



Wire Transfer Guide

April 2023

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Wire Transfers in Treasury Center

Wire Types

There are three types of wires that can be initiated through Treasury Center:

1. Domestic USD wire for sending US dollars to a financial institution with an ABA routing number.
2. USD International wire for sending US dollars to a foreign financial institution with a SWIFT Bank Identifier Code (BIC) and
3. Foreign Exchange (FX) wire that allows the user to send foreign currency to a financial institution outside of the United States with a SWIFT BIC.

Wire Approvals

It is strongly encouraged that all payment activities within Treasury Center be setup to require additional approval by other user(s) within your company. Approvals can be established through the Administration section within Treasury Center at the payment service level and can require up to two approvals at different dollar thresholds.

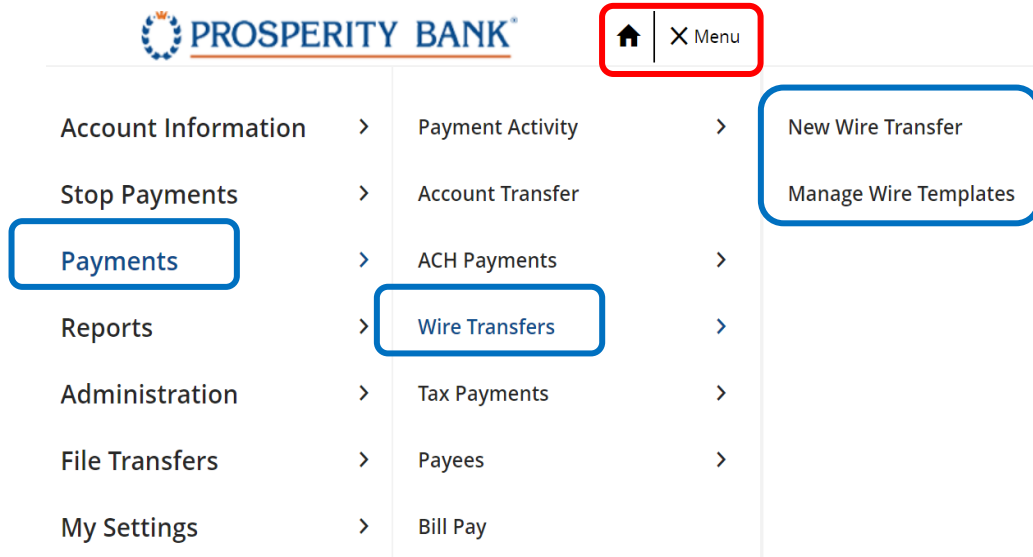
When you login to Treasury Center, any outstanding approvals required are highlighted on the dashboard. The following is displayed on the dashboard screen. The number of outstanding approvals will be indicated next to the payment service, You can proceed to the approval section by selecting the payment service that requires an approval.

Approvals

ACH > Wires > Account Transfers >

Wire Menu

To access Wire Transfers in Treasury Center, click on the Menu at the top of the dashboard page. The menu button is used to navigate between services and functions within Treasury Center. To access a different section at any time, click on the Menu button.



New Wire Transfer

Wire Transfers initiated in Treasury Center can be completed by selecting any of these 4 methods:

- Templates
- Multiple templates
- Payee
- Free form

There are common selections made with each type of wire transfer initiated. These options are detailed in this guide in the section titled Common Wire Icons, Options and Navigation Tools.

The creation of an active wire occurs in four steps (*Start, Request, Review, and Complete*). These steps are displayed across the top of the wire creation screen for the duration of the process, reflecting the user's current status toward completion.



The wire initiation screen displays the deadline for submitting wires for same day processing. The cutoff time for Domestic and USD International wires may differ from the cutoff established for Foreign Exchange (FX) wires. In the event a cutoff has passed, or you are starting a new wire after hours, an alert will display the next available payment date.

Dashboard **New Wire Transfer X**

Wire Transfers ▾

[New Wire Transfer](#) [Manage Wire Tem...](#)

Wire Transfer

Alerts (1)

! USD Wire Transfer is closed for today. The next available payment date is 04/03/2023. FX Wire Transfer is closed for today. The next available payment date is 04/03/2023. ^ X

1 — 2 — 3 — 4

Start Request Review Complete

Start wire transfer ■ = required field

- Template** Use an existing template.
- Multiple Templates** Use more than one existing template to create a wire transfer.
- Payee** Send a wire transfer to an existing payee.
- Free-Form** Enter all new information.

Template: Use an existing template for a Wire Transfer

To create a wire from a template, click the *Start Template* and choose one of the template options. Wires can be quickly created from one of two template types. Templates can be used as often as needed to save time for users initiating wire transfers.

- A **semi-repetitive template** will display specific fields populated with previously selected or entered values, while other fields will be blank and awaiting user input.
- A **repetitive template** will display with all fields, except for the payment date, populated with previously selected or entered values which are locked and cannot be edited.

Semi-Repetitive Wire Template

The system may have existing templates that can be used for submitting your wire request. When you select the semi-repetitive wire template option, existing templates for accounts will display and you can select by clicking Nest.

Start wire transfer ■ = required field

Template Use an existing template.

▾ Demo (Semi-Repetitiv ▾

Multiple Templates Use more than one existing template to create a wire transfer.

Payee Send a wire transfer to an existing payee.

Free-Form Enter all new information.

Next

Once the type of template has been selected, the following screen will display for those fields needing input. All the details for the template selected are displayed below. When you select a semi-repetitive template, the screen immediately shows what information is required to successfully submit a wire from the template selected. Upon entering the required data, select confirm.

Dashboard **New Wire Transfer X**

New Wire Transfer Manage Wire Tem...

Wire Transfer: Select Template

Alerts (1)

! USD Wire Transfer is closed for today. The next available payment date is 04/03/2023. FX Wire Transfer is closed for to... v X

Start **2** Request Review Complete

Payment Information ■ = required field

| | |
|---|--|
| Amount & Currency | Additional Reference Information |
| Payment Date ■ 04/03/2023 | Purpose of Payment Have Fun |
| Payment Currency ■ US Dollar (USD) | Note: Maximum 16 characters (8 Remaining) |
| Amount ■ <input type="text" value="0.25"/> | Additional Information <input type="text" value="Prosperity Bank"/> <input type="text"/> <input type="text"/> |
| | Note: Maximum 35 characters per field |

▲ Recurring Options >

One-Time Payment

▷ Notify Me >

Account Information

Debit Account

*0349 - DDA (Demo) - Prosperity Bank
(113122655) - \$1.91 (USD)

Template Name

Demo

Originator Information

Originator Name

TM Sales Demo

Originator Address

123 ABC
, US
--

Beneficiary Information

Payee Information

Name

Stark Industries

Beneficiary ID

*5412

Contact Name

--

Address

1234 tony stark drive
maryland
--

Beneficiary ID Type

Account Number

Beneficiary Country

US - United States

Bank Information

Name

PROSPERITY BANK

Beneficiary Bank ID

113122655

Beneficiary Bank ID Type

Fed ABA

Address

--
--
--

International Routing Number

--

Beneficiary Bank Country

US - United States

▲ Correspondent Bank Information

Correspondent Bank ID Type

--

Correspondent Bank ID

--

Correspondent Bank Name

--

▲ Intermediary Bank Information

Intermediary Bank ID Type

--

Intermediary Bank ID

--

Intermediary Bank Name

--

Cancel

Request Transfer

[New Wire Transfer](#)

[Manage Wire Tem...](#)

Wire Transfer: Select Template



Payment Information

Amount & Currency

Payment Date

04/03/2023

Payment Amount

USD 0.25

Additional Reference Information

Purpose of Payment

Have Fun

Additional Information

Prosperity Bank

--

Cancel

 Edit

Confirm

After confirming the wire is correct, you will be asked to reverify the transaction. The following screen will appear requesting the verification. Please enter your Treasury Center PIN or One Time Passcode (OTP), if a token user, and then click Submit.

Please Reverify ✕

Please enter your PIN

ⓘ The PIN field is required

Cancel Submit

When wire transaction is complete, alerts will provide details about the specific transaction. When a wire transfer has been processed in Treasury Center, you have the option to print or return to the wire menu to initiate other transfers. When viewing Alerts, those in red require attention while those in green signify a positive action.

