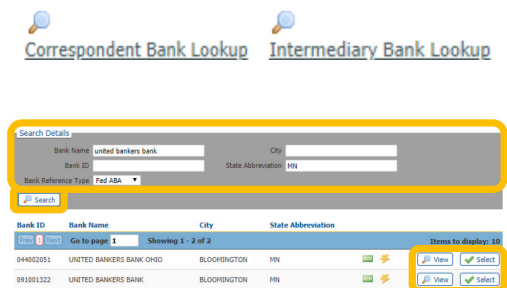
Your wire instructions may require the use of a Correspondent Bank or Intermediary Bank. These can be searched or manually entered. As a user, you will only need to provide this additional bank information if you have received this in your instructions.

14 **Correspondent or Intermediary Bank Information:**

Search Option:

- a) Click **Correspondent or Intermediary Bank Lookup** Search by Bank Name, Bank ID (Fed ABA or SWIFT BIC) City and/or State, then click **Search**.
- b) Click **View** to view more information about a result from your search.
- c) Click **Select** to choose a search result.

Note: The Bank Name, Bank ID Type and Bank ID will pre-populate based on the bank selected.



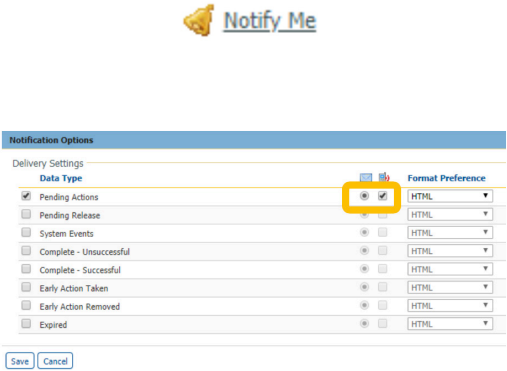
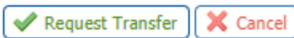

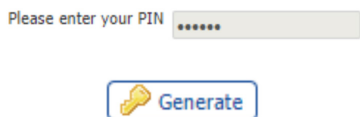
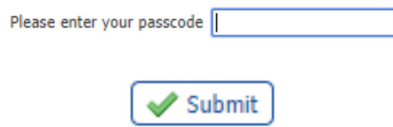


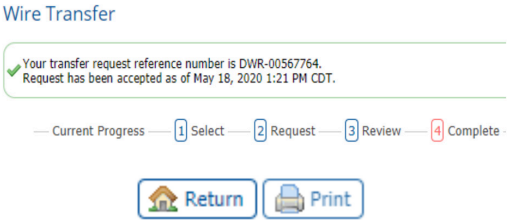
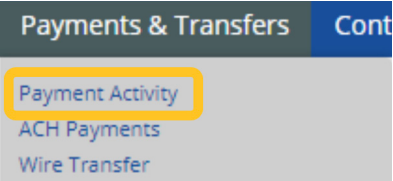
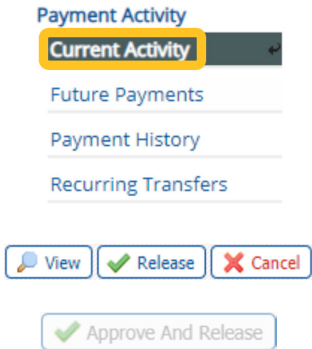
<p>14 Manual Entry Option</p> <ul style="list-style-type: none"> Enter the Correspondent Bank ID and Correspondent Bank Name. <p><i>Note: US Dollar International Wire Transfers require the use of a correspondent bank. Contact Old National Treasury Management Support for instructions.</i></p> <ul style="list-style-type: none"> If your Beneficiary's instructions include the use of an Intermediary Bank, select the Intermediary Bank ID Type (Fed ABA or SWIFT BIC), Intermediary Bank ID and Intermediary Bank Name. 	<p>Correspondent Bank ID Type Fed ABA Correspondent Bank ID <input type="text"/> Correspondent Bank Name <input type="text"/></p> <p>Intermediary Bank ID Type None Selected ▼ Intermediary Bank ID <input type="text"/> Intermediary Bank Name <input type="text"/></p>
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Additional Reference Information

Enter additional information that will assist the Beneficiary to identify the purpose of the payment.

<p>15 Purpose of Payment: Enter optional information such as invoice number, payment purpose, etc.</p> <p><i>Note: Field has a maximum of 16 characters.</i></p>	<p>Purpose Of Payment <input type="text"/></p>
<p>16 Additional Beneficiary Information: Enter additional information such as invoice number for the beneficiary to further identify the wire. Four additional fields are provided.</p> <p><i>Note: Fields have a maximum of 35 characters.</i></p>	<p>Additional Information For Beneficiary <input type="text"/></p>
<p>17 (Optional) Check the box to Save As Repetitive Template for future use. The Template Name field will appear at the bottom of the page. Enter a name for the template and a repetitive template will be created so you can re-create this payment in the future.</p>	<p>Save As Repetitive Template <input checked="" type="checkbox"/></p> <p>* Template Name <input type="text"/></p>
<p>18 (Optional) You can save the Beneficiary's information in Payee Maintenance for future use by checking Save as Payee. Payees can receive ACH and Wire Transfer payments via ONPointe Treasury and ONPointe Mobile.</p> <p>After you check Save as Payee and complete steps 19 & 20 below, you will be prompted to complete this additional payee information:</p> <ul style="list-style-type: none"> Display Name: This is typically something other than the Payee name, such as a nickname or subsidiary name. Payee ID: Enter a unique ID number for the payee. Payee Type: Choose Business, Individual or Government Agency. Payee Account Type: Choose DDA (Checking), SAV (Savings), GL (General Ledger) or Loan. <p>Click OK.</p>	<p>Save As Payee <input checked="" type="checkbox"/></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Required Payee Information</p> <p>* Display Name <input type="text"/></p> <p>* Payee ID <input type="text"/></p> <p>* Payee Type Business ▼</p> <p>* Payee Account Type DDA ▼</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

<p>19</p>	<p>By default, your standard Wire Transfer notifications will apply to this transfer. If you would like to change the settings for this wire only, click Notify Me.</p> <p>E-mail  or SMS  text message is available for:</p> <ul style="list-style-type: none"> • Pending Actions: Wire requires approval or has been rejected by an approver and requires editing. • Pending Release: Wire requires no more approvals and is ready to be sent to ONB’s wire department after a user has verified all information is correct. • System Events: Wire has been delivered to ONB’s wire department. • Complete – Unsuccessful: The wire delivery attempt failed. • Complete – Successful: Wire delivery attempt was successful. • Early Action Taken: Wire is dated for the future and was approved prior to the day it is schedule to be sent to ONB’s wire department. • Early Action Removed: Wire is in a recurring series or is dated for the future, but payee information has been removed or the entire wire has been deleted or canceled. • Expired: The wire was not approved, released, or was in a rejected status at the cutoff time (5:30pm ET/4:30pm CT) on the day it was supposed to be sent to ONB’s wire department. 	
<p>20</p>	<p>Click Request Transfer to move to the review step or Cancel to cancel the transfer.</p>	
<p>21</p>	<p>Review your wire instructions. Click Confirm to proceed if they are correct, Edit to make changes or Cancel to cancel your request.</p>	
<p>22</p>	<p>You will be prompted to enter your Transaction PIN in the Please Enter Your PIN box. Then click Generate.</p> <p><i>Tip: Your Transaction PIN is different from your login PIN and can be created from the My Settings > My Profile > Credentials screen.</i></p>	
<p>23</p>	<p>Within a few seconds, you will receive either an email or a SMS message with a one-time use code. Enter the code and click Submit.</p> <p><i>Tip: To change from email to SMS (or vice-versa), navigate to My Settings > Subscriptions and locate the Out of Band Authorization alert. Toggle to email or SMS and click Save. To update your email address or SMS enabled mobile number, contact your company’s ONPointe Treasury administrator or Treasury Management Support.</i></p>	

<p>24</p>	<p>Your transfer request will be assigned a reference number. Your Wire Transfer has been created but has not yet been released. Click Return to proceed or click Print to print a copy of the request confirmation.</p>	
<p>25</p>	<p>To release your Wire Transfer, navigate to Payments & Transfer > Payment Activity.</p>	
<p>26</p>	<p>If your Wire Transfer's effective date is the current business day, you will see the wire in Current Activity with a status of Pending Release.</p> <p>Click View to view the wire information, Release to send the Wire Transfer or Cancel to cancel the wire.</p> <p><i>Note: If your company requires additional user approvals, they will be notified that a wire requires approval and will approve the transfer from this screen. If using dual control, the Approver can approve and release the wire at the same time by clicking Approve and Release.</i></p>	

Using Repetitive and Semi-Repetitive Wire Templates

One way to speed up the process of sending wires to frequently used Beneficiaries is to create a template. Templates allow you to quickly populate the Beneficiary’s wire instructions, leaving you to only modify a few fields to create your transfer. There are two types of templates available in ONPointe Treasury:

- **Repetitive:** information in the Wire Transfer will remain constant, except for the payment date. If you are sending the same amount to an individual or business on a recurring basis, (i.e., weekly, monthly) you can set these to occur automatically within ONPointe Treasury.
- **Semi-repetitive:** portions of the wire will be variable, such as the amount, date and additional information for beneficiary. This information can be updated at the time the wire is processed. Semi-repetitive templates are available for use in ONPointe Mobile.

