How to Send a Wire in Banno Business

Navigate to the **Payments** drop-down menu and select **Wires**:

On the wires menu select **Create wire**:
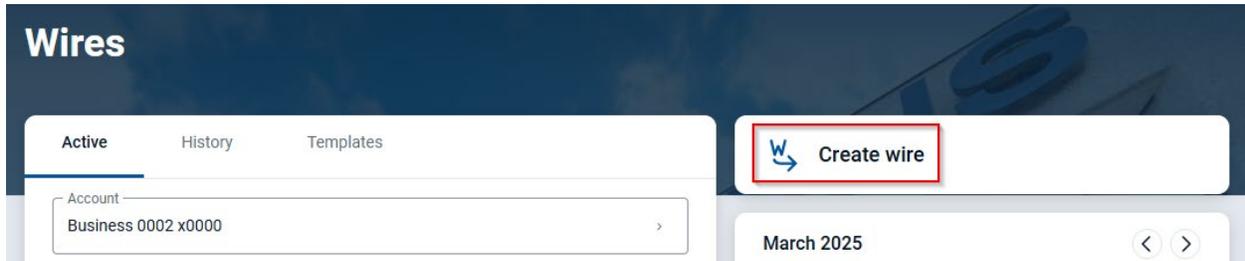
The wire creation menu will populate, name your wire, select the pay from account, and amount. To enter in the beneficiary information select **Add recipient**:

On the Recipient entry page, you will fill out the required payment information. If an intermediary institution is being utilized, you can select that at the bottom of the page. Once the information is filled out click **Save** at the bottom of the page:

<   **Recipient**

Recipient account

Recipient name

Account number

Address line 1

Address line 2

City   State   Zip

Receiving financial institution   Q Find institution

Routing/ABA number

Institution name

City   State

Once you select **Save** you will be taken back to the main wire screen, with all information entered you will be able to select **Create wire**. You will receive the below creation message but will still need to initiate the wire on the main wire menu page:

Wire created

Test
$1.00

From   Business 0002 x0000

To   ABC Company

ⓘ Your wire has been created but must still be initiated in the wire details to send it.

Done

Select your wire from the Active wire listing:

Select **Review and initiate**: