

Wire Transfers User Guide

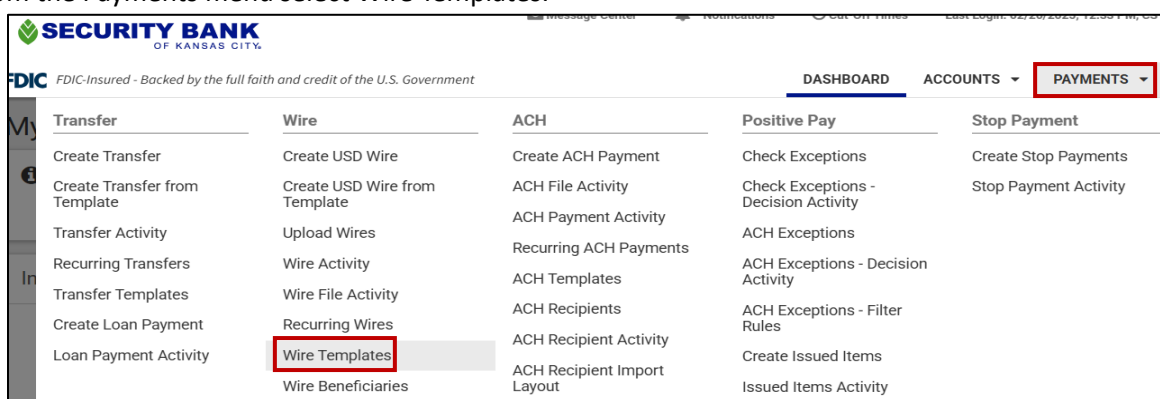
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Create Wire Template

Note: Saved beneficiaries must exist first before performing this option.

- From the Payments menu select Wire Templates.

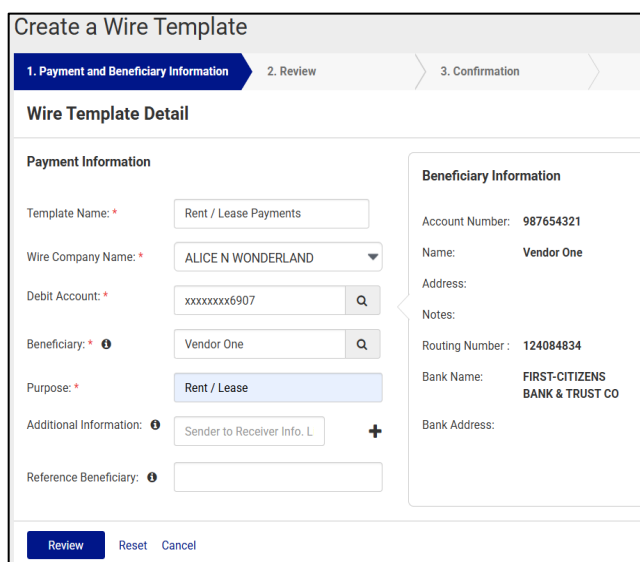


- Select the 'Create New Template' icon.



- Complete the fields by typing in the information or by selecting the drop down / magnifying glass for each:

- Template Name – Name to label this wire template.
- Wire Company Name – Business being used to originate the wire.
- Debit Account – Use magnifying glass to select the account to be debited.
- Beneficiary – Either select the magnifying glass to choose from a list of your beneficiaries or click within the 'Select a Beneficiary' and begin typing the name of the saved beneficiary.
- Purpose – Input a description for the wire.
- Additional Information (if applicable) – Input a specific memo that the beneficiary can view when they receive the wire.



The screenshot shows the 'Create a Wire Template' form. The 'Wire Template Detail' section is visible, showing fields for Payment Information and Beneficiary Information. The 'Create New Template' button is highlighted with a red box.

4. Select the 'Review' icon to continue with a review of the information.
5. Once all information is verified, select the 'Confirm' icon to submit the wire.

Create a Wire Template

1. Payment and Beneficiary Information

2. Review

3. Confirmation

Wire Template: Rent / Lease Payments

Payment Information

Wire Company Name: ALICE N WONDERLAND

Debit Account: xxxxxxxx6907

Purpose: Rent / Lease

Additional Information:

Reference Beneficiary :

Beneficiary Information

Name: Vendor One

Account Number: 987654321

Address: South Lake, TX 76262

Notes:

Routing Number : 124084834

Bank Name: FIRST-CITIZENS BANK & TRUST CO

Bank Address: RALEIGH, NC

Confirm

Back

Cancel

6. Input the security code using your secure token or Symantec VIP code followed by your 4-digit PIN.

Identity Verification

We need to verify your identity for the security of the account. Please enter your security code followed by your 4-digit PIN (no space).