Wire Transfer: Select Template

Alerts (3) ✕ Close All

ⓘ USD Wire Transfer is clo... ✕

✓ Your future transfer request is DWR-00797017. ^ ✕

✓ Request has been accepted as of Apr 01, 2023 03:49 PM CDT. ^ ✕

Start Request Review **4** Complete

Payment Information

| Amount & Currency | Additional Reference Information |
|----------------------------|----------------------------------|
| Payment Date 04/03/2023 | Purpose of Payment Have Fun |

print-usid(0) Print Return to Wires

Repetitive Wire Template

To initiate a repetitive wire template, begin by accessing this screen. Select the template to be used as a repetitive template. With the repetitive wire template, when you select request transfer, the screen will populate the required input field. All other information will be display but the fields cannot be changed.

Start wire transfer ▪ = required field

Template Use an existing template.

Multiple Templates Use more than one existing template to create a wire transfer.

Payee Send a wire transfer to an existing payee.

Free-Form Enter all new information.

[New Wire Transfer](#) [Manage Wire Tem...](#)

Wire Transfer: Select Template



Payment Information ▪ = required field

Amount & Currency

Payment Date

Payment Currency

US Dollar (USD)

Amount

USD 1.00

Additional Reference Information

Purpose of Payment

Business Trip

Additional Information

--
--
--

▲ Recurring Options >

One-Time Payment

▶ Notify Me >

Account Information

Debit Account
*0349 - DDA (Demo) - Prosperity Bank (113122655) - \$1.91 (USD)

Template Name
London Trip

Originator Information

Originator Name
TM Sales Demo

Originator Address
TX Bank
, US
--

Beneficiary Information

Payee Information

Name
Mr. I.M. Banker

Beneficiary ID
*2345

Contact Name
I.M.

Address
Been There
--

Beneficiary ID Type
Drivers' License Number

Beneficiary Country
GB - United Kingdom

Phone Number
--

Bank Information

Name
THE BANK OF NEW YORK MELLON

Beneficiary Bank ID
011001234

| | |
|--------------------------|------------------------------|
| Beneficiary Bank ID Type | Address |
| Fed ABA | NEW YORK, NY |
| | -- |
| | -- |
| | International Routing Number |
| | -- |
| | Beneficiary Bank Country |
| | US - United States |

Correspondent Bank Information

Intermediary Bank Information

Cancel **Request Transfer**

Wire Transfer: Select Template



Payment Information

Amount & Currency

Payment Date
04/03/2023

Payment Amount
USD 1.00

Additional Reference Information

Purpose of Payment
Business Trip

Additional Information
--
--
--

Recurring Options

One-Time Payment

Cancel / Edit **Confirm**

Reverify with PIN if a secure browser user or the one time passcode (OTP) .

Please Reverify ×

Please enter your PIN

The PIN field is required

Cancel **Submit**

! USD Wire Transfer is closed for today. The next available payment date is 04/03/2023. FX Wire Transfer is closed for today. The next available payment date is 04/03/2023.

✓ Your future transfer request is DWR-00797022.

✓ Request has been accepted as of Apr 02, 2023 10:19 PM CDT.

Start Request Review Complete

Payment Information

| | |
|---|---|
| <p>Amount & Currency</p> <p>Payment Date 04/03/2023</p> <p>Transaction Number DWR-00797022</p> <p>Payment Amount USD 1.00</p> | <p>Additional Reference Information</p> <p>Purpose of Payment Business Trip</p> <p>Additional Information -- -- --</p> |
|---|---|

Print [Return to Wires](#)

Multiple Template Wires

Treasury Center allows for multiple templates, streamlining the process of initiating multiple wires. Select the number of templates to be used and identify the multiple templates for this wire request. The system will present the information needed for each of the templates selected. Identify which type of template, semi-repetitive or repetitive, the system will allow for both.

Dashboard
New Wire Transfer X

Start Request Review Complete

Start wire transfer ■ = required field

Template Use an existing template.

Multiple Templates Use more than one existing template to create a wire transfer.

Payee Send a wire transfer to an existing payee.

Free-Form Enter all new information.

[Next](#)

This provides a recap of the number of templates being used and provides an opportunity to add more and adjust the payment date if needed. If complete, click request transfer.

[New Wire Transfer](#) [Manage Wire Tem...](#)

Wire Transfer for Multi-Wire Entry



Template Information * = required field

Add More Templates Payment Date

| Template | Payment Date | Type | Amount | Originator Account | Receiver |
|----------------------|--|------|--------|--------------------|----------------------------------|
| <input type="text"/> | 03/30/2023 <input type="button" value="Calendar"/> | | .. | | <input type="button" value="X"/> |
| <input type="text"/> | 03/30/2023 <input type="button" value="Calendar"/> | | .. | | <input type="button" value="X"/> |
| <input type="text"/> | 03/30/2023 <input type="button" value="Calendar"/> | | .. | | <input type="button" value="X"/> |

Notify Me >

-
- Demo - Semi-Repetitive
- Demo Kent - Repetitive

| Template | Payment Date | Type | Amount | Originator Account | Receiver | |
|--------------------------------|---------------------------------|------|----------|----------------------------|-------------------------|--|
| Demo <input type="text"/> | 03/30/2023 <input type="text"/> | | -- | *0349 - DDA (Account Demo) | *5412 - Stark Industrie | |
| Demo Kent <input type="text"/> | 03/30/2023 <input type="text"/> | | USD 0.25 | *7841 - DDA (DDA) | *1357 - Clark Kent | |
| Demo <input type="text"/> | 03/30/2023 <input type="text"/> | | -- | *0349 - DDA (Account Demo) | *5412 - Stark Industrie | |

By selecting the **VIEW** button above, you can review additional information about the template.

By selecting the **EDIT** button above, you can edit fields for a specific template.

The View and edit payment selections relate to the previous screen. Below is the information when these options are selected.

View Payment

Wire Transfer

Payment Information

Amount & Currency

Payment Date
03/30/2023

Payment Currency
US Dollar (USD)

Payment Amount
USD 0.25

Recurring Options

One-Time Payment

Additional Reference Information

Purpose of Payment
Gas Allowance

Additional Information
--
--
--

Edit Payment



Amount & Currency

Payment Date

03/30/2023

Payment Currency

US Dollar (USD)

Amount

Additional Reference Information

Purpose of Payment

Note: Maximum 16 characters (16 Remaining)

Additional Information

Note: Maximum 35 characters per field

Cancel

Save

| Template | Payment Date | Type | Amount | Originator Account | Receiver | |
|--|--------------|------|----------|----------------------------|-------------------------|--|
| Demo | 03/30/2023 | | USD 0.75 | *0349 - DDA (Account Demo) | *5412 - Stark Industrie | |
| No value found for required fields: Amount | | | | | | |
| Demo Kent | 03/30/2023 | | USD 0.25 | *7841 - DDA (DDA) | *1357 - Clark Kent | |
| Demo | 03/30/2023 | | USD 0.25 | *0349 - DDA (Account Demo) | *5412 - Stark Industrie | |

Notify Me >

Cancel

Request Transfer

If approvals for wires are enabled, the following message will display.

i Due to the amounts entered, some wires require approval.



Totals By Payment Date

03/30/2023 - USD 1.25

Total Debit Amount

USD 1.25

| Template | Payment Date | Type | Originator Account | Receiver | Amount | |
|--|--------------|------|----------------------------|--------------------------|----------|---|
| Demo | 03/30/2023 | S | *0349 - DDA (Account Demo) | *5412 - Stark Industries | \$0.75 | > |
| Demo Kent | 03/30/2023 | R | *7841 - DDA (DDA) | *1357 - Clark Kent | \$0.25 | > |
| i This payment amount requires 1 approval(s). | | | | | | |
| Demo | 03/30/2023 | S | *0349 - DDA (Account Demo) | *5412 - Stark Industries | \$0.25 | > |
| i This payment amount requires 1 approval(s). | | | | | | |
| Total | | | | | USD 1.25 | |

Cancel

Edit

Confirm

Enter your PIN or One Time Passcode (OTP)

Please Reverify

Please enter your PIN

i The PIN field is required

Cancel

Submit

Payee Wires

To create a wire based on a payee, begin typing any portion of the payee's name in the field under *Select Payee*. If the payee has multiple available wire accounts, select the account the wire should be applied.

