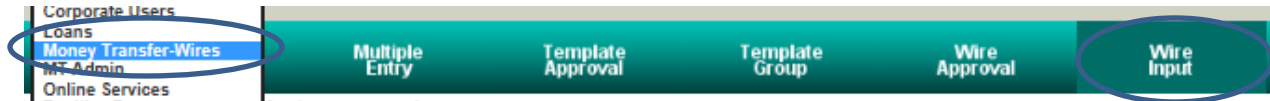




Online Business Banking Money Transfer (Wires)

Freeform Wires

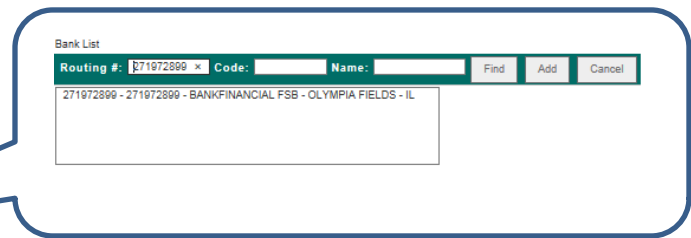
1. From the drop-down menu, select Money Transfer-Wires then Wire Input.



2. Select the funding account from the Available Accounts box. **Note:** Only the accounts that have been permitted to the user for Money Transfer and have a wire limit amount greater than \$0 will appear in the list.

3. Select the Wire Type: Domestic or International (for International Wires, see International Wire section). Click the **Continue** button.

4. Enter the required beneficiary and bank routing information. Click the **Search** button to locate bank routing information then click the **Submit** button.





Online Business Banking Money Transfer (Wires)

5. Enter the amount of the wire and the date the wire should be sent. **“Amount” should be the option selected in the drop-down option.**
6. Enter any Originator to Beneficiary Information that needs to be sent with the Wire instructions.
7. Click the **Submit** button.

Sender Information	
Template	no template - free form
Originating Party Account Name	Operating Account
Originating Party Account	7047003393 (USD)
Beneficiary Information	
Account Name	Whitelist Industries
Account Number	7040031815
Account Currency	USD - US Dollar
Account Address 1	998 Oak Blvd
Account Address 2	Buss Ridge IL 65027
Routing Information	
Beneficiary Bank	271972899 - BANKFINANCIAL FSB
Transfer Information	
Amount	1333.58
Send Date	01/19/2017
Originator-to-Beneficiary Information	
line 1 (35)	Invoice 55825
line 2 (35)	Discount 10% x
line 3 (35)	
line 4 (35)	
Bank-to-Bank Information	
line 1 (35)	
line 2 (35)	
line 3 (35)	
line 4 (35)	
line 5 (35)	
line 6 (35)	
Submit Save as Template Reset	

If approval is required, see the Approving a Wire Template section.

Creating a Wire Template

1. From the drop-down menu, select Money Transfer-Wires then Wire Templates.



2. Create a **Code** and **Name** for the template and click the **Add** button.

LUNA Account Templates

Code:	SkyL1	Name:	Skylight	Find/Refresh
No Money Transfer Templates matched your selection				
Add	Change	Delete	Display	



Online Business Banking Money Transfer (Wires)

3. Select the funding account for the template. **Note:** Only the accounts that have been permitted to the user for Money Transfer and have a wire limit amount greater than \$0 will appear in the list.

Select a Debit Account

Account Selection

Available Accounts

Number : Name :

Sort by : Number Name

7047003393-Operating Account(USD)-BankFinancial
7047003401-Receipts Account(USD)-BankFinancial
7047003419-Disbursement Account(USD)-BankFinancial

Tip: If the Available Accounts area says: “No accounts were found for your search!” and the user does have accounts permitted to them for Wire Transfers, the administrator must click the Limits link for that user on the User Administration screen to set a limit for the user to be able to see those permitted accounts here.

