Domestic Wire Payments Quick Reference Guide

Overview: Users can create recurring, future-dated and one-time domestic wires. Users can also create domestic beneficiaries, view wire activity, search wires, download or print a PDF or .csv file for a payment in detail or summary view, and approve or reject wires.



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The Wire menu within the Payments section of the main navigation menu provides the following links for quick access to domestic wire payments.



1 Create USD Wire

Users can make the following selections:

- Domestic •
- Create Multiple Wires

2 Create USD Wire from Template

Users can view a list of wire templates and select one or more templates to initiate payments

3 Upload Wires

Users can upload a file of domestic USD wires

4 Wire Activity

- Users can view a list of wire payments
- Select or mor e wires to approve or reject
- View wire detail

5 Wire File Activity

- Users can view a list uploaded wire files

6 Recurring Wires

Users can view a list of wire payments

7 Wire Templates

- Users can view a list of tax templates or

8 Wire Beneficiaries

- Create wire beneficiaries

9 Wire Upload Formats

- Users can view a list wire file formats
- Create new file formats

• Select a file to view a summary of wires included in the file

• Select one or more templates to initiate payments

Users can view a list of wire beneficiaries

• Select one or more beneficiaries to initiate payments

Create USD Wire

Users can create recurring, future-dated and one-time domestic wire payments

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Le INIKUSI Dank.			D.	ASHBOARD	ACC
Create USD Wire [®]					
1. Payment and Beneficiary Information	2. Review	3. Cor	firmation		
Domestic Create Multiple Wires			* Indicates Requ	ired Field	
Payment Information					
Wire Company Name: *		T			
Debit Account: *	Select Accounts	Q			
Beneficiary: * 😧	Select a Beneficiary	Q			
Wire Amount: *	0.00	USD			
Frequency: *	One Time	•			
Effective Date: *	04/12/2021	Ĩ			
Purpose:	Purpose of Payment				
Additional Information: 0	Sender to Receiver Info.	Line 1	•		
Reference Beneficiary: 🔞					
Review Reset Cancel					
				_	

Search Beneficiaries 2									
	Q Not found	? Enter Beneficiary							
Beneficiary Name \$	Beneficiary Account Number \$	Bank ID ‡	Bank Name ‡	Bank Country ‡					
Test Bene	123456	101100029	INTRUST BANK NA- TIONAL ASSOCIATION	UNITED STATES	Select				

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S	•	PAYM	ENTS 🔻	RE	PORTING	•	ADMIN	•

1 Payment Information

- Wire Company
- Debit Account
- Beneficiary
- Wire Amount
- Frequency
 - One Time
 - -Weekly
 - Every Two Weeks
 - Twice a Month
 - Monthly
 - Quarterly
 - Every Six Months
 - -Yearly
- Effective Date
- Purpose *(optional)*
- Additional Information (optional)
- Reference Beneficiary (optional)

2 Beneficiary Information

Type the Beneficiary's name or use the search icon to select from a list of beneficiaries. If the beneficiary is not available select Enter Beneficiary to add the beneficiary information.

3 Review

Select Review to proceed to the Review tab. After Reviewing the wire select Confirm to proceed to the Confirmation tab, confirming that you have submitted the wire.

Upload Wire File

INTRUST B	ank.				Message Center	O Cut-Off Times	Last Login: 04/12/2021,	11:37 AM, CST	🚨 Hi, Je
					DASHBOAI	ACCOUNTS	▼ PAYMENTS ▼	REPORTING	→ A
Upload Wire File									
1. Select File	2. Summary	3. Review	4. Confirmation						
Wire Company *	Select	•							
Saved Format *	Select	•							
	Select A File								
	Maximum file size of 4	MB							
opload									