Wires may be created by utilizing an existing payee as a wire beneficiary. Only payees that have wire account information on their profile will be available for selection. Payee NOTE: If creating a wire from a payee, the selected payee's account and financial institution information will be displayed in the beneficiary section as plain text. These details were pulled from the payee's profile and may not be edited. If the payee information presented is not correct, please discard this wire, edit the payee, and begin a new wire.

Dashboard Balance Reports **New Wire Transfer** X

1 Start 2 Request 3 Review 4 Complete

Start wire transfer * = required field

Template Use an existing template.

Multiple Templates Use more than one existing template to create a wire transfer.

Payee Send a wire transfer to an existing payee.

▪ Test1 (Test1)

Free-Form Enter all new information.

Next



Account Information ■ = required field

Debit Account
 ■ *7841 - DDA (DDA) - \$93.39 (USD)

Originator Name
 ■ TM Sales Demo

Originator Address
 ■ Oklahoma
 ■ , US

Payment Information

| | |
|---|---|
| <p>Amount & Currency</p> <p>Payment Date ■ 04/03/2023 <input type="text"/></p> <p>Payment Currency ■ US Dollar (USD) <input type="text"/></p> <p>Amount ■ <input type="text" value="0.15"/></p> | <p>Additional Reference Information</p> <p>Purpose of Payment <input type="text" value="Buy Piano"/> <small>Note: Maximum 16 characters (7 Remaining)</small></p> <p>Additional Information <input type="text" value="Delivery"/></p> |
|---|---|

▷ [Notify Me](#) ▷

Beneficiary Information

Payee Information

| | |
|---------------------|---|
| Payee Name Test1 | Beneficiary ID *3456 |
| Contact Name -- | Address -- |
| Beneficiary ID Type | -- |
| Account Number | Beneficiary Country US - United States |
| | Phone Number |

Bank Information

| | | | |
|--------------------------|-----------------|------------------------------|--------------------------|
| Name | PROSPERITY BANK | Beneficiary Bank ID | 113122655 |
| Beneficiary Bank ID Type | Fed ABA | Address | EL CAMPO, TX -- -- |
| | | International Routing Number | -- |
| | | Beneficiary Bank Country | US - United States |

> Correspondent Bank Information

> Intermediary Bank Information

Cancel

Request Transfer

Wire Transfer



Account Information

Debit Account
*7841 - DDA (DDA) - Prosperity Bank (113122655)

Payment Information

Amount & Currency

Payment Date
04/03/2023

Payment Amount
USD 0.15

Additional Reference Information

Purpose of Payment
Buy Piano

Additional Information
Delivery
--

Cancel

 Edit


Confirm

After the wire is confirmed, the wire will be submitted. Any alerts will be shown at the top of the screen. In this example, the wire is a future dated wire and has been accepted as a future wire request.

Alerts (2) × Close All

✔ Your future transfer request is DWR-00797018. ×

✔ Request has been accepted as of Apr 01, 2023 05:37 PM CDT. ^ ×




Start Request Review Complete

Account Information

Debit Account
*7841 - DDA (DDA) - Prosperity Bank (113122655)

Payment Information

| Amount & Currency | Additional Reference Information |
|-------------------|----------------------------------|
| Payment Date | Purpose of Payment |

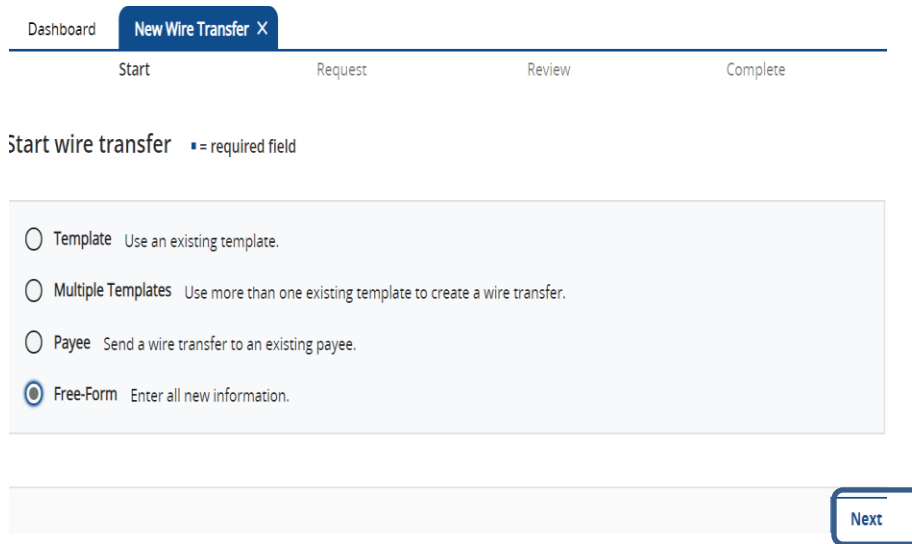
 Print [Return to Wires](#)

Free Form Wire Transfers

Users entitled to create templates will see a **SAVE as a Repetitive Template** option. If selected, the payment currently being created will be saved as a repetitive template for future use. The template name cannot be identical to any other template name available to the company.

A user can also **SAVE a Payee** to be utilized in the future.

All fields for a free form wire will be blank allowing the user to enter the required information.



The screenshot shows a navigation bar with 'Dashboard' and 'New Wire Transfer X'. Below the bar are four steps: 'Start', 'Request', 'Review', and 'Complete'. The 'Start' step is active. Below the steps, the text 'Start wire transfer' is followed by a legend '■ = required field'. A list of four radio button options is shown: 'Template' (Use an existing template.), 'Multiple Templates' (Use more than one existing template to create a wire transfer.), 'Payee' (Send a wire transfer to an existing payee.), and 'Free-Form' (Enter all new information.). The 'Free-Form' option is selected. A 'Next' button is located at the bottom right of the form area.

Account information on the following screenshot is required.

Select a debit account which is the account the funds will be withdrawn from for the payment of the wire. To select an account, click on the field and begin typing a portion of the account number so as to display only accounts containing the numbers entered.

For convenience, the name and address of the initiating user's company will be copied from the profile page and populated in the Originator Name and Address 1 – 3. This information can be edited as needed.

If the company is not enabled for FX (foreign exchange) wires of the user selected USD in the payment currency field, enter the amount to be paid to the beneficiary.



Account Information ■ = required field

Debit Account
■ *7841 - DDA (DDA) - \$93.39 (USD) 🔍

Originator Name
■ TM Sales Demo

Originator Address
■ 9876 Bank Dr
■ , US

You can save this free from wire as a future repetitive template by checking the box below. For the beneficiary information, this section allows for entry of information about the beneficiary of the wire transfer. Type the name of the recipient, select the Beneficiary ID type by clicking in the field and selecting from a drop down menu. Enter the ID, address of the beneficiary and select the beneficiary country.

Save as Repetitive Template

Beneficiary Information

Payee Information

Name
■ Mr. A. Banker

Contact Name
AB

Beneficiary ID Type
■ Select ▼
! This field is required.

Bank Information

🔍 Bank Lookup

Name
Address

Beneficiary Bank ID Type
■ Select ▼
! This field is required.

Beneficiary Bank ID
International Bank

Payee Information

Name

Contact Name

Beneficiary ID Type

Beneficiary ID

Address

Bank Information

[Bank Lookup](#)

Name

Address

Beneficiary Bank ID Type

Beneficiary Bank ID

International Bank

International Routing Number

Beneficiary Bank Country

There is sometimes an additional bank based upon the capabilities of the beneficiary bank. In this case, funds may need to be routed through an intermediary bank. These fields are optional.

Note: PO Boxes are not valid.