4. Click the **Continue** button.
5. Select the Wire Type: Domestic or International. Click the **Continue** button.

Please choose a wire type: Domestic
 International



Online Business Banking Money Transfer (Wires)

6. Enter the required information to complete the template (*specifically, providing beneficiary information and choosing to save the template for "all users" or "this user only"*). Click the **Search** button to locate bank routing information then click **Submit**.

Sender Information	
Payment	
customer code	LUNA
template code (12)	SkyL1
template name (35)	Skylight
originating party account name	Disbursement Account
originating party account	7047003419(USD)
save for	all users

Beneficiary Information	
account name (35)	Skylight Inc
account number (34)	4454548
account currency	USD
Address 1 (35)	111558 Eagle Rd
Address 2 (35)	Burr Ridge IL 60527
Address 3 (35)	

Routing Information		
beneficiary bank	271972899 - BANKFINANCIAL FSB	
Search	FreeForm Bank	
address 1 (35)	OLYMPIA FIELDS	
address 2 (35)	IL	
target bank		
Search	Clear	
address 1 (35)		
address 2 (35)		
intermediary bank		
Search	FreeForm Bank	Clear
address 1 (35)		
address 2 (35)		
pay beneficiary by	wire	

Originator-to-Beneficiary Information	
line 1 (35)	Invoice #
line 2 (35)	Discount x
line 3 (35)	
line 4 (35)	

Bank-to-Bank Information	
line 1 (35)	
line 2 (35)	
line 3 (35)	
line 4 (35)	
line 5 (35)	
line 6 (35)	
Submit	Reset

7. If approval is required, see the Approving a Wire Template section.

Approving a Wire Template

After a user creates or changes templates, the template must be approved before it can be used. Approval is not needed to delete a template.



Online Business Banking Money Transfer (Wires)

1. From the drop-down menu, select Money Transfer-Wires then Template Approval.



2. Select the desired money transfer template. Click the **Select** button.

LUNA Account Template Approval

Code: Name:

Pave2 - PaveAdd

3. Approve (or delete) template changes entered by another user. Changed fields display with underlines. **Note:** If you delete the template changes, the template reverts back to the original state prior to any changes being made to it.

Approvals	Information
Approvers Required 1	Last Modified LUNA - awhite Jan 12, 2017 02:40 PM

Sender	Information
customer code LUNA	
template code (12) Pave2	
template name (35) PaveAdd	save for: all users
account 7047003419(USD) - Disbursement Account	

Beneficiary	Information
account name (35) Pavers R Us	
account number (20) 8877558	
account currency USD - US Dollar	
address 1 (35) 11444 Scott Rd	
address 2 (35) Burr Ridge IL 60527	
address 3 (35)	

Routing	Information
beneficiary bank BANKFINANCIAL FSB	
routing # 271972899	
address 1 (35) OLYMPIA FIELDS	
address 2 (35) IL	
target bank	
address 1 (35)	
address 2 (35)	
intermediary bank	
address 1 (35)	
address 2 (35)	
pay beneficiary by wire	

Originator-to-Beneficiary	Information
line 1 (35)	
line 2 (35)	
line 3 (35)	
line 4 (35)	

Bank-to-Bank	Information
line 1 (35)	
line 2 (35)	
line 3 (35)	
line 4 (35)	
line 5 (35)	
line 6 (35)	

Creating a Wire Template Group

1. From the drop-down menu select Money Transfer then Templates Group.



2. Create a group name and click Add.

Template Groups

Name: Find/Refresh

No group found

Add Change Delete Display

3. Choose to save the template group for “all users” or for “this user only” to indicate whether the template group is for the user’s personal use or if other users in the company can access the template group.

Template Group Name (35):

save for:

4. Move the appropriate/desired template(s) from the Available Templates box to the Selected Templates box via the arrow buttons between the boxes. Click the **Add** button.

Template Group Name (35):

save for:

Available Template	Selected Templates
<input type="text" value="Pave2 - PaveAdd"/>	No Templates Selected

Add Cancel

Notes:

- There is no limit to the number of templates that can be in a group. However, users can only submit a maximum of 150 wires in a multiple entry transfer. Therefore, it is recommended that users do not add more than 150 templates to a template group.
- A template can be placed in more than one group.