Upload Wire File 2. summary 3. Review 4. Confirmation File Upload Summary 7 4. Confirmation 6. File Upload Demo File. April 12. cev File Name: Wire Upload Demo File. April 12. cev 2 7 5000 00 6. File Size: 0. 415 KB Total Wire: 4 1 Total Debit Amount: 5000 00 File Size: 0.415 KB Total Wire: 4 4 1 1 If Bis Ize: 0.415 KB Total Wire: 4 4 1	11 INTRUS	T Bank.					Message Center	② Cut-Off Times	Last Login: 04/12/2021, 1	1:37 AM, CST	ADMIN
1. Select File 2. Summary 3. Review 4. Confirmation File Upload Umore File April 12.csv O 415 KB Total Wree: 4 Total Beneficiarie: 4 Total Debit Amount: \$200.00 Second I Amount: Second I Second I </th <th>Upload Wire</th> <th>File</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Upload Wire	File									
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File Size 0.15 KB Tail Wires 4 Total Wires 4 Total Debit Amount \$20.00000000000000000000000000000000000	File Name: Wire Upload	d Demo File_April12.csv	2								
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Image: sending		Beneficiary Name 🗢	Debit	t Account 🗢		Wire Company Name 🗘	Effectiv	e Date 🗢	Wire Amount 🗢		Oper
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Beneficiary 4 xxxx0395 04/12/2021 \$75.00 Description		Beneficiary 3	XXXX	0395			04/12/	2021	\$60.00		Det
Viewing 1 to 4 of 4		Beneficiary 4	ХХХХ	0395			04/12/	2021	\$75.00		Det
	Viewing 1 to 4 of 4										

Business Online Banking

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1 Select File

Select the Wire Company associated with the Debit Account in the file and a Saved Format.

2 File Summary

After a file has been uploaded users can view a summary of file information including the file name, summary information and a list of wires included in the file.

3 Wire Selection

A user can choose to exclude a wire from being submitted for processing by unchecking it during review.

4 Wire Details

Payments details can be viewed by selecting details.

Wire Activity

The Wire Activity page will display a list of all wires that have an effective date of the current week.

Wire Activity Recurring Wires Create New Payment A Download Type to filter Q Create New Payment A Download A	INT	RUST Bank.							Message D/	Center O Cut-Off Times	Last Login: 04	/12/2021, 12:29 PM, 0	IST 🚨 Hi,	Jeni AD
Type to filter Q 2 Tansaction ID* Wire Company * Wire Type * Debit Account * Beneficiary Name * Currency * Wire Amount * Effective Date * OMAD * Stats * A W000000001694 4 Domestic Beneficiary 3 USD G 04/12/2021 04/12/2021 Transmitted Transmitted W00000001695 Image: Status * Domestic Image: Status *	Wire	Activity ⁽²⁾ Recurring Wire	25							1	Create New	Payment	Download 🗸	•
2 Transaction ID* Wire Company * Wire Type * Debit Account * Beneficiary Name * Currency * Wire Amount * Effective Date * Created Date * OMAD * Status * A M00000001694 4 Domestic Beneficiary 3 USD 66.00 04/12/2021 04/12/2021 Transmitted Transmitted W00000001695 Domestic Domestic Beneficiary 3 USD 60.00 04/12/2021 04/12/2021 Transmitted Transmitted W00000001695 Domestic Domestic Beneficiary 3 USD 020 04/12/2021 04/12/2021 Transmitted Transmitted W00000001695 Domestic Domestic Beneficiary 3 USD 020 04/12/2021 04/12/2021 Transmitted Transmitted W00000001695 Domestic Domestic Beneficiary 4 USD 020 04/12/2021 04/12/2021 Transmitted Transmitted W00000001697 Domestic Domestic Beneficiary 4 USD Transmitted Transmitted Transmitted Transmitted Transmitted Transmitted Transmitted	Туре	to filter Q												
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W00000001695 Domestic Beneficiary 1 USD 45.00 04/12/2021 04/12/2021 Transmitted W00000001696 Domestic Beneficiary 2 USD 20.00 04/12/2021 04/12/2021 Transmitted W00000001697 Domestic Beneficiary 4 USD 75.00 04/12/2021 04/12/2021 Transmitted		<u>W00000001694</u>	and a second second	Domestic		Beneficiary 3	USD	60.00	04/12/2021	04/12/2021		Transmitted		
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W00000001697 Domestic Beneficiary 4 USD 75.00 04/12/2021 Od/12/2021 Transmitted		<u>W00000001696</u>		Domestic	:	Beneficiary 2	USD	20.00	04/12/2021	04/12/2021		Transmitted		
		<u>W00000001697</u>		Domestic		Beneficiary 4	USD	75.00	04/12/2021	04/12/2021		Transmitted		
Viewing 1 - 4 of 4 wires		Viewing 1 - 4 of 4 wires										25	~	

