

TREASURY MANAGEMENT

Wire Overview

In the **Payments** menu for **Wire**, you have the option to perform the following functions:

- Create Wire
 - Domestic or International
- Create Wire from Template
- Wire Payment History
- Approve pending Wires

The screenshot displays the 'Wires' interface with three tabs: 'Active', 'History', and 'Templates'. The 'Active' tab is selected. At the top right, there is a 'Create wire' button with a wire icon. Below the tabs, there is a dropdown menu for 'Account' showing 'Penn Const 6823 x6823'. A table lists wires with columns for 'WIRE' and 'AMOUNT'. One wire is shown: 'Non Rep Wire' with an amount of '\$1.01' and a red 'Approval' button. To the right, a calendar for February 2026 is shown, with the 13th highlighted in a dark green circle.

WIRE	AMOUNT
Non Rep Wire	\$1.01

Approval to THE NATIONAL BANK OF INDIANAPOLI...

February 2026

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

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Create USD Wire

Go to **Create Wire** to create domestic or international wires.

Domestic wires can be sent to individuals or companies banking within the United States.

International wires can be sent to individuals or companies that use a domestic intermediary for a foreign bank.

The screenshot displays the 'Wires' management interface. At the top, there are tabs for 'Active', 'History', and 'Templates'. A 'Create wire' button with a wire icon is highlighted in the top right. Below this, a 'Create wire' form is shown with the following fields:

- Wire name:** A text input field with a character count of 0/50.
- Amount:** A field showing a dollar sign and the value 0.00.
- From:** A dropdown menu currently showing 'Penn Const 6823 x6823' with a sub-value of '\$7.44' and a right-pointing arrow.
- To:** A dropdown menu with the option 'Add creditor' and a right-pointing arrow.
- Remittance information:** A dropdown menu with the option 'Add notes' and a right-pointing arrow.
- Save as template:** A checkbox with an information icon (i) to its right, currently unchecked.

A 'Create wire' button is located at the bottom center of the form.

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Create USD Wire - Payment Information

- **Wire Name**, choose what to name the Wire. This will also be the name of the template if you choose to save it.
- **Amount**, enter the dollar amount.
- **From**, choose the account you would like to send funds out of.
- **Add Creditor**, this is where you will choose to send a Domestic or International Wire. Type the recipients information in the appropriate fields.
- **Remittance information**, this is where you can add additional information that will be conveyed to the receiving Financial Institution.
- **Save as template**, Choose the "Save as template" checkbox if you would like to send a wire to the same recipient multiple times in the future. The recipient details will be saved in the wire template. Wires that are saved as templates will remain in the templates list on the wires dashboard after initiating. Wires that are not saved as templates will move to the history list once processed and cannot be edited afterwards.

<
Create wire

Wire name

0/50

Amount

\$

0.00

From

Penn Const 6823 x6823
\$7.44
>

To

Add creditor
>

Remittance information

Add notes
>

Save as template ⓘ

Create wire

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Create USD Wire Using a Domestic Creditor

- **Creditor Details** is for you to add the creditor before continuing with your wire creation.
- **Creditor Agent** is the beneficiary institution that holds the creditor's account.

The entered creditor does not save for future use. For repeat creditors, we recommend saving the Wire as a **Template**.

Add creditor

Wire type

Domestic
International

Creditor details
Person or company receiving the payment.

[+ Show optional fields](#)

Creditor agent
Beneficiary institution that holds the creditor's account.

[Find institution](#)

Instructed agent
Creditor's receiving financial institution.

Same details as creditor agent

Cancel
Save

TREASURY MANAGEMENT

Create USD Wire Using an International Creditor

- **Creditor Details** is for you to add the creditor information before continuing with your wire creation. For international wires you will need to choose a country code from the dropdown.
- **Creditor Agent** is the beneficiary institution that holds the creditor's account. For international wires you will need the SWIFT code of the Beneficiary Bank.

Add creditor

Wire type: Domestic International

Creditor details
Person or company receiving the payment.

Name

Account number

Building/street # Street name

Town name (city) Country subdivision (state)

Post code (zip) United States - US

+ Show optional fields

Creditor agent
Beneficiary institution that holds the creditor's account.

Institution name

Reference beneficiary

Institution ID SWIFT code

Town name (city) Country subdivision (state)

United States - US

TREASURY MANAGEMENT

Create USD Wire Using an International Creditor

If your vendor or client did not provide you with an **Instructed Agent**, you will enter the **Instructed Agent** information exactly as it appears here. Please note that you can select "Find institution" and enter the routing number to populate the remaining fields.

Routing/ABA number: 021000018

Institution name: THE BANK OF NEW YORK
MELLON

City/Town Name: NEW YORK

State/Country Sub Division: NY

Note: Do not use the Intermediary agent field.

Instructed agent
Creditor's receiving financial institution.

Intermediary agent
Institution facilitating funds between sender and recipient.

Use intermediary agent



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Create USD Wire Using an International Creditor

Click the Add notes field and enter the information below.

Remittance information: FFC
 Acct# 8900611006The National
 Bank of Indianapolis 107 N.
 Pennsylvania Street Indianapolis,
 IN 46204

<
Create wire

Wire name

0/50

Amount

\$

From

Penn Const 6823 x6823
\$7.44 >

To
Add creditor >

Remittance information
Add notes >

Save as template ⓘ

TREASURY MANAGEMENT

Approving a Wire

Once the wire has been created it will show in your Active tab in a "Ready" status.

Click on the wire and confirm the details. If everything looks correct, click **Review and initiate**.

Click **Initiate** and you will be prompted for a text code.

Click **Done**.

The screenshot displays the Treasury Management interface. On the left, the 'Active' tab is selected, showing a list of wires. The 'New Test' wire, with a status of 'Ready' and an amount of '\$0.01', is highlighted with an orange border. The account is '6823 Penn Const x6823'. Below it, a 'Non Rep Wire' with a status of 'Approval' and an amount of '\$1.01' is listed, with the destination 'THE NATIONAL BANK OF INDIANAPOLI...'. On the right, the 'Wire details' window is open, showing the same wire details: 'New Test' (Ready), '\$0.01', 'From: 6823 Penn Const', and 'Creditor details: Name: New Test, Account number: 24681012, Address: 123 Main Street, Test, Testing, US 46208'. At the bottom of the details window, there is an orange-bordered button labeled 'Review and initiate'.

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Approving a Wire

Once the wire has been initiated, it will show up in the **Active** tab with a status of **Approval**. The second user will need to sign in and follow the steps below.

Click on the wire and confirm the details. If everything looks correct, click Review and initiate.

Click Initiate and you will be prompted for a text code.

Click Done.

The screenshot shows a web interface with three tabs: 'Active', 'History', and 'Templates'. The 'Active' tab is selected. Below the tabs is a search bar labeled 'Account' containing the text '6823 Penn Const x6823'. Below the search bar is a table with two columns: 'WIRE' and 'AMOUNT'. The table contains two entries: 'Non Rep Wire' with an amount of '\$1.01' and 'Test' with an amount of '\$0.01'. The 'Test' entry is highlighted with a yellow border. The 'Test' entry has a status of 'Approval' and is followed by the text 'to JPMORGAN CHASE BANK, NA (x1012)'. The 'Non Rep Wire' entry has a status of 'Initiated' and is followed by the text 'to THE NATIONAL BANK OF INDIANAPOLI...'.

WIRE	AMOUNT
Non Rep Wire Initiated to THE NATIONAL BANK OF INDIANAPOLI...	\$1.01
Test Approval to JPMORGAN CHASE BANK, NA (x1012)	\$0.01