Beneficiary Country

Phone Number

Save as Payee

Correspondent Bank Information

[Bank Lookup](#)

Correspondent Bank ID Type

Correspondent Bank ID

Correspondent Bank Name

Intermediary Bank Information

[Bank Lookup](#)

Intermediary Bank ID Type

Payment Information

Amount & Currency

Payment Date

04/03/2023 

Payment Currency

US Dollar (USD) 

Amount

0.05

Additional Reference Information

Purpose of Payment

Vacation

Note: Maximum 16 characters (8 Remaining)

Additional Information

Very Soon

Cancel

Request Transfer



Start



Request



Review



Complete

Payment Information

Amount & Currency

Payment Date

04/03/2023

Debit Amount

USD 0.05

Payment Amount

USD 0.05

Additional Reference Information

Purpose of Payment

Vacation

Additional Information

Very Soon

--

--

--

Notify Me

Cancel

 Edit

Confirm



Payment Information

Amount & Currency

Payment Date
04/03/2023

Transaction Number
DWR-00797019

Debit Amount
USD 0.05

Additional Reference Information

Purpose of Payment
Vacation

Additional Information
Very Soon
--
--

Payment Amount

USD 0.05

 Print

[Return to Wires](#)

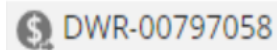
Common Wire Icons, Options and Navigation Tools

Common options will appear as part of processing wire transfers. More detail of these options are shown below:

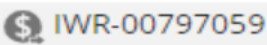
Wire Transfer Icons

Wire icons in conjunction with transaction numbers allow a user to quickly determine a wire type.

- Signifies a USD Domestic wire or International wire in US Dollars



- A transaction ID number that begins with **IWR** denotes an FX international wire.





Please click to VIEW more about the details of the specific transaction




Please click this symbol to EDIT the information.

Select Payment Date


You have the option to enter a date directly or open the calendar to select a future date. The date defaults to the first available processing date. Greyed out dates are weekends or holidays, dates that wire transfers will not be processed.

Payment Date

■ 04/03/2023 

< April 2023 >

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 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 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

04/03/2023 

Notify Me Option

▷ Notify Me ▷

Select your options for notification for the wire being initiated. Select by type of action as well as type of delivery. Select **Notify Me** for notifications of one or more status changes that have occurred with the payment.

Notify Me

- Notify by email only
- Pending Actions
- Pending Release
- System Events
- Complete - Unsuccessful
- Complete - Successful
- Early Action Taken
- Early Action Removed
- Expired

Notification Options

Delivery Settings

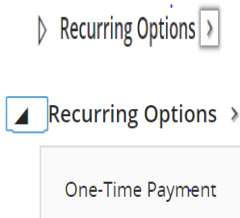
| Status Type | Mode of Notification | Format Preference |
|-------------------------|----------------------|-------------------|
| Pending Actions | Email | HTML |
| Pending Release | Email | HTML |
| System Events | Email | HTML |
| Complete - Unsuccessful | Email | HTML |
| Complete - Successful | Email | HTML |
| Early Action Taken | Email | HTML |

Cancel **Save**

Recurring Options

There are options available to set wires as recurring based upon type and frequency. Choose by the day of the week, monthly or weekly or other recurring options. Once selected and you have chosen your recurring options, press SAVE.

Recurring payments must begin on a future date. The first payment will be created on the system. If the selected date occurs on a non-business day, the transfer request will occur on the previous business day.



Recurring Options

Frequency ■ = required field

| | |
|--------------|--|
| Daily | <input checked="" type="radio"/> Each Business Day (Monday through Friday) |
| Weekly | <input type="radio"/> Specific Days of the week |
| Bi-weekly | |
| Semi-monthly | |
| Monthly | |
| Annually | |

Duration


Transaction Repeats Indefinitely

Transaction Repeats Until End Date

Fixed Number of Transactions (Max: 999 Transfers)

Series Details ⓘ

Start Date

04/03/2023 

First Transfer Date: 04/03/2023

Beneficiary ID Type

This field is required as you will need to confirm the type of ID used. The account number is commonly used.

Account Number


Passport Number

Tax Identification Number

Drivers' License Number

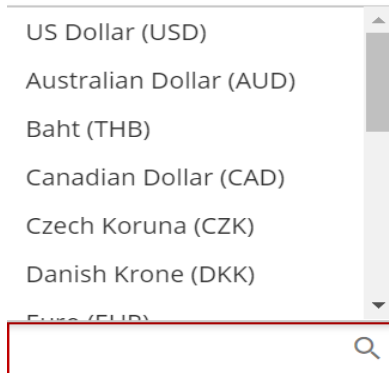
Alien Registration Number

Corporate Identification

Select 

Currency

Select the type of currency. Most wires are done in US Dollars except for foreign exchange (FX) wires. The FX option is available for customers enrolled for FX wire services.



Bank Lookup

If the beneficiary utilizes a financial institution with an ABA routing number, locate it easily by selecting **Bank Lookup**. Enter one or more values into the search fields and click **Search**. Only search results matching the search criteria will be displayed. Click the **Select** button beside the intended financial institution and all required information will populate in the beneficiary bank fields on the template creation screen.

If the beneficiary utilizes a financial institution that has a SWIFT BIC, or if the user is not able to locate the correct financial institution from Bank Lookup, manually enter bank information in the fields provided.

To begin, enter the **Name** of beneficiary financial institution. Next, select one of the options presented in the **Beneficiary Bank ID Type** field. Below that, enter the ABA or SWIFT BIC assigned to the financial institution in the **Beneficiary Bank ID** field. Now enter the **Address** of the financial institution. The **International Bank** box will automatically be checked or unchecked based upon the bank ID type that was selected.

Additional Bank Information

Depending on the capabilities of the beneficiary bank, funds may need to be routed through a Correspondent or Intermediary bank.

When creating a template from a payee, fields will display the information pulled from the payee's profile and will be displayed to the user as plain text. To ensure the template will route payments through a

specific Correspondent and/or Intermediary bank, and the banks displayed are not the desired destinations, discard the current wire, edit the payee, and begin a new wire.

For free form templates, enter values for these fields. Select **Additional Bank Information** to expand the field and enter Correspondent and Intermediary bank information. If a value is entered for any one Correspondent Bank field, all remaining fields must also be completed. The same is also true for Intermediary Bank fields. Furthermore, the user may complete the Correspondent fields and not the Intermediary, or vice versa.

If the Correspondent and/or Intermediary bank utilizes an ABA routing number, locate by selecting the appropriate **Correspondent Bank Lookup** or **Intermediary Bank Lookup**. Enter values for one or more fields and then click **Search** in the window that populates. Only results matching the search criteria will be displayed. Click the **Select** button beside the intended financial institution and all information needed for the financial institution will populate in the appropriate fields on the template creation screen.

If the Correspondent and/or Intermediary bank utilizes a financial institution that has a SWIFT BIC, or if the user is not able to locate the correct financial institution from Bank Lookup, manually enter bank information.

Specify the **Correspondent** and/or **Intermediary Bank ID Type** by clicking in the field and selecting the correct option from the menu which populates. Just below that selection, type the ABA routing number or SWIFT BIC of the financial institution in the **Correspondent** and/or **Intermediary Bank ID** field. Lastly, enter the 18 characters or less short name used by the financial institution in the **Correspondent** and/or **Intermediary Bank Name** field.

← Bank Lookup ✕

| | | | | |
|----------------------|----------------------|----------------------|----------------------|---|
| Bank ID | Bank Name | City | State Abbreviation | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 🔍 |

Bank Reference Type: Fed ABA ▾

| Bank ID | Bank Name | City | State Abbreviation | Payment Type | Select |
|-----------|----------------------------------|----------|--------------------|--------------|--------|
| 011000015 | FEDERAL RESERVE BANK OF BOSTON ⓘ | BOSTON | MA | ACH,Wire | + |
| 011000028 | STATE STREET BOSTON ⓘ | BOSTON | MA | ACH,Wire | + |
| 011000536 | FEDERAL HOME LOAN BANK ⓘ | BOSTON | MA | ACH,Wire | + |
| 011001234 | THE BANK OF NEW YORK MELLON ⓘ | NEW YORK | NY | ACH,Wire | + |

← Bank Lookup ×

| | | | | |
|----------------------|---|----------------------|---------------------------------|---|
| Bank ID | Bank Name | City | State Abbreviation | |
| <input type="text"/> | <input type="text" value="Bank of Hawaii"/> | <input type="text"/> | <input type="text" value="HI"/> | Q |

Bank Reference Type:

| Bank ID | Bank Name | City | State Abbreviation | Payment Type | Select |
|-----------|------------------------------------|----------|--------------------|--------------|--------|
| 121301028 | BANK OF HAWAII <small>i</small> | HONOLULU | HI | ACH,Wire | + |

Verification

Before the wire process is complete, the following screen will display after you have confirmed the wire but before the wire transfer is complete. Please enter your previously established PIN (same as your login) or for those using Token, enter your One-Time Passcode (OTP).