1 Create New Payment

Navigates to the Create a New USD Wire page. If a payment is in a pending approval status th

2 Information Available

- Transaction ID
- Wire Company
- Wire Type
- Debit Account
- **Beneficiary Name**
- Currency

- Wire Amount
- Effective Date
- Created Date
- OMAD
- Status
- Actions

3 Actions

following options are available from the Action drop-down:

- Approve
- Reject

4 Wire Detail

Select the Transaction ID to see the Payment and Beneficiary information for a specific wire.

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Search Wire Payment		4
Wire Company Name:		
All Selected		•
Wire Type:		
Both Domestic	International	
Status:		
All Selected		•
Debit Account:		
All Selected		•
Beneficiary Name:		
Transaction ID:		
OMAD:		
Currency:		
Wire Amount:		Ť
Specific Amount		•
Effective Date:		
Date Range	з г	-

Search Wire Payment

Use one or more of the following fields to search for a specific payment or payments:

- Wire Company Name
- Wire Type
- Status
- Debit Account
- Beneficiary Name
- Transaction ID
- OMAD
- Currency
- Wire Amount
- Effective Date
 - Specific Date
 - Date Range
- Created Date
 - Specific Date
 - Date Range

Wire Detail

Users can navigate to the wire detail from the Transaction ID hyperlink on the Wire Activity screen. Payment and Beneficiary information will display for the selected wire.

1 INTRUS	ST Bank.			Message (Cut-Off Times	Last Login: 04/13/2021, (07:30 AM, CST	Hi, Jennifera 👻
Back to Wire Activity						Accounts		KEP OKTING V	
Wire Detail: W	00000001694			🛓 Download 👻	🕀 Print				
Payment Information	on	Beneficiary Inf	ormation						
File Name:	Wire Upload Demo File_April12.csv	Account Number	345678						
Transaction ID:	W0000001694	Name:	Beneficiary 3						
OMAD:		Address:	Charlotte, NC 28226,						
Status:	Transmitted	Notes:							
Wire Company Name:		Routing Number:	101100029						
Debit Account:		Bank Name:	INTRUST BANK NATIONAL ASSOCIATION						
Effective Date:	04/12/2021	Bank Address:	WICHITA, KS , UNITED STATES						
Wire Amount:	60.00 USD								
Frequency:	One Time								
Purpose:									
Additional Information	:								
Reference Beneficiary:									
Audit:	4/12/2021 1:02:37 PM : Scheduler : Transmitted 4/12/2021 1:02:34 PM : JenniferA : New								
Back									

Wire File Activity

The Wire File Activity page will display a list of all wire files that have been uploaded on the current day.

