Business initiate domestic and international wires via the Make/Collect a Payment screen. ACH and wires are comingled here.

"Make payments" is the only option pertaining to wires.

View Scheduled, Approved, and Declined/Failed payments.

Limits are specific to each user and may vary per TIN. Click "More details" for full view of all limits. Monthly limits do not show if the FI has suppressed monthly limits.

"How much can I send?"

• Limits are calculated by deliver on date, not the creation date.
• The daily limit is from 12:01am Pacific time to midnight PT.
• If the payment exceeds limits, an error message displays and blocks the payment.
• If the payment exceeds available balance, the payment is allowed (flagged as "insufficient funds" when sent to the FI unless the FI disables the account balance check).

"When can I send it?"

• Date defaults to the current business day before cutoff time.
• Date can be up to one year in the future.
• Weekends, Federal Reserve non-processing days, and FI-specific non-processing days are grayed out in the calendar.

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To send a template-based wire

1. Select **Use a Template.**
2. Click in the **Enter a template** name field to see options.
   - Select one from the list, start typing to see matches, or add a new template.
   - ACH templates and wire templates are co-mingled here.
3. If needed, edit amount or message to beneficiary or receiving bank.
4. The **Deliver On date** defaults to current business day (can be up to one year out).
   - After the end user cutoff time, the date defaults to the next business day.
   - Option to make this wire repeating.
5. Click Never to make the wire **repeating.**
6. Click **Continue to review** (not shown here).

How do you want to pay?

Use a template ▼

Enter a template name

Payroll

Clay Supplies

Cash Concentration

Pottery paint

Add a new template

April's fabulous wire   Edit template

Funding account   Checking ^0001   Template type   Domestic Wire
                   Current: $248,934.76
                   Available: $248,934.76

Liz Kritikos $2,500.00
^2121

payment on invoice 23222

Beneficiary bank   FEDERAL
                   CREDIT UNION

anything you'd like here

Send On   05/16/2019   🗓   Repeats   Never

                                        Total $2,500.00
                                                 $20.00

Notes:

- Display of Current and Available balance is interface-dependent.
- A template can be used for only one repeating payment.

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To send a one-time wire

1. Select **Make a one time payment.**
2. Choose **Funding Account.**
    *   The FI controls funding accounts via account-level entitlements.
    *   For this user, accounts with "Create Ad Hoc Wire Transfer Payments" permission display.
3. Select Payment Type of Domestic or International Wire.
    *   ACH payment types also show in this list.
4. If desired, enter a payment name. This becomes the template name if saved as a template after initiation.

Payments

What do you want to do?
(•) Make payments   ( ) Collect payments   ( ) Upload pass through file

How do you want to pay?

Make a one time payment ▼

Funding account

BASE Checking ****0002 ▼   Current: $5,580.24   Available: $5,580.24

Payment type

Domestic Wire ▼

Payment name

Enter a payment name (optional)

> Aside from the Deliver On Date, sending a one-time wire involves the same steps as setting up a template. See the Wire Templates Training Guide for details.

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International Wires

The FI has the option of uploading an exchange rate file to provide currency conversion for international wires. See this Quick Help Guide for how to upload a rates file.

When the business initiates an international wire with current day as Send Date, the conversion rate shows under Payment Information.

The system does not calculate estimated amount when:

- the FI does not upload exchange rates in Admin Platform, or
- the wire is future dated, or
- the wire is recurring.

For "Amount in US dollar", that conversion rate applies when "Send in foreign currency" is checked. Select currency and the system calculates the estimated amount in foreign currency.

For "Amount in foreign currency", select the currency type and enter that amount. The system calculates the estimated amount in US dollars.

Payment Activity

- All activity for the business displays, not just activity by the current user. However, user permissions (funding account, payment types) impact the activity a user can see.
- All pending payments display, as well as 30 days of approved and declined/failed history.

Scheduled payments

• Payments show here when pending, i.e. not yet sent to the FI for processing.
• Recurring payments show at the top; pending single payments show under second section.
• The next payment in a recurring series shows along with scheduled single payments with "Company pending approval" status 2 business days prior to the payment date.

Cancel is an option, which does not show if status is "Company approval pending".

When do payments move from Scheduled tab to Approved tab?

- Wires scheduled for today are sent to the FI for processing within 10 minutes.
- Wires scheduled for a future date stay in the Scheduled list and are sent to the FI for processing at 3:00am ET on the Deliver On date.

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Payment Activity(continued)

- **Approved payments** – payments that have been sent to the FI for processing.

Options: Copy Payment, View, Print

Declined/Failed payments
- Payments declined by a business approver (initiator gets an email)
- Payments declined by the FI (initiator and all business admins get an email)
- Payments failed due to wire funding (all business admins get an email)
- Recurring payments that failed entitlement or limit validations when checked 2 days prior to the effective date (creator, Primary Admin and financial institution get an email)

Options: Initiate a new payment, View, Print

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