Please Reverify ×

Please enter your PIN

i The PIN field is required

Cancel
Submit

Alerts

Throughout the wire transfer process, you may be prompted by various alerts that will be helpful information to continue the origination of the wire. A sample is below.

Alerts (1)

×
! Please correct the errors shown below.

You have unsaved changes ×

Unsaved changes on this page will be lost if you make changes on another page and then save.

< Return to page
Discard and Continue

Manage Wire Templates

This section allows you to create a new template, edit an existing template or search for a specific template.

Dashboard **Manage Wire Tem...** X

New Wire Transfer **Manage Wire Tem...**

Manage Wire Templates

Search Templates + Create Template Print Report Search v

| Template Name ↑ | Wire Type | Amount | Type | Last Used | |
|-----------------|-----------|---------------|-----------------|------------|---|
| Demo | Domestic | None Selected | Semi-Repetitive | 03/30/2023 | X |
| Demo Kent | Domestic | \$0.25 | Repetitive | 03/31/2023 | X |

Edit Template

The section below is used to edit an existing template. When finished editing, press SAVE. Please note you cannot edit a template if it is currently in use as a pending wire transfer.

Dashboard **Manage Wire Tem...** **Edit Demo** X

Edit Demo

Alerts (1)

This template is being used in a pending wire request. Any edits made to this template will update the pending wire request. X

Template Settings ■ = required field

Template Name

▪ Demo

Account Information ■ = required field

Debit Account

▪ *0349 - DDA (Demo) - Prosperity Bank (113122) Q

Originator Name
▪ TM Sales Demo

Originator Address
▪ 123 ABC

▪ , US

Payment Information

Amount & Currency

Payment Currency

--

Amount

Additional Reference Information

Purpose of Payment

Additional Information

Beneficiary Information

Payee Information

Payee Name

Stark Industries

Contact Name

--

Beneficiary ID Type

Account Number

Beneficiary ID

*5412

Address

1234 tony stark drive
maryland

--

Beneficiary Country

US - United States

Phone Number

--

Bank Information

Name

PROSPERITY BANK

Beneficiary Bank ID Type

Fed ABA

Beneficiary Bank ID

113122655

Address

--

--

--

International Routing Number

--

Beneficiary Bank Country

US - United States

▶ Correspondent Bank Information

▶ Intermediary Bank Information

Cancel

Save Template

Create Wire Template

This screen is used to create a new template. Options include a free form, select a payee and you will designate whether it will be a semi-repetitive or repetitive wire.

Manage Wire Templates

Search Templates

+ Create Template

Print Report

Search ^

Dashboard

Manage Wire Tem...

New Wire Template X

New Wire Template



Start Wire Template ■ = required field

- Free-Form Template** Create new set of stored wire transfer instructions.
- Select Payee** Create new set of stored wire transfer instructions for an existing payee.

Template Settings ■ = required field

- Repetitive** ⓘ
- Semi-Repetitive** ⓘ

Template Name

■ London Trip

Account Information ■ = required field

Debit Account

■ *0349 - DDA (Demo) (USD) 🔍

Originator Name

■ TM Sales Demo

Originator Address

- TX Bank
- , US
-

Beneficiary Information

Payee Information

Name

- Mr. I.M. Banker

Beneficiary ID

- I.M.

Beneficiary ID Type

- Drivers' License Number

Beneficiary ID

- TX12345

Address

- Been There

-

-

Note: PO Boxes are not valid.

Bank Information

 Bank Lookup

Name

- THE BANK OF NEW YORK M

Address

- NEW YORK, NY

Beneficiary Bank ID Type

- Fed ABA

Beneficiary Bank ID

- 011001234

-

-

International Bank

International Routing Number

-

Beneficiary Bank Country

- United States

▶ Correspondent Bank Information

▶ Intermediary Bank Information

Beneficiary Country

United Kingdom

Phone Number

Payment Information

Amount & Currency

Payment Currency

US Dollar (USD)

Amount

1.00

Additional Reference Information

Purpose of Payment

Business Trip

Note: Maximum 16 characters (3 Remaining)

Additional Information

Cancel

Create Template

As shown above, select the **Payment Currency** of the wire being created. This field is presented if the company has Foreign Exchange (FX) wires. The currencies available are dependent upon the debit account that was selected as well as the user's entitlements. To select a currency, click in the field and type any portion of the three-letter currency code or currency name.

Search Templates

This section provides the ability to search using several different methods. Search by a specific field or select the edit button for additional information. You may also select the symbol below to open more search options as noted on the following page. From this same screen you can also create a Template, as noted below.

Manage Wire Templates

Search Templates

+ Create Template Print Report Search

| Template Name | Correspondent Bank ID | Amount | Debit Account |
|---------------|-----------------------|--------|---------------|
| | | | |

| Template Name ↑ | Wire Type | Amount | Type | Last Used | |
|-------------------|-----------|---------------|-----------------|------------|-----|
| Day at the Office | Domestic | None Selected | Semi-Repetitive | Never | ✎ ✕ |
| Demo | Domestic | None Selected | Semi-Repetitive | 04/03/2023 | ✎ ✕ |
| Demo Kent | Domestic | \$0.25 | Repetitive | 04/03/2023 | ✎ ✕ |
| London Trip | Domestic | \$1.00 | Repetitive | 04/03/2023 | ✎ ✕ |

Dashboard **Manage Wire Tem...** X

| Template Name ↑ | Wire Type | Amount |
|-----------------|-----------|-------------|
| Demo | Domestic | Non Selecte |
| Demo Kent | Domestic | \$0.2 |
| London Trip | Domestic | \$1.0 |

Search Options X

Beneficiary Bank Name Beneficiary Bank ID

Beneficiary Name Beneficiary ID

Default Sort Including

Ascending Descending

Cancel Reset **Search**

File Transfer Options

These are the menu options you will select file transfer. This menu opens to File Import and then expands to the type of payment, ie. account transfers, ACH or wires.

PROSPERITY BANK | Home | X Menu | Search | 1

- Account Information > **File Import** > Account Transfers
- Stop Payments >
- Payments >
- Reports >
- Administration >
- File Transfers** >
 - ACH
 - Wires**

File Import

Wire transfers may be created through *File Import*. EDI820, SWIFT MT103, Delimited, Fixed Width, and XML formatted files may be imported by a user. Imported files will be downloaded into Treasury Center and processed in the same manner as a manually created wire.

Dashboard **Wires X**




File Import











Account Transfers ACH Wires

Wires Data Imports

File Map Details [+ Create File Map](#)

Select a file map to import Wire transactions.

 Custom  Industry Standard  Public

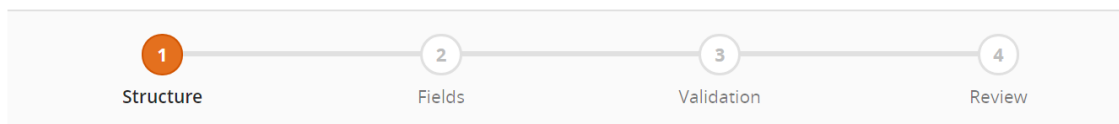
| File Maps | Active | |
|--|---------------------------|---|
|  Test Import NEW | <input type="radio"/> Off |  Upload ▼ |
|  EDI820 Wire Transfer Import | <input type="radio"/> Off |  Upload |
|  FEDWIRE Wire Transfer Import | <input type="radio"/> Off |  Upload |
|  ISO20022 Wire Transfer Import | <input type="radio"/> Off |  Upload |
|  SWIFT MT103 Wire Transfer Import | <input type="radio"/> Off |  Upload |

Select a file map to import Wire transactions.

Custom Industry Standard Public

| File Maps | Active | |
|------------------------------|---------------------------|------------------------------------|
| Test Import NEW | <input type="radio"/> Off | Upload ▼ |
| EDI820 Wire Transfer Import | <input type="radio"/> Off | Edit File Map |
| FEDWIRE Wire Transfer Import | <input type="radio"/> Off | Print |
| | | Delete |

Dashboard Wires **Create File Map** ×



File Structure

File Type

Delimited Text Fixed Width Text XML

File Settings

Mapper Name

Test File

Q

Upload

File Structure

Specify how the file is structured or formatted.