	-	INTRUST Bank						Message Center	Cut-Off Times Last Login: 04/13/	2021, 07:30 AM, CST	Hi, Jennit
	Ľ	INIKUSI Dank.						DASHBOARD	ACCOUNTS - PAYMENTS	▼ REPORTING ▼	ADM
ſ	>	Wire File Activity									🔒 Pri
_1		File Name 🗢	File Size 🗢 Uploaded By 🗢	Uploaded Date 🔶	Total Amount 🔶	Total Wires 🖨 Approve	d/Submitted Count 🗢	Pending Count 🌲	Rejected Count 🗢	Expired Count 🖨	Actions
	re Fi	Wire Upload Demo File_April13.csv	411 Jennifer A	04/13/2021	\$150.00	4	12	0	0	0	Review
	ch Wi	Viewing 1 of 1									
	Sear										
	4										

1 Information Available

- File Name
- Total Wires
- File Size
- Uploaded By
- Uploaded Date
- Total Amount
- Approved/Submitted Count
- Pending Count
- Rejected Count
- Expired Count

2 Review

To see a list of wires that were included in the file select Review or click the File Name.

•	Search Wire File Activity	<
	File Name	
2	Uploaded By	
		•
	Uploaded Date	
	Today	04/22/2021 🔻
	Total Amount	
	Specific Amount	•
	\$0.00	
Þ		
	Search	Reset

4

Search Wire File Activity

Open Search Wire File Activity to use one or more the following filters when searching for a wire file:

- File Name
- Uploaded By
- Uploaded Date
 - Today
 - Specific Date
 - Date Range
 - Week to Date
 - Month to Date
 - Year to Date
- Total Amount
 - Specific Amount
 - Amount Range

Wire File Activity - Wire Activity

When navigating from the Wire File Activity page the Wire Activity page will display the wires associated with the selected file.

U	Message Center O Cut-Off Times Last Login: 04/13/2021, 07:30 AM, CST Line Hi, Jennifera - DASHBOARD ACCOUNTS - PAYMENTS - REPORTING - ADMIN -											
>	Wire A	ctivity ¹ Recurring	g Wires								Create New Payment 📥 Do	wnload 👻 🔒 Print
ayment	Wire Upload Demo File_April13.csv											
Wire P.	Type to f	ilter	Q									
earch		Transaction ID ‡	Wire Company ‡	Wire Type 🗘	Debit Account \$	Beneficiary Name ≑	Currency ‡	Wire Amount ‡	Effective Date \$	Created Date ‡	OMAD ≑ Status ≑	Actions
Ň		W00000001698		Domestic		Beneficiary 1	USD	10.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001699</u>		Domestic		Beneficiary 2	USD	15.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001700</u>		Domestic		Beneficiary 4	USD	20.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001701</u>		Domestic		Beneficiary 3	USD	5.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001702</u>		Domestic		Beneficiary 1	USD	10.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001703</u>		Domestic		Beneficiary 4	USD	20.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001704</u>		Domestic		Beneficiary 2	USD	15.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001705</u>		Domestic		Beneficiary 3	USD	5.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001706</u>		Domestic		Beneficiary 3	USD	5.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001707</u>		Domestic		Beneficiary 4	USD	20.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001708</u>		Domestic		Beneficiary 1	USD	10.00	04/13/2021	04/13/2021	Transmitted	
		<u>W00000001709</u>		Domestic		Beneficiary 2	USD	15.00	04/13/2021	04/13/2021	Transmitted	
		Viewing 1 - 12 of 12 v	wires								25	-
_	Approv	e Reject										

Business Online Banking

Recurring Wires

The Recurring Wires page will display a list of all wires that have multiple scheduled payments.

ı	INTRUST Bank.							Message Center	② Cut-Off Times Last Login: 04/13/2021, 08	3:53 A
>	Recurring Wires 🛛	Wire Activity						1	Create New Payment]
urring Wir	e to filter	Q								
h Rec	∠ tion ID ≎	hany≎	Beneficiary Name 🌩	Debit Account ≑	Frequency 🌩	Created Date \$	Next Payment Date \$	End Date \$	Wire Amount ≑ Status ≑	
Searc	Viewing 1 - 1 of 1 wires		Test Bene		weekiy	04/13/2021	04/20/2021	05/11/2021	25 ×	-
-										_

1 Create New Payment

Navigates to the Create USD Wire page.

