



# Make a Template-Based Wire Transfer

1. Click **Money Movement > Wire > Wire Via Template**.
2. Complete the **Template Based Wire Transfer Information** fields and then click **Continue**:

<b>Template name</b>	List of pre-defined templates.
<b>Conversion rate (optional)</b>	The rate used to calculate the converted U.S. Dollar equivalent of the entered foreign currency amount.
<b>Contract number</b>	A contract number representing the rate of exchange quoted to you for a foreign currency wire for today's date.
<b>Amount</b>	The dollar amount of the transfer. Commas and decimals can be used when typing the amount of your transfer. If decimals are used, two digits to the right of the decimal are required. If decimals are not used, the system defaults to whole dollars.
<b>USD equivalent</b>	If applicable, click the <b>Calculate currency equivalent</b> link to get the U.S. Dollar equivalent for the currency specified using the current conversion rate.
<b>Additional information for recipient (optional)</b>	Information you want to appear with the transfer (this text is included in your wire transfer history). Up to 140 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, question mark, apostrophe, dollar sign, and percent sign..
<b>Frequency</b>	<p><b>Today only.</b> Sends the transaction once on today's date.</p> <p><b>One time.</b> Sends the transaction once on a date in the future.</p> <p><b>Weekly.</b> Sends the transaction on the same day each week. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.</p> <p><b>Every other week.</b> Sends the transaction on the same day every other week. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.</p> <p><b>Twice a month - the 15th and last day of the month.</b> Sends the transaction on the 15th and last day of the month unless those dates fall on a day when transactions are not processed, such as a holiday.</p> <p><b>Monthly.</b> Sends the transaction on the same date every month. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.</p>



	<p><b>Monthly - last day of the month.</b> Sends the transaction on the last day of each month unless those dates fall on a day when transactions are not processed, such as a holiday.</p> <p><b>Every three months.</b> Sends the transaction on the same day every three months. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.</p> <p><b>Every three months - last day of the month.</b> Sends the transaction on the last day of the month, every three months.</p> <p><b>Every six months.</b> Sends the transaction on same day every six months. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.</p> <p><b>Every six months - last day of the month.</b> Sends the transaction on the last day of the month, every six months; unless those dates fall on a day when transactions are not processed, such as a holiday.</p> <p><b>Yearly.</b> Sends the transaction on the same date every year. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.</p> <p><b>Custom.</b> Sends the transaction on dates of your choosing. Up to 25 dates are supported. When <b>Custom</b> is selected, a table appears next to the <b>Send on</b> field that allows you to select different send on dates.</p>
<b>Next send on</b>	The start date of the recurring wire.
<b>End on</b>	<p><b>Continue indefinitely.</b> Sends the transaction indefinitely using the selected <b>Frequency</b>.</p> <p><b>Continue until this date.</b> Sends the transaction until the date you specify. If this option is selected, enter a date in the adjacent field.</p> <p><b>Continue for this many occurrences.</b> Sends the transaction on the Frequency selected for a set number of times. For example, if <b>Weekly</b> is selected for the <b>Frequency</b> and <b>4</b> is selected for the occurrences, the transaction is sent on the same day every week for four weeks.</p>
<b>Processing options</b>	Use the next processing date if a scheduled request falls on a non-processing date or Use the previous processing date if a scheduled request falls on a non-processing date.
<b>Security code</b>	The code provided to you by your financial organization for security purposes.

3. Verify the information as needed and then click one of the following options:

Option	Description
<b>submit for approval</b>	Approve the wire later or allow other users in the company to approve it.
<b>Approve</b>	Approve the wire now.



Transmit

Approve and transmit the wire.

4. If additional authentication is required, you may be prompted to validate your identity through a one-time security code. If you are prompted to complete additional validation, do the following:
  1. On the dialog box, select **Phone** or **Text** message (if applicable).
  2. Click **Continue**.
  3. Do one of the following:
    - If you chose to receive a phone call, speak or enter the displayed one-time security code into your phone. After completing the phone call, click **Phone Call Completed**.
    - If you chose to receive an SMS message, select the appropriate **Country/region**, enter a **Mobile phone number** and then click **Send Text Message**. If the mobile phone number matches a number on record, a text message containing a one-time security code is sent to your phone.
  4. For SMS text messages, enter one-time security code displayed on your mobile device into the **One-time security code** field and then click **Submit**.
5. If your company requires token authentication for transaction approval, type your passcode and then click **Continue**.