Activate a Wire Template

1. From the drop-down menu select Money Transfer-Wires then Wire Input.

2. Select a template from the Available Templates box.

Template Selection

Available Templates

Code: Name: Search

Pave2 - PaveAdd - Customer Defined



Online Business Banking Money Transfer (Wires)

3. Enter the amount of the wire (select **“Debit Amount”**, instead of **“Amount”**, if the amount of the wire to be sent is in a different currency and the user does not know how much that amount translates to in their currency) and the date that the wire should be sent. (The **Send Date** is the date that Online Business Banking sends the wire for processing. The **Value Date** is the date the money is received or settles in the beneficiary’s account. Click the **Submit** button.

Sender Information
Template PaveAdd
Originating Party Account Name Disbursement Account
Originating Party Account 7047003419 (USD)

Beneficiary Information
Account Name Pavers R Us
Account Number 8877556
Account Currency USD - US Dollar
Account Address 1 11444 Scott Rd
Account Address 2 Burr Ridge IL 60527

Routing Information
Beneficiary Bank 271972899 - BANKFINANCIAL FSB

Transfer Information
Debit Amount 2236.38
Send Date 01/20/2017

Originator-to-Beneficiary Information
line 1 (35) Invoice 608
line 2 (35) Discount 25%
line 3 (35)
line 4 (35)

Bank-to-Bank Information
line 1 (35)
line 2 (35)
line 3 (35)
line 4 (35)
line 5 (35)
line 6 (35)

Submit Save as Template Reset

4. If approval is required, see the Approving Wires section.

Activate Multiple Wires

1. From the drop-down menu select Money Transfer-Wires then Multiple Entry.



2. Select one or more templates from the Available Templates box or select a template group from the Available Groups box.



Online Business Banking Money Transfer (Wires)

Select Templates or a Group

Available Templates		Available Groups	Templates Per Page
Code: <input type="text"/>	Name: <input type="text"/>	Name: <input type="text"/>	10 <input type="button" value="Find/Refresh"/>
<input type="checkbox"/> Add1 - Add On Inc - Customer Defined <input type="checkbox"/> KyL2 - Skylight 2 - Customer Defined <input type="checkbox"/> Pave2 - PaveAdd - Customer Defined		1	<input type="button" value="Input Wires"/>

- If template is chosen from Available Templates, click the **Input Wires** button.
- Select the templates to be submitted by placing a check mark in the box in front of template.
- Enter a Send Date and an Amount for each selected template.
- Click **Submit Selected**.

Group Name: (No group Selected)

Select All Page 1 of 1

Select	Template Code/Name	Orig. Account/Bene. Account	Send Date	Amount	Originator-to-Beneficiary Information
<input checked="" type="checkbox"/>	KyL2 Skylight 2	7047003419 (USD) 1111245 (USD)	01/12/2017	11425.36	Discount 10% <input type="button" value="Add OBI"/>
<input checked="" type="checkbox"/>	Pave2 PaveAdd	7047003419 (USD) 8877556 (USD)	01/12/2017	382.34	<input type="button" value="Add OBI"/>

- Review the money transfer data. If all entries are correct, click **Approve/Enter**.

Group Name: (No group Selected)

Template Code/Name	Orig. Account/Bene. Account	Orig. Amount/Bene. Amount	Purpose	Send Date
KyL2	7047003419 (USD)	11425.36		01/18/2017
Skylight 2	1111245 (USD)	11425.36		
Pave2	7047003419 (USD)	382.34		01/18/2017
PaveAdd	8877556 (USD)	382.34		
Total Count 2		Total Debit Amount: 11807.70 (USD)		

- Confirm the multiple money transfer entries submitted. Click the **Close** button to complete the process.