2 Information Available

- Transaction ID
- Wire Company
- Beneficiary Name
- Debit Account
- Frequency

- Created Date
- Next Payment Date
- End Date
- Status
- Actions

3 Actions

Select the Cancel Series hyperlink to confi you want to cancel the wire series.

4 Wire Detail

Select the Transaction ID to see the Payme Beneficiary information for a specific wire.

53 AM, CST ≗ Hi, Jennifera → REPORTING → ADMIN →	Sear
≛ Download → 🔒 Print	Wire
3	
Cancer series	Statu
	All
	Debit
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	Trans
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	All
	Wire
	Sp
firm that	Next
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Search Recurring Wire	
Wire Company Name:	
All Selected	-
Status:	
All Selected	-
Debit Account:	
All Selected	-
Beneficiary Name:	
Transaction ID:	
Frequency:	
All Selected	*
Wire Amount:	
Specific Amount	•
Next Payment Date:	
Specific Date	-
mm/dd/yyyy	Ē
Created Date:	
Specific Date	-
mm/dd/yyyy	Ē
Search	Res

Search Recurring Wire Use one or more of the following fields to search for a specific payment or payments:

- Wire Company Name
- Status
- Debit Account
- Beneficiary Name
- Transaction ID
- Frequency
- Wire Amount
 - Specific Amount
 - Amount Range
- Next Payment Date
 - Specific Date
 - Date Range
- Created Date
 - Specific Date
 - Date Range

Wire Templates

The Wire Template page will display a list of all wire templates.

ľ	INTRUST	Bank.			Messa 🔤 Messa	ge Center O Cut-Off Times Last Login: 04/12/2021, 10	:21 R
>	Wire Templat	es 🕜 Beneficiaries				1 Create New Template)
Femplate	Type to filter	Q					
arch	2	Template /	Wire Company ‡	Debit Account ‡	Beneficiary Name ≑	Status 🕆 Actions	
Sei		Test Te 4		xxxx0395	Test Bene	Ready Action	s 🗸
	Viewing 1 - 1 of 1 t	ransactions					
	Initiate Payments						

1 Create New Template

Navigates to the Create Wire Template Page.

2 Information Available

- Template Name
- Wire Company
- Debit Account
- Beneficiary Name
- Status
- Actions

3 Actions

If a template is in a ready status the following actions are available from the Actions drop-down:

- Initiate
- View
- Edit
- Delete

Note: If a template is Pending Approval, selecting Approve or Reject from the Actions menu drop-down will update the status for that template.

4 Initiate Payments

Select Initiate Payments after checking one or more templates to proceed to the Create USD Wire from Template page.

AM, CST 🐣 Hi, Jennifera 👻
PORTING - ADMIN -
Ł Download → 🔒 Print
3
25 🗸

Wire Company:	
Status:	
All Selected	
Debit Account:	
Created Date:	
Specific Date	
mm/dd/yyyy	

Search Templates

Search Templates

<

Use one or more of the following fields to search for a specific payment or payments:

- Template Name
- Wire Company
- Status
- Debit Account
- Beneficiary Name
- Frequency
- Created Date
 - Specific Date
 - Date Range

Create a Wire Template

INTRIIST Bank	Message Center	O Cut-Off Times
INIKUSI bunk.	DASHBOAF	ND ACCOUNTS
Create a Wire Template		
1. Payment and Beneficiary Information 2. Review	3. Confirmation	
Wire Template Detail	* Indicates Required Field	1
Payment Information		
Template Name: * Test Template		
Wire Company Name: *		
Debit Account: * Select Accounts Q		
Beneficiary: * 😧 Select a Beneficiary Q	2	
Purpose: Purpose of Payment		
Additional Information: Sender to Receiver Info.		
Reference Beneficiary: 📀		
Review Reset Cancel		

Las	t Login: 04/12/20	021, 10	:03 AM, CST	🚨 Hi	, Jennifera	•
•	PAYMENTS	•	REPORTING	•	ADMIN	•

1 Payment Information

- Template Name
- Wire Company
- Debit Account
- Beneficiary
- Effective Date
- Purpose *(optional)*
- Additional Information (optional)
- Reference Beneficiary (optional)

2 Beneficiary Information

Type the Beneficiary's name or use the search icon to select from a list of beneficiaries.