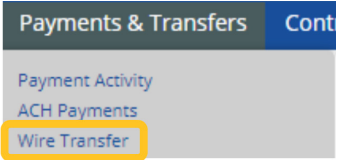
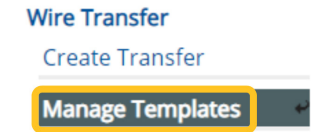
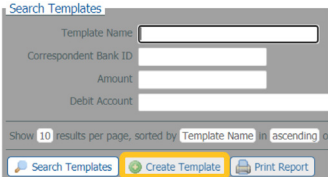
ONPointe Administrator users can restrict a user’s permission to only send payments that are in a template, and can restrict which users are permitted to create new templates.

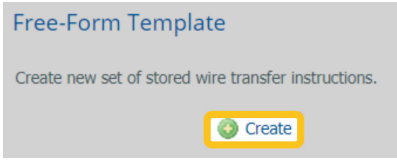
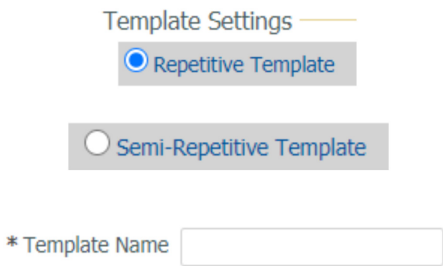

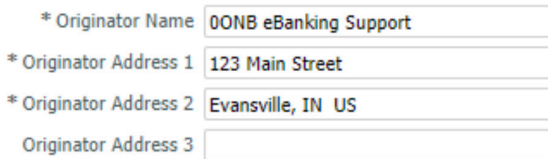
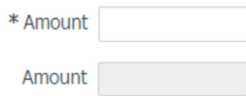

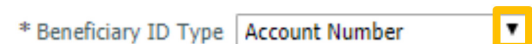

Note: When using semi-repetitive templates to send Wire Transfers, changes made to the default template settings for the transaction will only apply to that payment. If you wish to modify the default settings for the template, navigate to **Wire Transfer > Manage Templates** and make the desired changes.

Some features in this guide require your ONPointe user profile to be entitled to perform the function in question. If you do not see an option, either your user ID or your company is not entitled to that function. Contact your ONPointe system Administrator to enable entitlements.

Before you can send a Wire Transfer using a template, you must first create one.

Creating a Template

1	Navigate to Payments & Transfers > Wire Transfer .	
2	On the right navigation, click Manage Templates .	
3	If you have previously created templates, these will be displayed, click Create Template .	

<p>4</p>	<p>On the Manage Templates screen under Free-Form Template click Create.</p>	 <p>Free-Form Template Create new set of stored wire transfer instructions. <input type="button" value="Create"/></p>
<p>5</p>	<p>Select template type: Repetitive or Semi-Repetitive and enter a name for the template.</p> <p><i>Note: Repetitive wire information remains constant, the only value that can be changed when requesting the wire is the date. Semi-Repetitive wires allow a user to edit the date and amount.</i></p> <p><i>Note: Semi-repetitive templates may be used in ONPointe Mobile, but repetitive templates may only be used on desktop devices.</i></p> <p><i>Template name has a maximum of 36 characters.</i></p>	 <p>Template Settings <input checked="" type="radio"/> Repetitive Template <input type="radio"/> Semi-Repetitive Template * Template Name <input type="text"/></p>
<p>Account Information</p>		
<p>6</p>	<p>Debit Account: Click the magnifying glass icon to select the debit account which will fund the wire.</p> <p><i>Note: The account's available balance will display next to the account name.</i></p>	 <p>* Debit Account <input type="text" value=""/><input type="button" value="🔍"/></p>
<p>7</p>	<p>Originator Name and Address is populated with the name of the company that is initiating the Wire Transfer.</p> <p><i>Note: Contact Treasury Management Support if you need to modify the default Originator Name and Address.</i></p>	 <p>* Originator Name <input type="text" value="00NB eBanking Support"/> * Originator Address 1 <input type="text" value="123 Main Street"/> * Originator Address 2 <input type="text" value="Evansville, IN US"/> Originator Address 3 <input type="text"/></p>
<p>8</p>	<p>For a Repetitive wire, enter the Amount of the wire template being created. For Semi-Repetitive, the amount is entered when requesting a Wire Transfer.</p>	 <p>* Amount <input type="text"/> Amount <input type="text"/></p>
<p>Beneficiary / Payee Information</p>		
<p>9</p>	<p>Beneficiary/Payee Information: Enter the name of the Wire Transfer recipient.</p>	 <p>* Name <input type="text"/></p>
<p>10</p>	<p>Beneficiary ID Type: Click the Down Arrow and select the option from the drop-down menu.</p> <p><i>Note: Your beneficiary will tell you if a different ID, other than account number.</i></p>	 <p>* Beneficiary ID Type <input type="text" value="Account Number"/><input type="button" value="▼"/></p>
<p>11</p>	<p>Enter the Beneficiary ID information for the beneficiary.</p> <p><i>Note: This is tied to the Beneficiary ID Type and is usually the beneficiary's bank account number.</i></p>	 <p>* Beneficiary ID <input type="text"/></p>

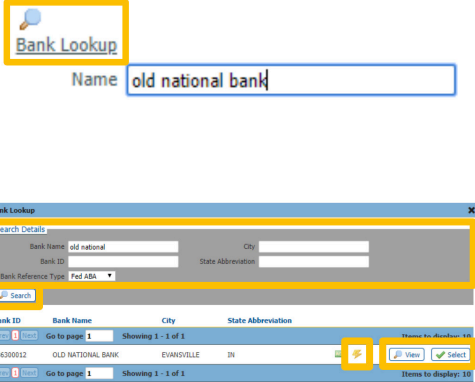
<p>12</p>	<p>Enter the Address of the beneficiary. (Optional) <i>Note: P.O. Boxes are not valid.</i></p>	<p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p>
<p>13</p>	<p>Beneficiary Country: Click the Down Arrow to select the Country of the beneficiary.</p>	<p>* Beneficiary Country None Selected <input type="button" value="▼"/></p>
<p>14</p>	<p>Enter Contact Name (if different than the Beneficiary) and Phone Number. (Required for certain Beneficiary Countries).</p>	<p>Contact Name <input type="text"/></p> <p>Phone Number <input type="text"/></p>

Beneficiary Bank Information

For US Dollar International Wire Transfers: Be sure to obtain information from the receiver of the Wire Transfer and enter the information exactly as they provide it.

Note: Correspondent and Intermediary Bank information is supported in the next section.

<p>15</p>	<p>Beneficiary Bank information can either be Searched or Manually entered:</p> <p>Search Option:</p> <ol style="list-style-type: none"> Click Bank Lookup to search for beneficiary bank. Search by Bank Name, Bank ID (Fed ABA or SWIFT BIC) City and/or State, then click Search. Click View to view more information about a result from your search. Click Select to choose a search result. <p><i>Note: Look for a lightning bolt icon, as that indicates the bank information is used for Wire Transfers. The Bank Name and Beneficiary Bank ID Type and Beneficiary Bank ID will pre-populate based on the bank selected.</i></p> <p>Manual Entry Option:</p> <ul style="list-style-type: none"> Name: This is the name of the Beneficiary Bank. Beneficiary Bank ID Type: Select SWIFT BIC or Fed ABA. Beneficiary Bank ID: Enter the Beneficiary Bank's SWIFT BIC ID or Fed ABA number. Address: This is the address of the Beneficiary Bank. International Bank: International Bank will be checked when SWIFT BIC is selected. Beneficiary Bank Country: This is the location of the Beneficiary Bank. Int'l Routing Number: Optional value that should only be populated if the receiver provides it in their instructions.
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The image shows a 'Bank Lookup' interface. At the top, there is a 'Bank Lookup' button with a magnifying glass icon. Below it is a search box labeled 'Name' containing the text 'old national bank'. Below the search box is a table of search results. The table has columns for 'Bank ID', 'Bank Name', 'City', and 'State Abbreviation'. One result is shown: '086300012 OLD NATIONAL BANK EVANSVILLE IN'. To the right of this row are icons for 'View' and 'Select'. Below the table, there are input fields for 'Name', 'Beneficiary Bank ID Type' (set to 'None Selected'), 'Beneficiary Bank ID', 'Address 1', 'Address 2', 'Address 3', 'International Bank' (checkbox), '* Beneficiary Bank Country' (set to 'None Selected'), and 'Intl Routing Number'.

Additional Bank Information (Optional)

Your wire instructions may require the use of a Correspondent Bank or Intermediary Bank. These can be searched or manually entered.