Group Name: (No group Selected)

Bank / Cust Trace	Template Code / Name	Orig. Account / Bene. Account	Orig. Amount / Bene. Amount	Purpose	Send Date	Remaining Appr
2017018000001	KyL2	7047003419 (USD)	11425.36			
000002	Skylight 2	1111245 (USD)	11425.36		01/18/2017	1
2017018000002	Pave2	7047003419 (USD)	382.34			
000003	PaveAdd	8877556 (USD)	382.34		01/18/2017	1
Total Count 2			Total Debit Amount: 11807.70 (USD)			

In order to submit a Money Transfer request on the account numbers described above, approval is required. Please press the print button on your browser to generate a hard copy of this wire transfer request. This transaction is subject to bank rules and regulations governing such electronic transactions as described in our services agreement. Please keep these numbers handy in case you have any questions regarding this transaction. If any portion of the above is incorrect, or you have further questions, please [contact customer service](#). Thank You.



Online Business Banking Money Transfer (Wires)

Approving Wires

1. From the drop-down menu select Money Transfer-Wires then Wire Approval.



2. Click on the red arrow under the **Appr**, or **Del** columns to view the details of pending money transfer.

Invalid requests are shown in **RED** text. These requests can only be edited or deleted.
You may view the details for any request by clicking on either the Approve or Delete for each.

Send Date: Jan 18, 2017

Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Account	Beneficiary Orig To Ben Info	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit	Remaining Appr
000003	2017018000002	7047003419 (USD) - Disbursement Account Pave2		C	BANKFINANCIAL FSB 8877556	Pavers R Us	USD	382.34	01/12/2017 03:30:51 PM CST				1
000002	2017018000001	7047003419 (USD) - Disbursement Account KYL2		C	BANKFINANCIAL FSB 1111245	Skylight Discount 10	USD	11,425.36	01/12/2017 03:30:51 PM CST				1
Total							USD	11,807.70					

The pending money transfer can be approved or deleted from the details screen.
Your Money Transfer selection generated the following resu

LUNA Money Transfer Confirmation
Jan 12, 2017 03:34 PM

Sender's Debit Information

Template: PaveAdd
 Originating Bank Name: Disbursement Account
 Originating Bank Account: 7047003419 (USD)
 Amount: 382.34
 Currency: USD - US Dollar

Beneficiary Information

Account: 8877556
 Account Name: Pavers R Us
 Address 1: 11444 Scott Rd
 Address 2: Burr Ridge IL 60527
 Amount: 382.34
 Currency: USD - US Dollar
 Beneficiary Bank: 271972899 - BANKFINANCIAL FSB
 Addr 1: OLYMPIA FIELDS
 Addr 2: IL

Additional Information

Send Date: Jan 18, 2017
 Pay Beneficiary by: wire

Originator-to-Beneficiary Information

Bank-to-Bank Information

Control Information

Pending No: 000003
 Bank No: 2017018000002
 Entry Cust/User: LUNA - jsmith
 Entry Date/Time: 01/12/2017 03:30:51 PM CST
 Report Created: 01/12/2017 03:34 PM CST



Online Business Banking Money Transfer (Wires)

- Click on the red arrow under the **Edit** column to make edits to the pending money transfer.
Note: If an Approver makes edits to a pending money transfer, they will become the initiator and the pending money transfer will need to be approved by another user as the user (that made the edits) will not be able to approve or delete the edited pending money transfer.

Invalid requests are shown in RED text. These requests can only be edited or deleted.
You may view the details for any request by clicking on either the Approve or Delete for each.

Send Date: Jan 18, 2017

Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Account	Beneficiary Orig To Ben Info	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit	Remaining	Appr
000003	2017019000002	7047003419 (USD) - Disbursement Account Pave2	C		BANKFINANCIAL FSB 8877566	Pavers R Us	USD	382.34	01/12/2017 03:30:51 PM CST	<input type="checkbox"/>	<input type="checkbox"/>		1	
000002	2017019000001	7047003419 (USD) - Disbursement Account Kyl2	C		BANKFINANCIAL FSB 1111245	Skylight Discount 10	USD	11,425.36	01/12/2017 03:30:51 PM CST	<input type="checkbox"/>	<input type="checkbox"/>		1	
Total							USD	11,807.70						

- Place a check mark in either the **Appr** or **Del** column for all of the money transfers to be processed.
- Click the **Submit Selections** button, or if you want to approve all wires, click **Approve All**.