Verify

Cancel

7. The wire template will then be created and will show within the Wire Templates section.

Creating One Domestic Wire

1. From the Payments menu select Create USD Wire.

SECURITY BANK

OF KANSAS CITY

Message Center

Notifications

Cut-Off Times

Last Login: 02/19/2025, 03:34 PM, CST

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DASHBOARD

ACCOUNTS

PAYMENTS

Transfer

Wire

ACH

Positive Pay

Stop Payment

Bill

Create Transfer

Create USD Wire

Create ACH Payment

Check Exceptions

Create Stop Payments

Bus

Create Transfer from Template

Create USD Wire from Template

ACH File Activity

Check Exceptions - Decision Activity

Stop Payment Activity

Transfer Activity

Upload Wires

ACH Payment Activity

ACH Exceptions

2. Complete the fields by typing in the information or by selecting the drop down / magnifying glass for each:
 - a. Wire Company Name – Business being used to originate the wire.
 - b. Debit Account – Use magnifying glass to select the account to be debited.
 - c. Beneficiary – Either select the magnifying glass to choose from a list of your beneficiaries or click within the 'Select a Beneficiary' choose the Enter Beneficiary option.
 - i. Input the beneficiary information

Select a Beneficiary

Enter Beneficiary

Beneficiary Information

Bank ID: *

Routing Number

Q

Bank Name: *

Bank City: *

Bank State: *

Account Number: *

Re-enter Account Number: *

- d. Wire Amount – Input the dollar amount to be wired.
- e. Frequency – Select how often this wire will occur or if it will be a one-time wire.
 - i. When selecting to repeat choose which day and the date range this will last.
- f. Purpose – Input a description for the wire.
- g. Additional Information (*if applicable*) – Input a specific memo that the beneficiary can view when they receive the wire.

1. Payment and Beneficiary Information

2. Review

3. Confirmation

Domestic Create Multiple Wires

Payment Information

Wire Company Name: *

ALICE N WONDERLAND

▼

Debit Account: *

xxxxxxx6907

Q

Beneficiary: *

Vendor Two

Q

Wire Amount: *

3,000.00

USD

Frequency: *

Monthly

▼

Repeat On Day: *

15

☐ Last Business Day

Start On: *

03/14/2025

End On:

mm/dd/yyyy

☒ No End Date

Purpose: *

Rent / Lease

Additional Information: ⓘ

Sender to Receiver Info. Line 1

+

Beneficiary Information

Name: Vendor Two

Account Number: 123456789

Address: Riverside, CA 92503

Notes:

Routing Number : 031100209

Bank Name: CITIBANK, N.A.

Bank Address: NEW CASTLE, DE

3. Select the 'Review' icon to continue with a review of the information.
4. Once all information is verified, select the 'Confirm' icon to submit the wire.

1. Payment and Beneficiary Information
2. Review
3. Confirmation

Wire Details

Information icon Fees may be assessed for sending a wire payment. Please check your fee schedule for current fees.

Payment Information	Beneficiary Information
Wire Company Name: ALICE N WONDERLAND	Name: Vendor Two
Debit Account: xxxxxxxx6907	Account Number: 123456789
Destination Currency: USD	Address: Riverside, CA 92503
Wire Amount: 3,000.00 USD	Notes:
Frequency: Occurs on the 15th of every month starting on 03/14/2025.	Routing Number : 031100209
Purpose: Rent / Lease	Bank Name: CITIBANK, N.A.
Additional Information:	Bank Address: NEW CASTLE, DE
Reference Beneficiary:	

Confirm
Back
Cancel

- Input the security code using your secure token or Symantec VIP code followed by your 4-digit PIN.

Identity Verification

We need to verify your identity for the security of the account. Please enter your security code followed by your 4-digit PIN (no space).

Verify
Cancel

- The wire will then need to be approved by a second user with the proper entitlements. This can be performed if the widget is on their dashboard, within wire activity, or through the mobile app.
- On the “Pending Approval” screen the option will exist at the bottom to ‘Save as Template’. Selecting this option will allow the beneficiary and bank details to be saved for future use.

Creating Multiple Domestic Wires

Note: Saved beneficiaries must exist first before performing this option.