16 Correspondent or Intermediary Bank Information:

Search Option:

- a) Click **Correspondent or Intermediary Bank Lookup**
Search by Bank Name, Bank ID (Fed ABA or SWIFT BIC) City and/or State, then click **Search**.
- b) Click **View** to view more information about a result from your search.
- c) Click **Select** to choose a search result.

Note: The Bank Name, Bank ID Type and Bank ID will pre-populate based on the bank selected.

Manual Entry Option

- Enter the **Correspondent Bank ID** and **Correspondent Bank Name**.
- Select the **Intermediary Bank ID Type** (Fed ABA or SWIFT BIC), **Intermediary Bank ID** and **Intermediary Bank Name**.

[Correspondent Bank Lookup](#) [Intermediary Bank Lookup](#)

Correspondent Bank ID Type Fed ABA

Correspondent Bank ID

Correspondent Bank Name

Intermediary Bank ID Type **None Selected** ▼

Intermediary Bank ID

Intermediary Bank Name

Additional Reference Information

Enter additional information that will assist the Beneficiary to identify the purpose of the payment.

17 Purpose of Payment: Enter optional information such as invoice number, payment purpose, etc.

Note: Field has a maximum of 16 characters.

Purpose Of Payment

18 Additional Beneficiary Information: Enter additional information, such as invoice number for the beneficiary to further identify the wire. Four additional fields are provided.

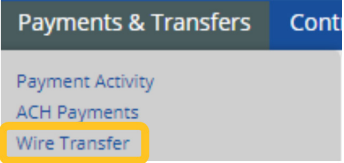
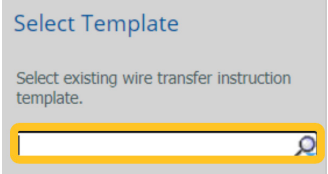
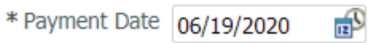
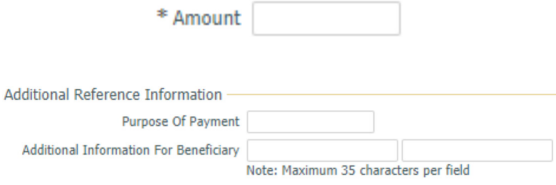

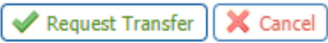

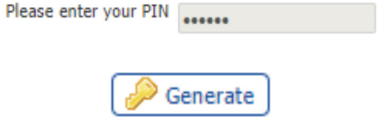
Note: Field(s) have a maximum of 35 characters.

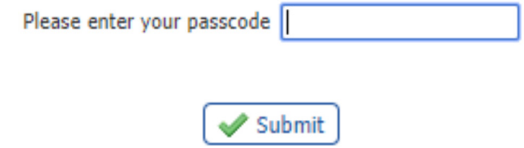
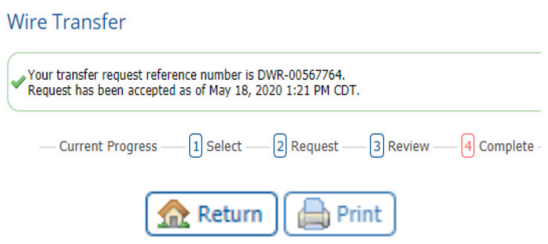
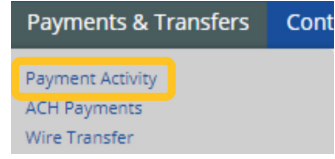
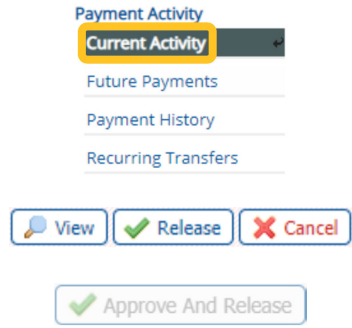
Additional Information For Beneficiary

19 Click **Save** to save the template or **Cancel** to cancel.

Note: The steps above are for creating the templates, to schedule a repetitive wire or If your company requires additional user approvals, they will be notified that a wire requires approval and will approve the transfer from this screen. If using dual control, the Approver can approve and release the wire at the same time by clicking **Approve and Release**.

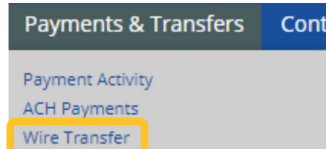
Creating a Wire Transfer from a Template

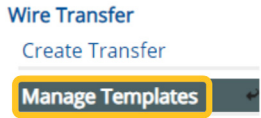
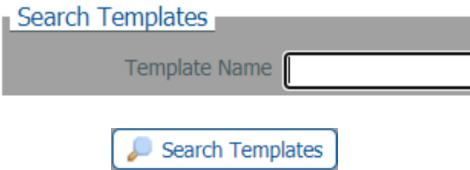

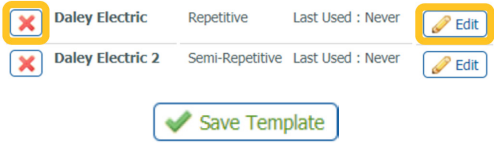
<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
<p>2</p>	<p>On the Create Transfer screen, click in the Select Template section to display a list of templates that have been created and click on the template name. <i>Note: you can also type part or all of the template name and the box will display results that contain what you type.</i></p>	
<p>3</p>	<p>Choose the Payment Date for the Wire Transfer.</p>	
<p>4</p>	<p>All the information for the wire will be filled in based on information entered in the Creating a Wire Template process. For Semi-Repetitive templates, you can change the dollar amount to be paid and, depending on your template's permissions, you may be able to modify the Additional Reference Information section near the bottom of the screen.</p>	
<p>5</p>	<p>By default, your standard Wire Transfer notifications will apply to this transfer. To change the settings for this wire only, click Notify Me and select or deselect any notification options. <i>Tip: To change your default notification settings after you have completed this Wire Transfer, navigate to My Settings > Subscriptions and change your Wire Transfer Status Change Notification options.</i></p>	
<p>6</p>	<p>Click Request Transfer to move to the review step or Cancel to cancel the transfer.</p>	
<p>7</p>	<p>Review your wire instructions. Click Confirm to proceed if they are correct, Edit to make changes or Cancel to cancel your request.</p>	
<p>8</p>	<p>You will be prompted to enter your Transaction PIN in the Please Enter Your PIN box then click Generate. <i>Tip: Your Transaction PIN is different from your login PIN and can be created from the My Settings > My Profile > Credentials screen.</i></p>	

<p>9</p>	<p>Within a few seconds, you will receive either an email or a SMS message with a one-time use code. Enter the code and click Submit.</p> <p><i>Tip: To change from email to SMS (or vice-versa), navigate to My Settings > Subscriptions and locate the Out of Band Authorization alert. Toggle to email or SMS and click Save. To update your email address or SMS enabled mobile number, contact your company's ONPointe Treasury administrator or Treasury Management Support.</i></p>	
<p>10</p>	<p>Your transfer request will be assigned a reference number. Your Wire Transfer has been created but has not yet been released. Click Return to proceed or click Print to print a copy of the request confirmation.</p>	
<p>11</p>	<p>To release your Wire Transfer, navigate to Payments & Transfer > Payment Activity.</p>	
<p>12</p>	<p>If your Wire Transfer's effective date is the current business day, you will see the wire in Current Activity with a status of Pending Release.</p> <p>Click View to view the wire information, Release to send the Wire Transfer or Cancel to cancel the wire.</p> <p><i>Note: If your company requires additional user approvals, they will be notified that a wire requires approval and will approve the transfer from this screen. If using dual control, the Approver can approve and release the wire at the same time by clicking Approve and Release.</i></p>	

Editing a Wire Transfer Template

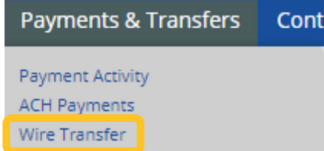
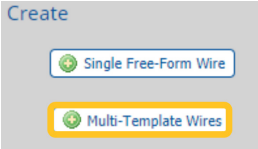
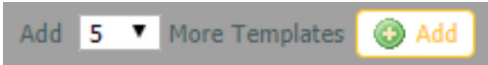
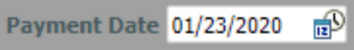
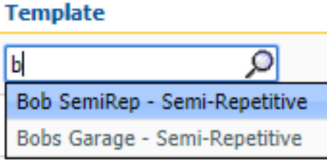
You can modify settings for an existing Wire Transfer template, including amount, bank account information and additional bank information.