- The **Delimited Text** tab will be utilized for files in a delimited format (such as CSV),
- The **Fixed Width Text** tab will be utilized for fixed width files, and
- The **XML** tab will be used if mapping an XML file.

Delimited Structure

If the delimited text tab is selected, a few questions will be asked about the setup of the file. In the field beside **What is your record's field delimiter?** Type the character that is used to separate fields. Since the TAB character has special meaning and purpose in a browser, to indicate the TAB character as the field delimiter, enter \t (a backslash followed by the letter t). If the character entered in the field is recognized by the system, a **Value Entered** field will display and include the name of the character entered.

The next field will ask if blank lines in the file should be ignored. Select **Yes** or **No**.

Now specify whether the file contains a header and/or footer by selecting **Yes** or **No** beside the question. If headers and footers are present, select **Yes** or **No** beside the **Are the records in your file prefixed?** field. If the records within the file are prefixed, then the Header, Data, and Footer prefixes will need to be entered.

If the records within the file are not prefixed, enter the total number of lines before the header or footer and the total number of lines of the header or footer.

Once all delimited structure information has been entered, proceed to the *File Data* section.

Once all fixed length structure information has been entered, proceed to the *File Data* section.

| Structure | Fields | Validation |
|--|---|--|
| <h3>File Structure</h3> | | |
| <p>File Type</p> <p> <input checked="" type="radio"/> Delimited Text <input type="radio"/> Fixed Width Text <input type="radio"/> XML </p> | | |
| <p>What field delimiter is used in your file?</p> <p>■ <input type="text"/></p> | <p>Should blank lines be ignored?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> | <p>Does your file contain headers or footers?</p> <p> <input type="radio"/> Yes <input type="radio"/> No </p> |

Fixed Width Text

If the fixed width text tab is selected, first select the appropriate option for the **Are your records fixed length or new line separated?** If the records are of fixed lengths, enter the length of the fields in the space provided.

Select **Yes** or **No** to for the field that asks **should blank lines be ignored?**

Specify whether the file contains headers and/or footers. If headers and footers will be present, select whether these fields are prefixed. Enter the Header, Data, and Footer prefixes to be used. Prefix examples include H=Header, D=Data Record, and F=Footer.

File Structure

File Type

Delimited Text Fixed Width Text XML

▪ Are your records fixed length or new line separated?

Fixed Length Newline Separated

Should blank lines be ignored?

Yes No

▪ Does your file contain headers or footers?

Yes No

XML Structure

In an XML file, all information has an introduction <information> and an ending </information>. This allows the system to quickly identify fields. The value contained within the introductory or ending markers, such as 'information' used in the example above, is called the XPATH expression. When entering the XPATH expression, the user must strip off the markers. Even if the value entered is contained elsewhere in the file, if it is not surrounded by the markers, it will not be deemed an XPATH expression.

Example: The user has entered the XPATH expression 'Footer' to signify the footer record fields. The file uploaded includes a field that looks like <Payee Name> Sugar Footer </Payee Name>. Although 'Footer' is included in the field, it will not be mistaken as the file footer because the value is not located within a marker.

For XML formatted files, the XPATH information for header and footer records is not required. However, the XPATH for data records is required and must be entered in the field.

File Structure

File Type

Delimited Text Fixed Width Text XML

What is the XPATH expression for:

| | | |
|----------------------|----------------------|----------------------|
| Header Records | Data Records | Footer Records |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Files not constructed in an industry standard format can be read through predefined maps.

This document is designed for a user familiar with the creation and formatting of import files. If you have questions, please contact our Treasury Management support team at 855-888-2242, Treasurymanagement.support@prosperitybankusa.com

Map Table

When *Transaction Import* is selected a **Map Table** will display all maps currently available to the user.

Map names which appear in italics are **Public Maps** that have been created by the bank and may be utilized if the user has a file formatted in a standard format. Map names which appear in bold are **Custom Maps** that have been created by the company or bank, on the company's behalf.

Maps are used to plot the location of key information in files that are not formatted in a way that the bank can readily process. After a map has been established the system will look in the input file at the locations defined in the map for key information. Once all information has been found, the system will automatically reformat that data in a format accepted by the bank.

At the very top of the table is a **File Maps** column header, which will display the file map's name, and an **Is Active** column header, which will display which map is used as the default for wire files delivered via FTP delivery channels. Only one map may be selected as a default. To designate a map, select the **Set as Active** button beside the desired map name. Also, a **Clear Active** button will be presented at the bottom of the table to allow for the removal of a map as the default.

To edit an existing Custom Map, select **Edit File Map** to be taken a page that will provide a detailed outline of the map settings. *Please note that editing a map is much like the process of creating a map. For more information about how to edit a map or navigate around the Review page, please refer to the Create Map section.*

To upload a file, select the **Upload** button to the far right. The next screen will present a **Select File** field. Click in the field and select the file that is to be uploaded from the window that populates. Once the file has been selected, click **Upload File** to load the file and begin validation, or **Cancel**, to terminate the upload.

Create Map

Files not in an EDI 820 or SWIFT MT103 format, but are formatted as Fixed Length, XML, or CSV, may need to create a **Custom Map** to be accepted by the bank. To begin, select the **Create File Map** button.

The *Create File Map* screen will display the four steps to creating a map (*Structure, Fields, Validation, and Review*) displayed across the top. The user's current location in the process will display the step currently in.

To revisit a previous step during the map creation process, select the step number at the top of the page; this can only be done after all information on the current screen has been completed.

First, enter a **Map Name**. This name must be unique from any other maps available to the user.

The user has the option to upload a Test File. This file should be an example of the files that will be uploaded going forward. Click in the field beside **Test File** and select an example file. Once the file selection window closes, the name of the selected file will display in the Test File field. If this name is correct, select **Upload Test File**. Once the file has been uploaded, a banner will display to confirm that the upload was successful.

When setting up the map, a **Test File Map** button will display at the bottom of each screen. This button may be selected at any time to apply the newly created settings to the test file that was uploaded. If everything is set up properly, a Validation Log, File Info, and list of the Records found will be generated and displayed. If any errors were encountered a brief description of the issue will be presented so that the map may be corrected.

- Fields

Begin plotting the transactional data contained in the file into Fields. Fields are pieces of information that are used to make up individual transactions. When a field is selected, the area to the right will update to display the options available for that field. The current field will display a white background while other fields will display a grey background.

Once information has been entered for a required field the icon will let the user know to proceed to the next field. All fields of the map will be shown as a column header and the value found in the file for each field is displayed below.

For Delimited files, the systems will separate data into units called a **Field Index**. Each index is determined by the delimiter specified during *Structure* setup. Now all required fields will be paired with its corresponding index.

For Fixed Width files, the system will begin data at a **Start Index** and extend that field until it reaches the **Length** specified. Each record is determined by the settings established during *Structure* setup.

For XML files, the system will separate data by its **Record XPath**. A record is determined by the XPath specified during *Structure* setup. Now all required fields will be paired with its corresponding XPath.

Each required field will present up to three options:

- **Data is located in the file** – This selection means that this field is specified in each individual record. Once selected, the option will expand to allow the user to further specify information about this field.

First enter the **Field Index/Record XPath/Start Index & Length** where this information can be located.

If a Delimited or Fixed Width test file was uploaded, the first record line of that file will be displayed. The delimited example will be sectioned off by the specified delimiter, while the fixed width example will be divided in increments of ten spaces. Once the index information is entered,

the corresponding field will be highlighted in green to help ensure that the correct field has been designated.

For Delimited and Fixed Width files, if this field will not always be present in a record, but should default to a specific value, check the box under the reference window. Once this box is checked, enter a value in the **Default Value** field.

If the value contained in the record is not the same value that should be included in the output file, enter a substitute value. To do this, select the **Add Substitution Rule** button and create one or more rules in the field(s) that populates.

First, enter the value that the system should look for in the **Input** field. Next, enter the value that the system should enter as a substitute in the **Output** field. Enter as many rules as needed. To delete a rule which has been created, select the **X**.

Once all settings have been specified, select **Next Field** to create settings.

Data located in the file header or footer - The information for this field is located in the header or footer of files. Once selected, the option will expand to allow the user to further specify information about this field.

Specify whether information is contained in the **Header** or **Footer** by selecting the corresponding button. Because files may contain multiple headers and footers, specify in which header/footer record this information is located by entering a number in the space provided beside **Record Occurrence Number**.