- From the Payments menu select Create USD Wire.

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DASHBOARD
ACCOUNTS
PAYMENTS

Transfer	Wire	ACH	Positive Pay	Stop Payment	Bill
Create Transfer	Create USD Wire	Create ACH Payment	Check Exceptions	Create Stop Payments	Bus
Create Transfer from Template	Create USD Wire from Template	ACH File Activity	Check Exceptions - Decision Activity	Stop Payment Activity	
Transfer Activity	Upload Wires	ACH Payment Activity	ACH Exceptions		

- Select the ‘Create Multiple Wires’ option.

Create USD Wire ⁱ

1. Payment and Beneficiary Information

Domestic
Create Multiple Wires

- Checkbox which Beneficiary Names the wires are being created for then select the ‘Initiate Payments’ icon.

Select Beneficiaries

Type to filter

<input type="checkbox"/>	Beneficiary Name ⇅	Account Number ⇅	Bank ID ⇅	Bank Name ⇅	Country ⇅	Created Date ⇅	Status ⇅
<input checked="" type="checkbox"/>	Vendor One	987654321	124084834	FIRST-CITIZENS BANK & TRUST CO	US	12/31/2024	Ready
<input checked="" type="checkbox"/>	Vendor Two	123456789	031100209	CITIBANK, N.A.	US	12/31/2024	Ready
<input type="checkbox"/>	Vendor Three	123123123	031302515	MID PENN BANK	US	12/31/2024	Ready

Viewing 1 - 3 of 3 Beneficiaries

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Initiate Payments

- Complete the fields by typing in the information or by selecting the drop down / magnifying glass for each:
 - Wire Company Name – Business being used to originate the wire.
 - Debit Account – Use magnifying glass to select the account to be debited.
 - Wire Amount – Input the dollar amount to be wired.
 - Frequency – Select how often this wire will occur or if it will be a one-time wire.
 - When selecting to repeat choose which day and the date range this will last.
 - Purpose – Input a description for the wire.
 - Additional Information (*if applicable*) – Input a specific memo that the beneficiary can view when they receive the wire.

Beneficiary: *

Vendor One

Account Number: 987654321

Bank ID: 124084834

Wire Amount: *

\$1,234.56

USD

Purpose: *

Invoice #123456

Wire Company Name: *

ALICE N WONDERLAND

Frequency: *

One Time

Effective Date: *

02/20/2025

Additional Information: ⁱ

Sender to Receiver Info. L

Debit Account: *

xxxxxxxx6907

Reference Beneficiary: ⁱ

Remove

Beneficiary: *

Vendor Two

Account Number: 123456789

Bank ID: 031100209

Wire Amount: *

\$7,890.12

USD

Purpose: *

Invoice #789012

Wire Company Name: *

ALICE N WONDERLAND

Frequency: *

One Time

Effective Date: *

02/20/2025

Additional Information: ⁱ

Sender to Receiver Info. L

Debit Account: *

xxxxxxxx1303

Reference Beneficiary: ⁱ

- Select the ‘Review’ icon to continue with a review of the information for all applicable wires.
- Once all information is verified, select the ‘Confirm’ icon to submit the wire.

\$7,890.12 to Vendor Two	
Wire Company Name:	ALICE N WONDERLAND
Debit Account:	xxxxxxx1303
Wire Amount:	\$7,890.12
Frequency:	One Time
Effective Date :	02/20/2025
Purpose:	Invoice #789012
Additional Information	
Reference Beneficiary :	
Beneficiary Name:	Vendor Two
Beneficiary Account Number:	123456789
Beneficiary Address:	Riverside, CA 92503
Notes:	
Routing Number :	031100209
Beneficiary Bank Name:	CITIBANK, N.A.
Beneficiary Bank Address :	NEW CASTLE, DE

- Input the security code using your secure token or Symantec VIP code followed by your 4-digit PIN.

Identity Verification

We need to verify your identity for the security of the account. Please enter your security code followed by your 4-digit PIN (no space).

- The wires will then need to be approved by a second user with the proper entitlements. This can be performed if the widget is on their dashboard, within wire activity, or through the mobile app.

Helpful Information

- Within 'Wire Activity', users can search for wires that are pending, complete, or need to be edited/debited.
- Configure the dashboard to add the 'Payments Pending Approval' widget to allow for quick access to approve or deny wires.

If you need further assistance, please contact Treasury Management Services at (913) 652-4888.