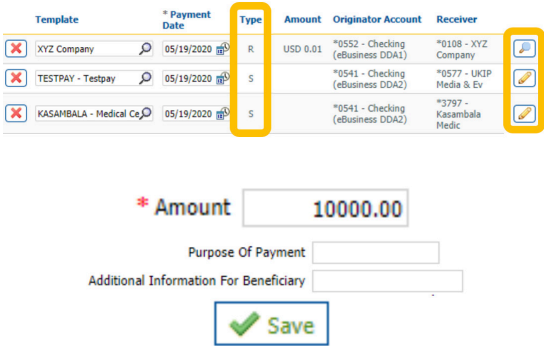

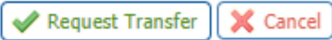
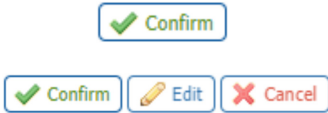
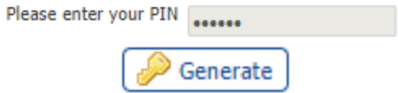
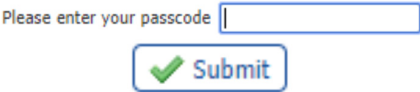
<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
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<p>2</p>	<p>On the right navigation, click Manage Templates.</p>	
<p>3</p>	<p>Type the Template Name or a portion of the name and click Search Templates section to display a list of templates that have been created. Click on the template name.</p>	
<p>4</p>	<p>A list of Templates will be displayed. Click  to Delete the template or click Edit to edit any of the information previously entered when the template was created. When done editing, click Save Template.</p>	

Sending Multi-Template Wire Transfers

The instructions below will demonstrate how to send multiple template wires at once.

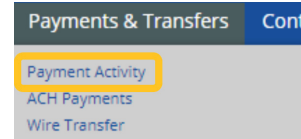
<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
<p>2</p>	<p>On the Create Transfer screen, click the button for Multi-Template Wires.</p>	
<p>3</p>	<p>By default, 5 rows will be displayed. To add more, choose a number from the drop-down and click Add to add more rows.</p>	
<p>4</p>	<p>Choose the default Payment Date for the Wire Transfers. You will be able to override this value for each wire payment, if desired.</p>	
<p>5</p>	<p>Complete the following fields: Template: Type part or all of each template name and choose the desired option from the selection list. Payment Date: To change from the default date you selected in step #4, click on the date and choose a new effective date in the calendar.</p>	

<p>5</p>	<p>For Semi-Repetitive Transfers (noted as “S” in the Type column), you will click the pencil icon  to edit the transfer and set the amount for this transfer. Depending on your company’s semi-repetitive template settings, you may also be able to add purpose of payment and additional information to the transfer. When finished, click Save.</p> <p>For Repetitive Transfers (noted as “R” in the Type column), you can view the payment settings by clicking the magnifying glass , but you cannot make any edits to the payment instructions.</p>	
<p>6</p>	<p>By default, your standard Wire Transfer notifications will apply to this transfer. To change the settings for this wire only, click Notify Me and select or deselect any notification options.</p> <p><i>Tip: To change your default notification settings after you have completed this Wire Transfer, navigate to My Settings > Subscriptions and change your Wire Transfer Status Change Notification options.</i></p>	
<p>7</p>	<p>After you have chosen the templates you would like to use, click Request Transfer to proceed. To cancel the transfers, click Cancel.</p>	
<p>8</p>	<p>Review your wire instructions. If they are correct, click Confirm to proceed.</p> <p>To view each template’s instructions, click the magnifying glass icon. To make changes, click Edit to edit the wire or Cancel to cancel your request.</p>	
<p>9</p>	<p>You will be prompted to enter your Transaction PIN in the Please enter your PIN box. Your Transaction PIN is different from your login PIN and can be created from the My Settings > My Profile > Credentials screen. Enter your Transaction PIN and click Generate.</p>	
<p>10</p>	<p>Within a few seconds, you will receive either an email or a SMS message with a one-time use code. Enter the code and click Submit.</p> <p><i>Tip: To change from email to SMS (or vice-versa), navigate to My Settings > Subscriptions and locate the Out of Band Authorization alert. Toggle to email or SMS and click Save. To update your email address or SMS-enabled mobile phone number, contact your company’s ONPointe Treasury Administrator or Old National Treasury Management Support.</i></p>	

11 Your transfer requests will be assigned a reference number. **Your Wire Transfers have been created but have not yet been released.** Click **Return** to proceed or click **Print** to print a copy of the request confirmations.



12 To release your Wire Transfers, navigate to **Payments & Transfer > Payment Activity.**



13 If your Wire Transfer's effective date is the current business day, you will see the wires in **Current Activity** with a status of **Pending Release**.

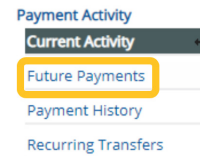
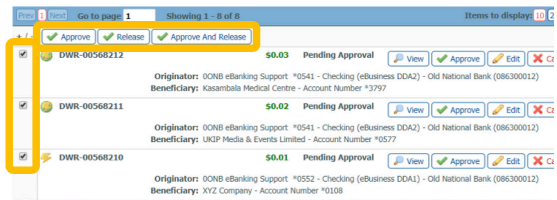
Click **View** to view the wire information, **Release** to send the Wire Transfer or **Cancel** to cancel the wire.

*Tip: To release multiple wires at once, check the box next to each wire to be released and click the **Release** button above or below the list of wires.*

*Note: If your company requires additional user approvals, they will be notified that a wire requires approval and will approve the transfer from this screen. If using dual control, the Approver can approve and release the wire at the same time by clicking **Approve and Release**.*

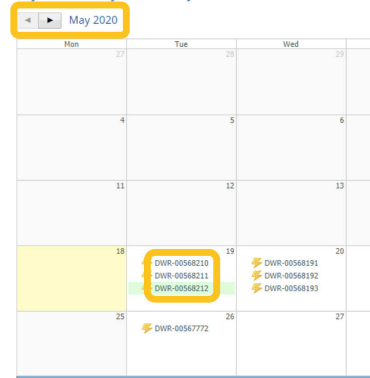


Pending Release



If your Wire Transfer's effective date is the future, click **Future Payments**. Locate the wire on the calendar, using the arrow buttons above the calendar to change months if needed.

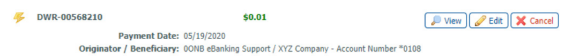
Payment Activity : Future Payments



Click on the **Wire (DWR-xxx)** to view its information at the bottom of the screen.

Click **View** to view the wire information. From this screen, you may click **Release** to approve the transmission of the wire on its effective date, **Edit** to make changes or **Cancel** to cancel your request.

*Note: If using Dual Control, the **Release** will change to **Approve** once the release step is completed.*



Sending Payee Wire Transfers

There are two ways to send a wire to a payee:

- From the Create Transfer Screen
- From Payee Maintenance

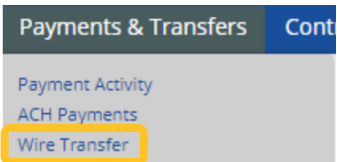

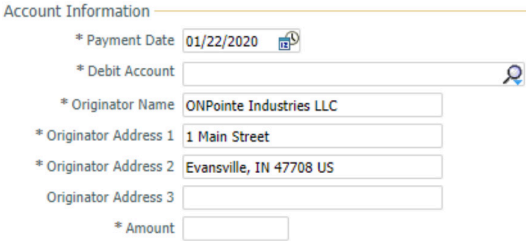
Additionally, Payee Wire Transfers can be performed using ONPointe Mobile.




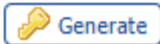

To use this process, you must first create a payee in Payee Maintenance. Navigate to **Payments & Transfers > Payee Maintenance** to learn how to create payees. Only payees that have been set up to receive a Wire Transfer will be available for this Wire Transfer creation process.


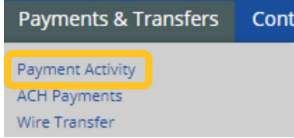

Some features in this guide require your ONPointe user to be permitted to perform the function in question. If you do not see an option available, either your user ID or your company is not entitled to that function.

Contact your ONPointe Administrator to enable entitlements.


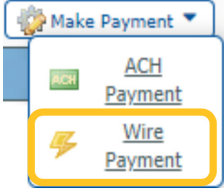
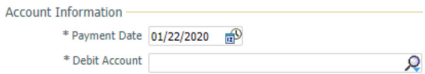
Sending Payee Wires from Create Transfer Screen

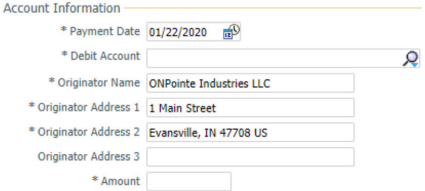
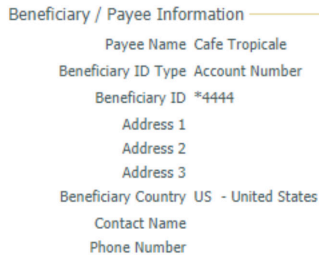
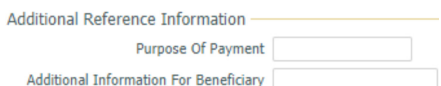

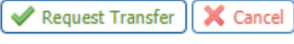

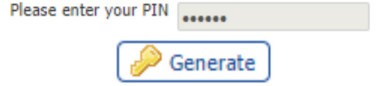
<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
<p>2</p>	<p>On the Create Transfer screen, locate the Select Payee box. Type part or all of the payee's name and choose the desired option from the selection list.</p>	
<p>3</p>	<p>Complete the Account Information Section:</p> <ul style="list-style-type: none"> • Payment Date: The date when the transfer will be sent. • Debit Account: This is your Old National account to be used to fund the transfer. Click in the box to see a list of eligible accounts. • Originator Name and Originator Address: This information is pre-filled from the ONPointe profile. • Amount: U.S. dollar denominated amount of the Transfer. <p><i>Tip: An authorized company representative can contact Old National Treasury Management Support to set up or change the default Originator Name and Address.</i></p>	

