

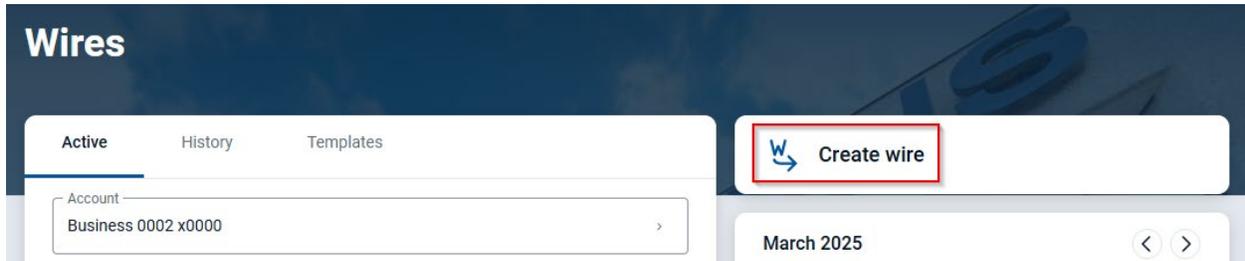
How to Send a Wire in Banno Business

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



- Dashboard
- Messages
- Accounts
- Transfers
- Remote deposits
- Payments** ^
 - Positive pay
 - ACH
 - Wires**
- Cash Management
- Support

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**:

< Create wire

Wire name 0/30

From Business 0002 x0000 \$490.00 >

To >

Amount \$

Notes >

Save as template ⓘ

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

Receiving financial institution

 Find institution

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:

Wires

Active History Templates

Account
Business 0002 x0000 >

WIRE DETAILS	AMOUNT
Test Ready to CITIZENS SOMERSET (x3456)	\$1.00

Select **Review and initiate**:

Wire details



Test Ready

\$1.00

[Edit >](#)

From Business 0002

Recipient details

Recipient name ABC Company
Account number 123456
Address 44 Public Sq
Somerset, KY 42501



Receiving institution

Institution name CITIZENS SOMERSET
Routing number 042101446
Address SOMERSET, KY

Review and initiate