3 Review

Select Review to proceed to the Review tab. After Reviewing the information entered select Confirm to proceed to the Confirmation tab, confirming that the wire template is ready.

Wire Beneficiaries

The Wire Beneficiaries page will display a list of all wire beneficiaries.

INT	RUST Bank.			Message Center 🔑 Notifications 🕑 Cut-Off Tir	nes Last JNTS ▼	Login: 04/21/2021	I, 01:46 F
Wire	Beneficiaries		1	Create	e New Beneficia	ry	
Туре	to filter Q				r		
2	Beneficiary Name ‡	Account Number \$	Bank ID 🗘	Bank Name ‡	Country 🗘	Created Date ≎	Status
			011000015	FEDERAL RESERVE BANK OF BOSTON	US	03/23/2021	Pend
	advance incention on		DEUTPHMMXXX	Deutsche Bank Ag	РН	03/25/2021	Read
			BCMRMXMMXXX	BBVA Bancomer	МХ	04/08/2021	Read
	Test Bene	123456	101100029	INTRUST BANK NATIONAL ASSOCIATION	US	04/08/2021	Read
			NWBKGB2L	NATIONAL WESTMINSTER BANK	GB	04/19/2021	Read
		1010	CIBCCATT	CANADIAN IMPERIAL BANK OF COMMERCE	СА	04/19/2021	Read
			BKCHCNBJ400	BANK OF CHINA	CN	04/19/2021	Read
Viewir	ng 1 - 7 of 7 Beneficiaries						
Initiat	te Payments						

1 Create New Beneficiary

Navigates to the Create Domestic Beneficiary page.

2 Information Available

- Beneficiary Name
- Account Number
- Country
- Bank ID
- Bank Name
- Created Date
- Status
- Actions

3 Actions

If a beneficiary is in a ready status the following actions are available from the Actions drop-down:

- View
- Delete

Note: If a beneficiary is Pending Approval, selecting Approve or Reject from the Actions menu drop-down will update the status for that template.

4 Initiate Payments

Select Initiate Payments after checking one or more beneficiaries to proceed to the Create Multiple Wires page.

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PORTING - ADMIN -							
📩 Download	d 👻 🖨 Print						
÷	Actions	3					
ing Approval	Actions -	T					
у	Actions -						
у	Actions 👻						
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у	Actions -						
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Search Beneficiaries	<
Beneficiary Type: Both Domestic International	
Status:	
	•
Beneficiary Name:	
Account Number:	
Bank ID:	
Bank Name:	
Country:	
	•
Created Date:	
Specific Date	
Search	Reset

Search Beneficiaries

Use one or more of the following fields to search for a specific payment or payments:

- Beneficiary Type
- Status
- Beneficiary Name
- Account Number
- Bank ID
- Bank Name
- Country
- Created Date
 - Specific Date
 - Date Range

Create a Domestic Beneficiary

1 INTRUST Bar	nk.			Me	ssage Center	Notifications	O Cut-Off
Create a Domestic	c Beneficiary						
1. Beneficiary Information	2. Review 3. Confirmation						
Domestic International				* Indicates Required Field			
Bank ID: *	Routing Number Q	Intermediary Bank Information					
Bank Name: *		Bank ID:	Routing Number Q	ſ			
Bank City: *		Bank Name:					
Bank State: *		City:					
		State:					
Account Number: *							
Re-enter Account Number: *							
Name: *							
Address:	Address Line 1						
	Address Line 2						
City: *							
State: *	•						
Zip Code: *							
Notes:							
Review Reset Cance	9						

es	La	st Login: 04/21/20	21, 01	:46 PM, CST	🚨 Hi,	Jennifera	Ŧ
NTS	•	PAYMENTS	•	REPORTING	•	ADMIN	•

1 Beneficiary Information

- Bank ID
- Bank Name
- Bank City
- Bank State
- Account Number
- Name
- Address (optional)
- City
- State
- Zip Code
- Notes (optional)

2 Bank ID Lookup

Type the bank routing number or use the search icon to select from a list of banks.