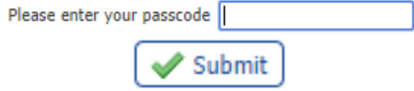

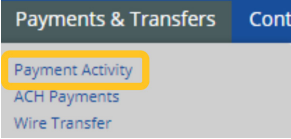

<p>4</p>	<p>The Beneficiary / Payee Information, Beneficiary Bank Information and Additional Bank Information sections will be populated for you from the payee's instructions stored on file.</p> <p><i>Tip: Always review the information populated in the Wire Transfer form to ensure it is still current. Hover your mouse over the Beneficiary ID field to display the full account number. If you need to make changes to the payee's information, you must do so by canceling the wire and editing the payee in Payee Maintenance.</i></p>	<p>Beneficiary / Payee Information</p> <p>Payee Name Cafe Tropicale Beneficiary ID Type Account Number Beneficiary ID *4444 Address 1 Address 2 Address 3 Beneficiary Country US - United States Contact Name Phone Number</p>
<p>5</p>	<p>(Optional) If you would like to include Purpose of Payment or Additional Information for the Beneficiary, you may do so in the Additional Reference Information Section.</p> <p><i>Note: You are limited to 35 characters per field with a maximum of 4 fields.</i></p>	<p>Additional Reference Information</p> <p>Purpose Of Payment <input type="text"/> Additional Information For Beneficiary <input type="text"/></p>
<p>6</p>	<p>By default, your standard Wire Transfer notifications will apply to this transfer. To change the settings for this wire only, click Notify Me and select or deselect any notification options.</p> <p><i>Tip: To change your default notification settings after you have completed this Wire Transfer, navigate to My Settings > Subscriptions and change your Wire Transfer Status Change Notification options.</i></p>	<p></p>
<p>7</p>	<p>Click Request Transfer to proceed or Cancel to cancel your request.</p>	<p></p>
<p>8</p>	<p>Review your wire instructions. If they are correct, click Confirm to proceed. You can also click Edit to make changes or Cancel to cancel your request.</p>	<p></p>
<p>9</p>	<p>You will be prompted to enter your Transaction PIN in the Please enter your PIN box. Your Transaction PIN is different from your login PIN and can be created from the My Settings > My Profile > Credentials screen. Enter your Transaction PIN and click Generate.</p>	<p>Please enter your PIN <input type="password"/></p> <p></p>
<p>10</p>	<p>Within a few seconds, you will receive either an email or a SMS message with a one-time use code. Enter the code and click Submit.</p> <p><i>Tip: To change from email to SMS (or vice-versa), navigate to My Settings > Subscriptions and locate the Out of Band Authorization alert. Toggle to email or SMS and click Save. To update your email address or SMS-enabled mobile phone number, contact your company's ONPointe Treasury Administrator or Old National Treasury Management Support.</i></p>	<p>Please enter your passcode <input type="text"/></p> <p></p>

<p>11</p>	<p>Your transfer request will be assigned a reference number. Your Wire Transfer has been created but has not yet been released. Click Return to proceed or click Print to print a copy of the request confirmation.</p>	
<p>12</p>	<p>To release your Wire Transfer, navigate to Payments & Transfer > Payment Activity.</p>	
<p>13</p>	<p>If your Wire Transfer's effective date is the current business day, you will see the wire in Current Activity with a status of Pending Release.</p> <p>Click View to view the wire information, Release to send the Wire Transfer or Cancel to cancel your request.</p> <p><i>Note: If your company requires additional user approvals, they will be notified that a wire requires approval and will approve the transfer from this screen. If using dual control, the Approver can approve and release the wire at the same time by clicking Approve and Release.</i></p>	

Sending Payee Wires from Payee Maintenance

<p>1</p>	<p>Navigate to Payments & Transfers > Payee Maintenance.</p>	
<p>2</p>	<p>Locate the desired payee in the Manage Payees list and click Make Payment. If the payee has been configured to receive Wire Transfers, Wire Payment will appear as an option. Click Wire Payment.</p> <p><i>Tip: Use the Search Payees tool at the top to find your payee quickly. To add wire payments as an option for the payee, click Edit. Next click Add or Edit to enable the payee account for Wire Transfer receipt.</i></p>	
<p>3</p>	<p>Complete the Account Information Section:</p> <ul style="list-style-type: none"> • Payment Date: This is the date when the transfer will be sent. • Debit Account: This is your Old National account to be used to fund the Transfer. 	

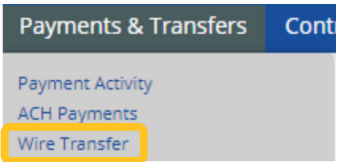
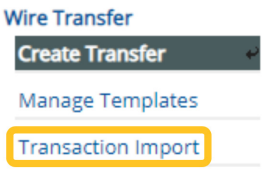
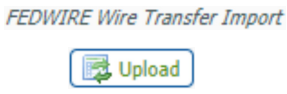
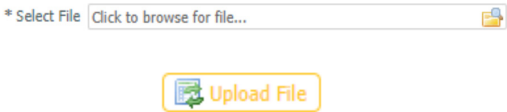
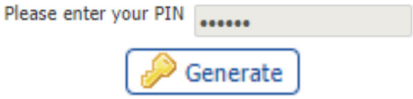
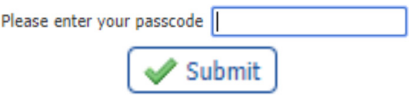
<p>3</p>	<ul style="list-style-type: none"> • Originator Name: Your company's name. • Originator Address: Your company's address. • Amount: US dollar denominated amount of the Transfer. <p><i>Tip: To set up or change the default Originator Name and Address, contact Treasury Management Support to have your company's ONPointe profile updated.</i></p>	 <p>Account Information</p> <p>* Payment Date 01/22/2020 </p> <p>* Debit Account <input type="text"/></p> <p>* Originator Name ONPointe Industries LLC</p> <p>* Originator Address 1 1 Main Street</p> <p>* Originator Address 2 Evansville, IN 47708 US</p> <p>Originator Address 3 <input type="text"/></p> <p>* Amount <input type="text"/></p>
<p>4</p>	<p>The Beneficiary / Payee Information, Beneficiary Bank Information and Additional Bank Information sections will be populated for you from the payee's instructions stored on file.</p> <p><i>Tip: Always review the information populated in the Wire Transfer form to ensure it is still current. Hover your mouse over the Beneficiary ID field to display the full account number. If you need to make changes to the payee's information, you must do so by canceling the wire and editing the payee in Payee Maintenance.</i></p>	 <p>Beneficiary / Payee Information</p> <p>Payee Name Cafe Tropicale</p> <p>Beneficiary ID Type Account Number</p> <p>Beneficiary ID *4444</p> <p>Address 1</p> <p>Address 2</p> <p>Address 3</p> <p>Beneficiary Country US - United States</p> <p>Contact Name</p> <p>Phone Number</p>
<p>5</p>	<p>(Optional) If you would like to include Purpose of Payment or Additional Information for the Beneficiary, you may do so in the Additional Reference Information Section.</p> <p><i>Note: You are limited to 35 characters per field with a maximum of 4 fields.</i></p>	 <p>Additional Reference Information</p> <p>Purpose Of Payment <input type="text"/></p> <p>Additional Information For Beneficiary <input type="text"/></p>
<p>6</p>	<p>By default, your standard Wire Transfer notifications will apply to this transfer. To change the settings for this wire only, click Notify Me and select or deselect any notification options.</p> <p><i>Tip: To change your default notification settings after you have completed this Wire Transfer, navigate to My Settings > Subscriptions and change your Wire Transfer Status Change Notification options.</i></p>	 <p> Notify Me</p>
<p>7</p>	<p>Click Request Transfer to proceed or Cancel to cancel your request.</p>	 <p><input type="button" value="Request Transfer"/> <input type="button" value="Cancel"/></p>
<p>8</p>	<p>Review your wire instructions. If they are correct, click Confirm to proceed, Edit to make changes or Cancel to cancel your request.</p>	 <p><input type="button" value="Confirm"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/></p>
<p>9</p>	<p>You will be prompted to enter your Transaction PIN in the Please enter your PIN box. Enter your Transaction PIN and click Generate.</p> <p><i>Tip: Your Transaction PIN is different from your login PIN and can be created from the My Settings > My Profile > Credentials screen.</i></p>	 <p>Please enter your PIN <input type="password"/></p> <p><input type="button" value="Generate"/></p>