Next, enter the **Field Index/Record XPath/Start Index & Length** where this information can be located within the header or footer.

Lastly, enter a **Default Value** which may be automatically entered into the output file if this field is ever left blank in an input file. This is an optional setting and may be left blank.

Once all settings have been specified, select **Next Field** to create settings for the next field.

Data is a constant value, but not located in the file - This selection means that the information for this field will not be in the input file. Instead, the system will populate whatever is entered as the **Default Value** for the output file.

The choices for the fields that are optional are the same as those presented for required fields along with the following option:

- **Not Specified** – This selection means that the settings for this field will not be defined and may be ignored. Select **Next Field** to create settings for the next field.
- Additional Fields:

Amount – If the decimal places are not used in the file and the system is to assume that the last two digits represent cents, the box beside **Two Decimal Places Implied** should be checked. If the files will contain only whole amounts or utilizes decimals, the box should remain unchecked.

Beneficiary ID Type – In the table provided, enter the values utilized to each beneficiary ID type.

Payment Date – Specify how dates are formatted by selecting the appropriate option from the **Date Format** drop down list. If the **Custom** option is selected, a new field will be presented to define the custom date format. If assistance is needed to correctly define the format, select **Help** and an informative window will populate.

Amount in Exchange Currency – This field asks whether the amount of the wire was entered as the foreign currency amount. This field is only presented if the company is permitted to create FX wires.

- **Text** – The amount in foreign currency indicator is a text value.
 - Match Value – Enter the value utilized to designate that the amount is in a foreign currency.
 - Match Equals – Select this box so that the value entered in the Match Value field is the only value that will indicate a foreign currency amount.

Example: If 'FX' is entered in the Match Value field and the box for Match Equals is selected, a value of 'GBP' in the designated field will cause the amount to be interpreted as USD. This is because the system recognizes 'FX' only as an indicator that the amount is in foreign currency.

- **Numeric** – The amount in foreign currency indicator is a numerical value.
 - Comparison – Select the rule that should be applied to the numerical foreign currency indicator.
 - Compare To – Enter the numerical value that will determine whether an amount is in foreign currency.

Example: If 'Greater than or equal to' is selected for Comparison and '7500' is entered for Compare To, a value of '6300' will cause the amount to be interpreted as USD. This is because the system recognizes numerical values of 7500 or more as an indication that the amount is in foreign currency.

Beneficiary Bank ID Type – In the table provided, the user will enter the values utilized for each bank ID type.

Validation rules use summary data found in headers and footers of the input file to verify data records. In this step control total amounts or record counts, if any exist, are used to perform validation calculations as the file is uploaded. Files having errors during the validation step are rejected.

Two options will be presented:

- **Not Specified** – This selection means that the settings for this field will not be defined and may be ignored. Select **Next Field** to create settings for the next field.
- **Data is in the file header or footer** - This selection means that the information for this field is in the header or footer of files. Once selected, the option will expand to allow the user to further specify information about this field.

First, specify whether this information is contained in the **Header** or **Footer** by selecting the corresponding radio button. Because files may contain multiple headers and footers, specify

which header/footer this information is located by entering a number in the space provided beside **Record Occurrence Number**.

Next, enter the **Field Index/Record XPath/Start Index & Length** where this information can be located within the header or footer.

Enter a **Default Value** which may be automatically entered into the output file if this field is ever left blank in an input file. This is an optional setting and may be left blank if desired.

Now the setup for a customized map has been completed and a detailed outline of those settings will be displayed.

If a test file is uploaded at the beginning of this process, select **Test File Map** to ensure that the map has been correctly formatted. If there was no file uploaded at the beginning of this process, or the user would like to test a different file, click in the **Test File** field located near the top of the screen, select the desired file, and then select **Upload Test File**. Once the banner displays stating that the file was successfully uploaded, select **Test File Map**.

The settings created for the map will be applied to the test file and generate various reports about the file. A **Validation Log** tab will be presented first. If the file was able to be mapped successfully, the dollar and count totals of the file will be displayed. If validation was not entirely successful, the user will see a [FATAL] entry followed by a brief description of the error(s) encountered.

Next, is a **File Info** tab. Depending on the file format, this tab will present a Line and/or Record count. The line count is the total number of lines contained in the file, including headers, footers, records, etc. The record count represents the total number of transactions found in the file.

The **Records** will display the details of each transaction that was found. All fields of the map will be shown as a header and the value found for each field will be displayed.

The last tab will be **Output**. This will display a view of the file in the format that will be delivered to the bank.

To close the test map results window, select **OK**. To go back and edit the map select one of the steps at the very top of the screen, then select the desired field. Once the user has navigated to a previous step, continue to go through all fields by selecting **Next Field**, or go straight back to the review page by selecting the **Review** step at the top of the screen.

Once all map settings and information has been completed, select **Save** to retain the map.

Payment Activity

| | | |
|-----------------------|--------------------|---|
| Account Information > | Payment Activity > | <div style="border: 2px solid #0070C0; border-radius: 15px; padding: 5px;"> <p>Current Activity</p> <p>Future Payments</p> <p>Payment History</p> <p>Recurring Transfers</p> </div> |
| Stop Payments > | Account Transfer | |
| Payments > | ACH Payments > | |
| Reports > | Wire Transfers > | |

Current Payment Activity

Wire Transfers may be viewed through **Payment Activity** options. While navigating through Current Payment Activity, information on every payment type (ACH, Wires, Account Transfer) entitled to the user can be displayed. Selecting Wire Transfer allow for more details about wire payment activities, status of wire transfers as well as pending approval.

Dashboard Current Activity ✕

Current Activity Summary ⓘ 🔄 Refresh

| Status | ALL TRANSACTIONS | ACH Payments | Wire Transfers | Account Transfers |
|------------|------------------|--------------|----------------|-------------------|
| ▷ Pending | \$0.25 (1) | \$0.00 (0) | \$0.00 (0) | \$0.25 (1) |
| ▷ Complete | \$0.05 (1) | \$0.00 (0) | \$0.00 (0) | \$0.05 (1) |
| All | \$0.30 (2) | \$0.00 (0) | \$0.00 (0) | \$0.30 (2) |

Current Activity Details 🖨️ Print 📄 Download 🔍 Search

| Date | Transaction Info ↑ | Amount | Status | Payment Info |
|------------|--------------------|--------|---------|---|
| 03/27/2023 | 🏦 DWR-00796790 | \$0.25 | EXPIRED | <p>Name: Demo Daily Wire</p> <p>Originator: TM Sales Demo *7841 - DDA (DDA) - Prosperity Bank (113122655)</p> <p>Beneficiary: Clark Kent - Account Number *1357</p> |

Current Activity Summary 🔔 🔄 Refresh

| Status | ALL TRANSACTIONS | ACH Payments | Wire Transfers | Account Transfers |
|------------------|------------------|--------------|----------------|-------------------|
| ▲ Pending | \$0.25 (1) | \$0.00 (0) | \$0.00 (0) | \$0.25 (1) |
| Pending Approval | \$0.00 (0) | \$0.00 (0) | \$0.00 (0) | \$0.00 (0) |
| Pending Release | \$0.00 (0) | \$0.00 (0) | \$0.00 (0) | \$0.00 (0) |
| Other Pending | \$0.25 (1) | \$0.00 (0) | \$0.00 (0) | \$0.25 (1) |
| ▲ Complete | \$0.05 (1) | \$0.00 (0) | \$0.00 (0) | \$0.05 (1) |
| Successful | \$0.00 (0) | \$0.00 (0) | \$0.00 (0) | \$0.00 (0) |
| Unsuccessful | \$0.05 (1) | \$0.00 (0) | \$0.00 (0) | \$0.05 (1) |
| All | \$0.30 (2) | \$0.00 (0) | \$0.00 (0) | \$0.30 (2) |

Current Activity Details

🖨️ Print 📄 Download 🔍 Search

| Date | Transaction Info ↑ | Amount | Status | Payment Info |
|------------|--------------------|--------|---|---|
| 03/27/2023 | 🏦 DWR-00796790 | \$0.25 | EXPIRED 03/27/2023 | Name: Demo Daily Wire Originator: TM Sales Demo *7841 - DDA (DDA) - Prosperity Bank (113122655) Beneficiary: Clark Kent - Account Number *1357 Edit > |
| 03/28/2023 | 🏦 DWR-00796826 | \$0.25 | EXPIRED 03/28/2023 | Name: Demo Daily Wire Originator: TM Sales Demo *7841 - DDA (DDA) - Prosperity Bank (113122655) Beneficiary: Clark Kent - Account Number *1357 Edit > |

