



1st Source Bank Helpful Hints: **Wires – Creating a Wire Template**

Creating a template for repetitive Wire payments can help save time by storing the recipient's banking information. Amounts can be set to a specific amount or changed each time the template is used. Below are the steps to create a template for a Wire payment.

Creating A Template - Wires

1. From the BBO Treasury Dashboard Click **Payments** then under **Create Wire Template** and choose **US Wire**.
2. Choose your **Payment Option** based on the user entitlements. These may include **US Wire** or **USD International**
3. In the Template Information field, the **Template Activation** is set to **Active** as the default. Enter a **Template Name**.
4. The **Debit Account** will allow the choice of an account depending on the user entitlements. View the accounts available by clicking the dropdown arrow.
5. Pick either **Select Existing** or **Create New Recipient**. Click Select Existing, choose the recipient, and click **Select**.
Create New will require additional banking information.
6. An optional **Template Limit** is available if a maximum dollar limit is needed for the template.
7. The **Debit Amount** allows you to choose whether the payment amount is set within the template or if the amount can be changed at payment. Select either Define Amount, Changeable Amount, or Exact Amount.
8. The Additional Information field lets you select **Routing Instructions, Reference Info, And Details of Payment**. *(Note: The Routing Instructions for Intermediary Bank cannot be changed in BBO Treasury, but the default is required for a USD International Wire.)*
9. Click **Continue**.
10. Preview the information in the template. Click **Edit Template** to change the entries or **Submit Template** when ready.
11. When finished, enter your password and click **Submit Template**. You will receive a notification your template is successfully submitted. (Approval at Template or Recipient requires additional approval)
12. Click **Template Center** to be returned to the View Manage Templates screen. The template created should appear in the Manage Templates Section under Template Name Description.