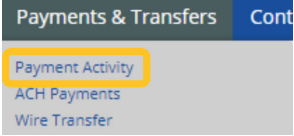
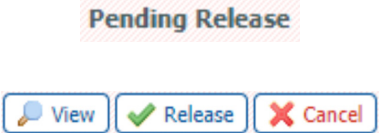
<p>10</p>	<p>Within a few seconds, you will receive either an email or a SMS message with a one-time use code. Enter the code and click Submit.</p> <p><i>Tip: To change from email to SMS (or vice-versa), navigate to My Settings > Subscriptions and locate the Out of Band Authorization alert. Toggle to email or SMS and click Save. To update your email address or SMS-enabled mobile phone number, contact your company's ONPointe Treasury Administrator or Old National Treasury Management Support.</i></p>	
<p>11</p>	<p>Your transfer request will be assigned a reference number. Your Wire Transfer has been created but has not yet been released. Click Return to proceed or click Print to print a copy of the request confirmation.</p>	
<p>12</p>	<p>To release your Wire Transfer, navigate to Payments & Transfer > Payment Activity.</p>	
<p>13</p>	<p>If your Wire Transfer's effective date is the current business day, you will see the wire in Current Activity with a status of Pending Release.</p> <p>Click View to view the wire information, Release to send the Wire Transfer or Cancel to cancel the wire.</p> <p><i>Note: If your company requires additional user approvals, they will be notified that a wire requires approval and will approve the transfer from this screen. If using dual control, the Approver can approve and release the wire at the same time by clicking Approve and Release.</i></p>	

Sending Wire Transfers by File Import

If you have software that can create Wire Transfer instruction files, you can import those files into ONPointe Treasury to create your transfers in a quick workflow.



To use this process, you must have a file in one of the following supported industry standard formats: EDI820, Fedwire, ISO20022 and SWIFT MT103. To use a **Custom Format**, you must first create a transaction import file map; refer to **Creating a Wire Transfer File Map** section of this guide.

<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
<p>2</p>	<p>In the right-hand menu, click Transaction Import.</p>	
<p>3</p>	<p>In the File Maps list, locate your desired file map and click Upload.</p>	
<p>4</p>	<p>In Select File, click the box and locate the file on your computer. Details about the file will display below the Select File box after you've selected the file to be imported. Click Upload File to proceed.</p> <p><i>Tip: ONPointe Treasury requires text file formats such as CSV and TXT for file import processes. Use of software-specific files (such as XLS and XLSX) are not compatible with ONPointe Treasury and should be converted to CSV or TXT.</i></p>	
<p>5</p>	<p>You will be prompted to enter your Transaction PIN in the Please enter your PIN box. Enter your Transaction PIN and click Generate.</p> <p><i>Tip: Your Transaction PIN is different from your login PIN and can be created from the My Settings > My Profile > Credentials screen.</i></p>	
<p>6</p>	<p>Within a few seconds, you will receive either an email or a SMS message with a one-time use code. Enter the code and click Submit.</p> <p><i>See Tip next page...</i></p>	

<p>6</p>	<p><i>Tip: to change from email to SMS (or vice-versa), navigate to My Settings > Subscriptions and locate the Out of Band Authorization alert. Toggle to email or SMS and click Save. You must consent to receive SMS messages in My Settings > My Profile by clicking Enable SMS Messages and accepting Terms & Conditions to start receiving SMS alerts. To update your email address or SMS-enabled mobile phone number, contact your company's ONPointe Treasury administrator or Old National Treasury Management Support.</i></p>	
<p>7</p>	<p>You will be taken to the File Load Validation screen, which will indicate if the file was successfully imported or if there was an error in the file.</p> <p>If you receive "File Load Successful Validation," your Wire Transfer file was successfully loaded. Your Wire Transfer has been created but has not yet been released.</p> <p>Click OK to close the validation window.</p> <p><i>Tip: If you receive a File Load Failed Validation response, print the report and contact Old National Treasury Management Support for troubleshooting assistance.</i></p>	
<p>8</p>	<p>To release your Wire Transfer, navigate to Payments & Transfer > Payment Activity.</p>	
<p>9</p>	<p>If your Wire Transfer's effective date is the current business day, you will see the wire in Current Activity with a status of Pending Release.</p> <p>Click View to view the wire information, Release to send the Wire Transfer or Cancel to cancel your request.</p> <p><i>Note: If your company requires additional user approvals, they will be notified that a wire requires approval and will approve the transfer from this screen.</i></p>	

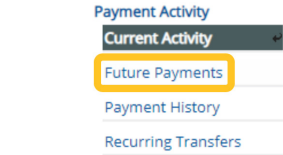
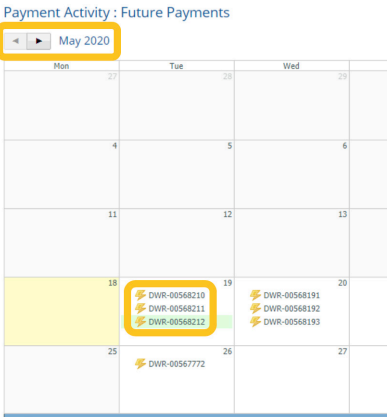
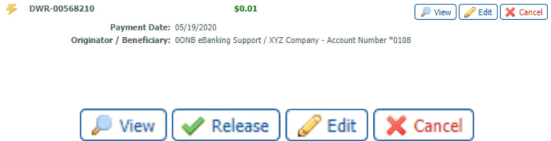
Create Recurring Wire Transfers

We have focused on creating one-time wire transfers so far in this guide. If you would like to create a recurring transfer, you may do so as a part of the workflow when creating Single Free-Form, Templated or Payee transfers by completing the following steps during the wire creation process.

1	Click Recurring Options to establish the start date and frequency of the Wire Transfer.	
2	A window will pop open, first prompting you to choose a Start Date . Click the calendar next to the date to choose the date for the first recurring transfer. Because Wire Transfers can only be performed on banking days, the First Payment Date (along with any future transfers that would fall onto a non-banking date) will adjust to the next available banking day.	<p>Start Date <input type="text" value="06/22/2020"/>  First Payment Date 12/31/2020</p>
3	Next, you will choose one of three End Date options: <ul style="list-style-type: none"> • Indefinitely: Wire does not have an end date and will process indefinitely unless canceled. • End Date: Wire will process until a defined end date. • Number of Transactions: Wire will process for a fixed number of transactions. 	<p> <input checked="" type="radio"/> Transaction Repeats Indefinitely <input type="radio"/> Transaction Repeats Until End Date <input type="radio"/> Fixed Number of Transactions (Max: 999 Transfers) </p>
4	Click on the tab for your desired recurring frequency. Depending on the option you select, your configuration options will vary. <ul style="list-style-type: none"> • Daily: Chose each business day or specific days of the week. • Weekly/Bi-weekly: Select a day of the week. • Semi-Monthly: Select the day(s) of the month or a combination of First-Last, Monday-Friday of each month. • Monthly: Select the day of the month or a combination of First-Last, Monday-Friday of each month. <i>Note: If the day of the month selected exceeds the number of days in the current month, the wire will be processed the last business day of the month.</i> • Annually: Select the day and month of the year. 	<p> <input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Bi-weekly <input type="radio"/> Semi-monthly <input type="radio"/> Monthly <input type="radio"/> Annually </p> <p> <input type="radio"/> Each business day (Monday through Friday) <input checked="" type="radio"/> Specific days of the week </p> <p> <input type="checkbox"/> All / <input type="checkbox"/> None </p> <p> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday </p> <p>Select a day of the week</p> <p> <input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input checked="" type="radio"/> Thursday <input type="radio"/> Friday </p> <p> <input checked="" type="radio"/> The <input type="text" value="1st"/> and <input type="text" value="15th"/> day of each month Or <input type="radio"/> The <input type="text" value="First"/> <input type="text" value="Monday"/> and <input type="text" value="Third"/> <input type="text" value="Monday"/> of each month </p> <p> <input checked="" type="radio"/> The <input type="text" value="1st"/> day of each month Or <input type="radio"/> The <input type="text" value="First"/> <input type="text" value="Monday"/> of each month </p> <p>The <input type="text" value="1st"/> of <input type="text" value="January"/> each year</p>
5	Click Save to apply the recurring settings or Cancel to cancel the changes.	<p> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p>

Managing Future-Dated and Recurring Wire Transfers

If you create a future-dated or recurring Wire Transfer, you can find it in **Future Payments**.