View Payment

Wire Details

Transaction Number
DWR-00796790

Recurring Series Name
Demo Daily Wire

Template Name
Demo Kent

Debit Account
*7841 - DDA (DDA) - Prosperity Bank (113122655)

Payment Date
03/27/2023

Payment Amount
USD 0.25

Recurring Options

Daily on all business days starting on 03/27/2023 ending on 04/28/2023

Notify Me

- Notify by email only**
- Pending Actions
 - Pending Release
 - System Events
 - Complete - Unsuccessful

Status History

| Timestamp | Status | Initiator | Description |
|------------------------------|------------------|-----------|--|
| Mar 27, 2023 5:02:01 PM CDT | Expired | SYSTEM | Payment date is in the past. |
| Mar 27, 2023 12:00:55 AM CDT | Pending Approval | SYSTEM | The transfer is available for approval(s). |
| Mar 27, 2023 12:00:55 AM CDT | Created | SYSTEM | Wire Created. |

Future Payment Activity

Future dated wires, or wires created before their payment date may be viewed, edited, and cancelled from *Future Payments* until the payment date arrives. The date displayed will be the earliest available payment date based on company settings, the cut off time, weekends, holidays, etc. To change, click on the **Payment Date** field for the respective service and select the desired option from the calendar.

Dashboard **Future Payments** X

Payment Activity v

Current Activity Future Payments Payment History 1 v

Future Payments

< Previous Next > **Apr 3 - 7, 2023** Monthly Weekly

| Mon 4/3 | Tue 4/4 | Wed 4/5 | Thu 4/6 | Fri 4/7 |
|---------------------|------------------------|------------------------|------------------------|------------------------|
| 🇺🇸 DWR-00797017 | 🇺🇸🇪🇺 Demo Daily ACH | 🇺🇸🇪🇺 Demo Daily ACH | 🇺🇸🇪🇺 Demo Daily ACH | 🇺🇸🇪🇺 Demo Daily ACH |
| 🇺🇸 DWR-00797018 | 🇺🇸🇪🇺 Demo Daily Tra... | 🇺🇸🇪🇺 Demo Daily Tra... | 🇺🇸🇪🇺 Demo Daily Tra... | 🇺🇸🇪🇺 Demo Daily Tra... |
| 🇺🇸 DWR-00797019 | 🇺🇸🇪🇺 Demo Daily Wire | 🇺🇸🇪🇺 DemoTransfer | 🇺🇸🇪🇺 Demo Daily Wire | 🇺🇸🇪🇺 Demo Daily Wire |
| 🇺🇸🇪🇺 Demo Daily ACH | | 🇺🇸🇪🇺 Demo Daily Wire | | |

Payment History

Payment history can be searched by service, date range, amount, and other payment criteria.

Dashboard **Payment History** X

Type: **Wire Transfe** v

Show From: 02/01/2023 📅 Show To: 03/31/2023 📅 Transaction Number: Status: All v Amount: 🔍 v

ACH Payments

Wire Transfers

Account Transfers

All Transactions

| Type | Transaction Info | Amount | Status | Payment Info |
|------------|------------------|---------|-----------|--|
| 23 | 🇺🇸 IWR-00796670 | \$1.07 | Delivered | Exchange Rate 1.074 USD To 1 EUR Originator: TM Sales Demo *7841 - DDA (DDA) - Prosperity Bank (113122655) Beneficiary: Int Wire Test - Account Number *3456 |
| 03/22/2023 | 🇺🇸 DWR-00796633 | \$50.00 | Delivered | Originator: TM Sales Demo *7841 - DDA (DDA) - Prosperity Bank (113122655) Beneficiary: John Smith - Account Number *4567 |

Wire Payment Details

[Dashboard](#)

[Payment History](#)

View IWR-00796670 ✕

View Payment

Wire Details

Transaction Number
IWR-00796670

Debit Account
*7841 - DDA (DDA) - Prosperity Bank (113122655)

Debit Amount
USD 1.07

Exchange Rate
1.074

Payment Date
03/22/2023

Recurring Options

One-Time Payment

Notify Me

None Selected

Payment Amount

EUR 1.00

Originator Information

Originator Name
TM Sales Demo

Originator Address 1
123

Originator Address 2
, US

Originator Address 3
--

Beneficiary / Payee Information

Name
Int Wire Test

Beneficiary ID Type

Beneficiary ID
*3456

Address 1
--

Address 2
--

Address 3
--

Beneficiary Country
GB

Contact Name
--

Phone Number
--

Beneficiary Bank Information

Name
Barclays

Beneficiary Bank ID Type

Beneficiary Bank ID
BUKBGB22

Address 1
--

Address 2
--

Address 3
--

Intl Routing Number
--

Beneficiary Bank Country
GB

Additional Bank Information

| | |
|----------------------------|---------------------------|
| Correspondent Bank ID Type | Intermediary Bank ID Type |
| -- | -- |
| Correspondent Bank ID | Intermediary Bank ID |
| -- | -- |
| Correspondent Bank Name | Intermediary Bank Name |
| -- | -- |

Additional Reference Information

| |
|--|
| Purpose Of Payment |
| -- |
| Additional Information for Beneficiary |
| -- |

Status History

| Timestamp | Status | Initiator | Description |
|-----------------------------|------------------|---------------------------------|---|
| Mar 22, 2023 8:35:00 AM CDT | Delivered | SYSTEM | Wire has been delivered to the bank. |
| Mar 22, 2023 8:33:09 AM CDT | Pending Delivery | DEMO / Ryan-Demo (Demo Russell) | Wire Approved. |
| Mar 22, 2023 8:21:58 AM CDT | Pending Approval | SYSTEM | Wire Requires Approval(s) Before Release. |
| Mar 22, 2023 8:21:58 AM CDT | Created | DEMO / Ryan (Ryan Russell) | Wire Created. |

× Close

Print

Recurring Payment Activity


Search for Payment Activities using various fields to include all payment types or specifically wire transfers. You can also select Edit to view and modify the transaction as appropriate.

Dashboard **Repeating** X

Recurring Transfers

Search Print Search

| Type | Status | Name | Amount |
|----------------|--------|------|--------|
| Wire Transfers | All | | |

| Transaction Info | Amount | Status | Payment Info |
|---|--------|-----------|--|
|  Demo Daily Wire | \$0.25 | Scheduled | Recurring Frequency: Daily on all business days starting on 03/27/2023 ending on 04/28/2023 Originator / Beneficiary: TM Sales Demo / Clark Kent - Account Number *1357 |

Wire Payment Status/Notifications

The following are descriptions of wire transfer statuses. Based upon notifications established for the user, examples of a few of the notifications are displayed below:

- **Canceled**- This wire has been terminated by a user while awaiting action or after it had been allowed to expire.
- **Completed/Delivered** - This wire was successfully delivered for processing.
- **Expired**- This wire was not approved or was in a rejected status at the cut-off time on the day it was sent for processing.
- **Pending Approval**- This wire requires that someone with approval entitlements approve the transfer before it may be processed.
- **Rejected**- This wire has been reviewed by an approver and was deemed incomplete or incorrect. The approver has rejected the wire and it has been delivered back to the wire creator to be edited.
- **Unsuccessful**- This wire was not able to be delivered to the wire processing center.

Notification Examples

The following are sample notifications you will receive from Treasury Center relating to initiated Wire Transfers.

Domestic Wire Notification



The payment date of this transaction is in the past.

Transaction Number: DWR-00796826

Amount: \$0.25

Beneficiary Name: Clark Kent

Status: Expired



This transaction has been transmitted to the bank.

Transaction Number: DWR-00797022

Amount: \$1.00

Beneficiary Name: Mr. I.M. Banker

Status: Delivered

Domestic Wire Notification



This transaction is pending approval.

Transaction Number: DWR-00797050

Amount: \$0.25

Beneficiary Name: Clark Kent

Status: Pending Approval

Contact Treasury Management Support

For assistance, please contact our Treasury Management Support team at 855-888-2242, treasurymanagement.support@prosperitybankusa.com.