3 Review

Select Review to proceed to the Review tab. After Reviewing the information entered select Confirm to proceed to the Confirmation tab, confirming that the beneficiary is ready.

Wire Upload Formats

The Wire Upload Formats page will display a list of saved file formats.

Wire Upload Formats Type Imited Created Date Imited Optional Signature Upload Formats Type Imited Optional Signature Option	DASHBOARD ACCOUNTS → Type ♠ Created Date ♠ 03/22/2021
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Sec 1st test MLD 415 04/15/2021	Delimited 04/15/2021
Viewing 1 to 6 of 6	



1 Create New Format

Navigates to the mapping tool where the user can create a new wire upload format.

2 Information Available

- Upload Formats
- Type
- Created Date
- Created By
- Actions

3 Actions

Select the delete icon to delete the selected wire upload format.

4 View Format

Select the format name hyperlink to navigate to the mapping for the selected wire upload format where a user can view and edit the current format.

Wire Upload Template Formatting Tool

INTRUST Bank.					🐱 Message Cen	nter 🔊 Notifications	⊙cut-0
Wire Upload Template Formatting ⁻ Upload Format Delimited Fixed Pos	Tool						
Format Name *	Text qu	alifier is identified by a single quote (') an	d a field delimiter is identified by a cor	nma (,)			
Delimited ① Exclude Header Rows 0 0 0	ooter Rows		Item Amount Decimal Include 	ed 🔵 Whole Dollar (798 = 798.00) 🔵 Ir	nplied Decimal (798 = 7.98)		
Column Order Drag and drop items to reorder columns							
Debit Account Type 1 PAYMENT INFORMATION 1 State 9 BENEFICIARY INFORMATION 9	Debit Account 2 PAYMENT INFORMATION 2 Zip Code 10 BENEFICIARY INFORMATION 10	Effective Date 3 PAYMENT INFORMATION	Wire Amount PAYMENT INFORMATION	4 Bank ID 5	Account Number 6 BENEFICIARY INFORMATION	Name BENEFICIARY INFORMATIO	DN
Drag and drop optional items to the space abov	ve to activate						
Additional Information (optional) PAYMENT INFORMATION	Reference Beneficiary (optional) PAYMENT INFORMATION	Purpose (optional) PAYMENT INFORMATION	Notes (optional) BENEFICIARY INFORMATION	Street Address Line 1 (optional) BENEFICIARY INFORMATION	Street Address Line 2 (optional) BENEFICIARY INFORMATION	Bank ID (optional) DOMESTIC INTERMEDIARY	(INFORMAT
Save							

Wire Company PAYMENT INFORMATION	1 - 20	20 🔹
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Fixed Position

When creating a Fixed Position file format, the tiles will display the position in the file and the length of the field. Users can adjust the length by using the arrows. Wire Company
PAYMENT INFORMATION1

Delimited

When creating a Delimited file format, the position in the file is shown as the tile number and will update as the tiles are moved.



1 Select Format

User is able to build either a Fixed Position or Delimited file map. They select the Upload format as the first step.

2 Glossary

Defines each field and provides users with any character or size limitations for a field.

3 Legend

Tiles are color coded to help users quickly identify each field.

4 Mapping Section

Tiles displayed in the mapping section are required and cannot be moved to the optional section below.

Users can set the file order by dragging the tiles.

5 Optional Tiles

In addition to the optional fields, the Filler Tile can be used as a placeholder to account for items in the file that will not be included in the payment details.