<p>1</p>	<p>If your Wire Transfer's effective date is in the future, click Future Payments.</p>	 <p>The screenshot shows a vertical menu titled 'Payment Activity'. The options are 'Current Activity', 'Future Payments' (highlighted with a yellow box), 'Payment History', and 'Recurring Transfers'.</p>
<p>2</p>	<p>Locate the wire on the calendar, using the arrow buttons above the calendar to change months if needed. Wire Transfers are prefixed with DWR. Click a Wire Transfer to display its information.</p> <p><i>Note: ONPointe Treasury allows you to schedule Wire Transfers up to six months in advance and will also display the upcoming six month's recurring transfers.</i></p>	 <p>The screenshot shows a calendar for 'May 2020'. The date '19' is highlighted in yellow. Below the calendar, several wire transfer entries are listed, including 'DWR-00568210', 'DWR-00568211', 'DWR-00568212', 'DWR-00568191', 'DWR-00568192', 'DWR-00568193', and 'DWR-00567772'. A yellow box highlights the first three entries.</p>
<p>3</p>	<p>After clicking on a payment, its details appear below the calendar.</p> <ul style="list-style-type: none"> • Click View to view the view the wire information. • Click Release to approve the transmission of the wire on its effective date <p><i>Note: If using Dual Control, the Release will change to Approve once the release step is completed.</i></p> <ul style="list-style-type: none"> • Click Edit to make changes to the wire instructions. • Click Cancel to cancel your request. 	 <p>The screenshot shows the details for wire transfer 'DWR-00568210' with a value of '\$0.01'. It includes a 'Payment Date' of '05/19/2020' and 'Originator / Beneficiary' information. Below the details are four buttons: 'View', 'Release', 'Edit', and 'Cancel'.</p>

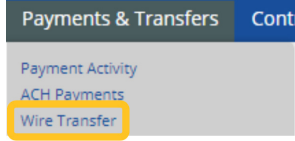
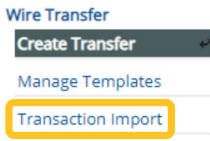


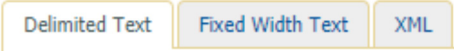
Working with Wire Transfer File Maps

ONPointe Treasury offers the ability to import multiple Wire Transfers by Creating a File Map. This requires text file formats such as CSV and TXT for file import processes. Use of software-specific files (such as XLS and XLSX) are not compatible with ONPointe and should be converted to CSV or TXT.

In addition to custom file formats, industry standard formats can also be imported. EDI820, Fedwire, ISO20022 and SWIFT MT103 are currently supported. See Sending Wire Transfers by File Import for more information.

Creating a File Map

If your software creates a file format other than a supported standard format, you must create a file map for ONPointe to process your file.

<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
<p>2</p>	<p>In the right-hand menu, click Transaction Import.</p>	
<p>3</p>	<p>Click Create File Map.</p>	
<p>4</p>	<p>Name the file mapper. This is what will appear in the list of file maps on the Transaction Import menu.</p>	<p>* Mapper name <input type="text"/></p>
<p>5</p>	<p>If you have a file that you would like to use to help you build your mapper, click in the Test File box to locate your file and then click Upload Test File. This is not a requirement but helps in the creation of your file map.</p>	<p>Test File <input type="button" value="Click to select..."/></p> <p></p>
<p>6</p>	<p>Choose your file structure. Available options include:</p> <ul style="list-style-type: none"> • Delimited Text: File will use a unique character to indicate the end of one field and the start of a new field. • Fixed Width Text: Each row of data has the same number of characters, with each data element identified by its starting position and length. • XML: Uses XPATH expressions to identify nodes for different record types. 	
<p>7</p>	<p>Delimited File Formats:</p> <ul style="list-style-type: none"> • Define the delimiter (comma, space, pipe, etc.). • Tell ONPointe Treasury if blank lines should be ignored or if the first blank line should be treated as the end of the data set. • Tell ONPointe Treasury if your file will have headers and/or footers. <ul style="list-style-type: none"> • If yes, tell ONPointe Treasury if your records are prefixed (meaning the first field defines the type of data in that row). • If the data is prefixed, define the prefix for, at minimum, the data records with optional definitions of header and footer row prefixes. • If the data is not prefixed, tell ONPointe Treasury how many blank rows exist before the header row, how many rows of header data exist, how many rows of footer data exist and how many rows exist after the footer. 	<p>* What is your record's field delimiter? <input type="text" value=","/> Value entered: COMMA</p> <p>If there are blank lines in your file, should they be ignored? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Does your file contain headers or footers? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Are the records in your file prefixed? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>* Lines before header: <input type="text" value="0"/></p> <p>* Lines of header: <input type="text" value="1"/></p> <p>* Lines of footer: <input type="text" value="1"/></p> <p>* Lines after footer: <input type="text" value="0"/></p>

7 Fixed Width File Formats:

- Tell ONPointe Treasury whether a new record starts after a set number of characters (Fixed Length) or if a line break separates records (Newline Separated).
- Tell ONPointe Treasury if it should ignore blank lines or if it should treat the first blank line as the end of the data set.
- Tell ONPointe Treasury if your file will have headers and/or footers.
 - If yes, tell ONPointe Treasury if your records are prefixed (meaning the first field defines the type of data in that row).
 - If the data is prefixed, define the prefix for, at minimum, the data records with optional definitions of header and footer row prefixes.
 - If the data is not prefixed, tell ONPointe Treasury how many blank rows exist before the header row, how many rows of header data exist, how many rows of footer data exist and how many rows exist after the footer.

XML File Formats:

- Tell ONPointe Treasury the XPATH expression that identifies data rows with the option to also define XPATH expressions for header and footer rows.

Click **Go to Step 2** to continue.

* Are your records fixed length or new line separated? Fixed Length Newline separated

What is the length of your records?

If there are blank lines in your file, should they be ignored? Yes No

* Does your file contain headers or footers? Yes No

* Are the records in your file prefixed? Yes No

Header record prefix

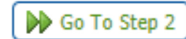
* Data record prefix

Footer record prefix

What is the XPATH expression to your header records?

* What is the XPATH expression to your data records?

What is the XPATH expression to your footer records?



8 Delimited File Formats:

- Define the delimiter (comma, space, pipe, etc.).
- Tell ONPointe Treasury if it should ignore blank lines or if it should treat the first blank line as the end of the data set.
- Tell ONPointe Treasury if your file will have headers and/or footers.
 - If yes, tell ONPointe Treasury if your records are prefixed (meaning the first field defines the type of data in that row).
 - If the data is prefixed, define the prefix for, at minimum, the data records with optional definitions of header and footer row prefixes.
 - If the data is not prefixed, tell ONPointe Treasury how many blank rows exist before the header row, how many rows of header data exist, how many rows of footer data exist and how many rows exist after the footer.

Continued on next page...

* What is your record's field delimiter? Value entered: COMMA

If there are blank lines in your file, should they be ignored? Yes No

* Does your file contain headers or footers? Yes No

* Are the records in your file prefixed? Yes No

* Lines before header

* Lines of header

* Lines of footer

* Lines after footer

8 Fixed Width File Formats:

- Tell ONPointe Treasury whether a new record starts after a set number of characters (Fixed Length) or if a line break separates records (Newline Separated).
- Tell ONPointe Treasury if it should ignore blank lines or if it should treat the first blank line as the end of the data set.
- Tell ONPointe Treasury if your file will have headers and/or footers.
 - If yes, tell ONPointe Treasury if your records are prefixed (meaning the first field defines the type of data in that row).
 - If the data is prefixed, define the prefix for, at minimum, the data records with optional definitions of header and footer row prefixes.
 - If the data is not prefixed, tell ONPointe Treasury how many blank rows exist before the header row, how many rows of header data exist, how many rows of footer data exist and how many rows exist after the footer.

XML File Formats:

- Tell ONPointe Treasury the XPATH expression that identifies data rows with the option to also define XPATH expressions for header and footer rows.

Click **Go to Step 2** to continue.

* Are your records fixed length or new line separated? Fixed Length Newline separated

What is the length of your records?

If there are blank lines in your file, should they be ignored? Yes No

* Does your file contain headers or footers? Yes No

* Are the records in your file prefixed? Yes No

Header record prefix

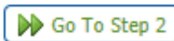
* Data record prefix



Footer record prefix

What is the XPATH expression to your header records?

* What is the XPATH expression to your data records?

What is the XPATH expression to your footer records?

 **Go To Step 2**

9 Next, you will tell ONPointe Treasury where to find the data in your file. Fields marked with a  are required to be defined in your file map and items marked with  are either optional or complete.

For each field, you will tell ONPointe if the data for that field is:

- **Located in the File:** Located in a data record in your file with the option to use a default value if data does not exist.
- **Located in the File Header or Footer:** This should only be used for values that are the same for every record in the file being imported.
- **Constant and Not Located in the File:** This should be used for values that will never change from file to file.

- Data is located in the file
- Data is located in the file header or footer
- Data is a constant value, but is not located in the file

9 Mapping by File Format Type:

- Delimited formats require a Field Index, which is the column number that corresponds with the data in each row.
- Fixed width formats require a Start Index and a Length to be defined. The start index is the character number in the row that contains the start of the value and length defines how many characters the value contains.
- XML formats require a Record XPath to tell ONPointe what value identifies each data type.

Required Data Element Definitions:

- **Amount:** Dollar amount to send to the Beneficiary (receiver) (by default, the format is \$\$cc unless the checkbox for two decimals implied is checked, then it is \$\$cc).
- **Beneficiary Bank Country:** Location of Beneficiary (receiver)'s financial institution (2 characters).
- **Beneficiary Country:** Location of Beneficiary (receiver) (2 characters).
- **Beneficiary ID:** Account number or unique identifier for Beneficiary (receiver) at the Beneficiary Bank.
- **Beneficiary ID Type:** Type of ID used at Beneficiary Bank. Options include:
 - Tax Identification Number
 - Corporate Identification
 - CLABE
 - Account Number (most common)
 - IBAN
 - Passport Number
 - Drivers' License Number
 - Other Identification
 - Alien Registration Number
- **Beneficiary Name:** Name of the wire receiver.
- **Debit Account Number:** Account number to be debited for the Wire Transfer (note: this must be an eligible Wire Transfer account in your ONPointe Treasury profile).
- **Originator Address 1 & 2:** Your company's address.
- **Originator Name:** Your company's name.
- **Payment Date:** The date when the Beneficiary (receiver) will receive the Wire Transfer to their bank account and your account will be debited—multiple date format options are available.

NOTE: While Beneficiary Bank ID and Beneficiary Bank ID Type are noted as Optional in the Mapper, they are required for domestic and USD international Wire Transfers.

- Amount
- Beneficiary Bank Country
- Beneficiary Country
- Beneficiary ID
- Beneficiary ID Type
- Beneficiary Name
- Debit Account Number
- Originator Address 1
- Originator Address 2
- Originator Name
- Payment Date

9 Optional Data Element Definitions:

- **Amount in Exchange Currency?:** Do not use.
- **Beneficiary Address 1, 2 & 3:** Address of the Beneficiary (receiver).
- **Beneficiary Bank Address 1, 2 & 3:** Address of the receiving financial institution.
- **Beneficiary Bank ID (required):** ABA routing/transit number or SWIFT BIC for receiving financial institution.
- **Beneficiary Bank ID Type (required):** Type of ID used for the Beneficiary Bank. Options include:
 - Fed ABA: Use for domestic Wire Transfers.
 - SWIFT BIC: Use for US dollar international wires.
- **Beneficiary Bank Name:** Name of receiving financial institution.
- **Contract Number:** Do not use.
- **Correspondent Bank ID:** ABA routing/transit number or SWIFT BIC for correspondent bank in US Dollar international Wire Transfers.
- **Correspondent Bank ID type:** Type of ID used for Correspondent Bank (Fed ABA or SWIFT BIC).
- **Correspondent Bank Name:** Name of Correspondent Bank.
- **Exchange Currency:** Do not use.
- **Exchange Rate:** Do not use.
- **Intermediary Bank ID:** ABA routing/transit number or SWIFT BIC for receiving bank’s intermediary.
- **Intermediary Bank ID Type:** Type of ID used for Intermediary Bank (Fed ABA or SWIFT BIC).
- **Intermediary Bank Name:** Name of Intermediary Bank.
- **Originator Address 3:** Your company’s address (if a third line is needed).
- **Originator To Bene Info:** Additional information about the payment (maximum 140 characters).
- **Purpose of Payment:** Additional information about the payment (maximum 16 characters).
- **Sender’s Reference:** Additional information about the payment (maximum 16 characters).

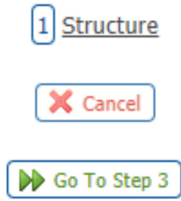
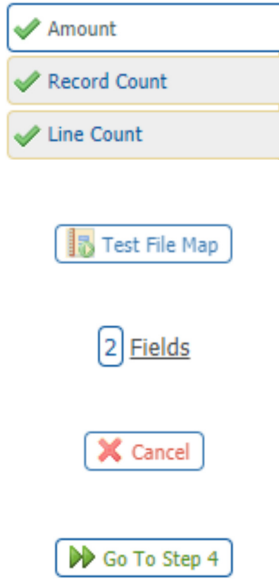
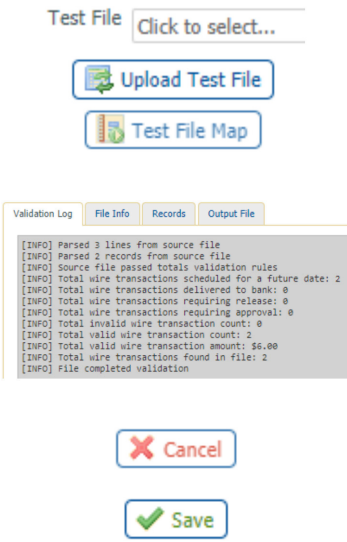
Substitution Rules may be established if the data that appears in the file differs from the required input values in ONPointe Treasury.

At any point in time, if you uploaded a test file, you could validate your current settings by clicking **Test File Map**.

- ✓ Amount in Exchange Currency?
- ✓ Beneficiary Address 1
- ✓ Beneficiary Address 2
- ✓ Beneficiary Address 3
- ✓ Beneficiary Bank Address 1
- ✓ Beneficiary Bank Address 2
- ✓ Beneficiary Bank Address 3
- ✓ Beneficiary Bank ID
- ✓ Beneficiary Bank ID Type
- ✓ Beneficiary Bank Name
- ✓ Contract Number
- ✓ Correspondent Bank ID
- ✓ Correspondent Bank ID Type
- ✓ Correspondent Bank Name
- ✓ Exchange Currency
- ✓ Exchange Rate
- ✓ Intermediary Bank ID
- ✓ Intermediary Bank ID Type
- ✓ Intermediary Bank Name
- ✓ Originator Address 3
- ✓ Originator To Bene Info
- ✓ Purpose Of Payment
- ✓ Sender's Reference

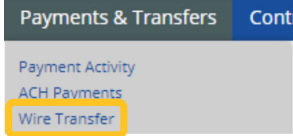
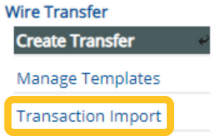
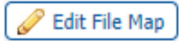

Substitution Rules	
Input	Output
Incorporated	INC
Add Substitution Rule	



<p>9</p>	<p>To navigate backward, click Structure at the top of the screen. Note that you may be required to define required fields before you can go back.</p> <p>To cancel the creation of the file map, click Cancel.</p> <p>Once you have defined all required and desired optional values, click Go to Step 3 to continue.</p>	
<p>10</p>	<p>Validation is an optional tool that helps you ensure the data imported into ONPointe Treasury matches control totals that exist in either the header or footer of the file.</p> <p>Validation fields include:</p> <ul style="list-style-type: none"> • Amount: The sum of all entries in the file. • Record Count: The number of data line items in the file. • Line Count: The number of total lines (including headers, footers and included blank rows) in the file. <p>Tell ONPointe Treasury if the record is in the header or footer, which row number for the header or footer (if multiple rows exist) and where to find the data.</p> <p>At any point in time, if you uploaded a test file, you could validate your current settings by clicking Test File Map.</p> <p>To go back to the field definition page, click Fields.</p> <p>To cancel the creation of the file map, click Cancel.</p> <p>Once you have defined any validation fields, click Go To Step 4 to proceed.</p>	
<p>11</p>	<p>On the Review screen, you will see the specifications of your file layout. From this screen, you can test additional files by clicking in the box beside Test File and then by clicking Upload Test File.</p> <p>Note: if you used a test file to build your file map, that file will not carry over to this step, but may be reused by uploading it from this screen.</p> <p>At the bottom of the screen, you can validate the new test file by clicking Test File Map. A validation log with feedback about its ability to read the file will appear. You should always review the Records tab to ensure the data imported as expected before you use a new file map for “live” transactions.</p> <p>To cancel the creation of the file map, click Cancel.</p> <p>If you are satisfied with the results of your file map, click Save to finish the file map creation process.</p>	

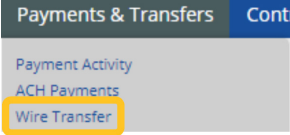
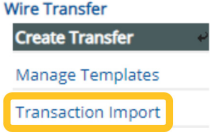


Editing Wire Transfer File Maps

You can modify existing Wire Transfer File Maps using many of the same steps you used to create a new file map.

<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
<p>2</p>	<p>In the right-hand menu, click Transaction Import.</p>	
<p>3</p>	<p>Locate the File Map you wish to modify and click Edit File Map.</p>	
<p>4</p>	<p>You will be taken to the Review screen, which displays the current settings for the file map. From this screen, you can test additional files by clicking the box beside Test File, then clicking Upload Test File and finally Test File Map.</p> <p>To modify any of the fields in the file map, click the top navigation to reach the appropriate field. Refer to the previous procedure in this guide for definitions.</p> <p>As a best practice, always test a file before you apply your changes to the file map. Click Cancel to cancel your changes or Save to save the changes.</p>	

Printing Wire Transfer File Maps

You can print a copy of your Wire Transfer File Map settings by following this process:

<p>1</p>	<p>Navigate to Payments & Transfers > Wire Transfer.</p>	
<p>2</p>	<p>In the right-hand menu, click Transaction Import.</p>	
<p>3</p>	<p>Locate the File Map whose settings you wish to print and click Print.</p>	
<p>4</p>	<p>A pop-up pane will display the print-out of your file map settings. To save, click the download icon or to print, click the printer icon.</p>	

Resources

If you have questions while using ONPointe Treasury, please contact the Treasury Management Service.

Hours: Monday-Friday 8am-6pm ET/7am-5pm CT

Phone: 800-844-1720

Email: tmservice@oldnational.com