Beneficiary Bank Beneficiary Account	Beneficiary Orig To Ben Info	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit	Remaining	Appr
BANKFINANCIAL FSB 8877566	Pavers R Us	USD	382.34	01/12/2017 03:30:51 PM CST	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	
BANKFINANCIAL FSB 1111245	Skylight Discount 10	USD	11,425.36	01/12/2017 03:30:51 PM CST	<input type="checkbox"/>	<input checked="" type="checkbox"/>		1	
Total			USD	11,807.70					

To activate Freeform Wires (International)

- From the drop-down menu select Money Transfer-Wires then Wire Input.



- Select the funding account from the Available Accounts box or the template from Template Selection box. **Note:** Only the accounts that have been permitted to the user for Money Transfer and have a wire limit amount greater than \$0 will appear in the list.

Account Selection

Available Accounts

Number : Name :

Sort by : Number Name

7047003393-Operating Account(USD)-BankFinancial
7047003401-Receipts Account(USD)-BankFinancial
7047003419-Disbursement Account(USD)-BankFinancial



Online Business Banking Money Transfer (Wires)

3. Select the Wire Type: International. Click the **Continue** button.

Please choose a wire type: Domestic
 International

4. Enter the required beneficiary and routing information.

Sender Information	
Template	<input type="button" value="Create Template"/>
Initiator	jsmith - Joe Smith
Originating Party Account Name	Operating Account
Originating Party Account	7047003393 (USD)

Beneficiary Information	
* Account Name (35)	<input type="text" value="Imperial Supply"/>
* Account Number (34)	<input type="text" value="554411245477893"/>
* Account Currency	<input type="text" value="USD - US Dollar"/>
* Address 1 (35)	<input type="text" value="Brock 84"/>
Address 2 (35)	<input type="text" value="Meklenberg Germany"/>
Address 3 (35)	<input type="text"/>

Routing Information	
* Beneficiary Bank	<input type="text" value="Deutch Bank"/> <input type="button" value="Search"/> <input type="button" value="FreeForm Bank"/>
Target Bank	<input type="text" value="999999992 - BankFinancial International Wire"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>
Intermediary Bank	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="FreeForm Bank"/> <input type="button" value="Clear"/>

- The Full Beneficiary Address is required.
 - **Beneficiary Bank** is the foreign bank that will receive the funds.
 - Click FreeForm Bank. Enter the name of the bank in the Bank Name field. Enter the Bank address information in the next three address fields. Enter the SWIFT Code in the Routing Number field and Select SWIFT from the Payment Type drop-down box. (If the SWIFT code is not known, you must contact the Beneficiary of the wire.) Click Add.
 - **Target Bank** is the Domestic bank that will receive the funds and further transfer the funds to the Foreign Beneficiary Bank. **If this is not known, enter 999999992 in the field.** Click Continue.
5. Enter the amount of the wire and the date the wire should be sent. **“Amount”** should be the option selected in the drop-down menu.
 6. Enter any Originator to Beneficiary information in the 4 fields available.
 7. In the Bank to Bank Information fields, enter any additional information that is needed in order to send the wire transfer that was not able to be included in any of the other fields. You will also use these fields to indicate if the wire is to be sent in **Foreign Currency including the currency type and the amount.** To obtain the current rate, please contact Customer Service at 800.894.6900.



Online Business Banking Money Transfer (Wires)

Sender Information
Template no template - free form
Originating Party Account Name Operating Account
Originating Party Account 7047003393 (USD)

Beneficiary Information
Account Name Imperial Supply
Account Number 554411245477893
Account Currency USD - US Dollar
Account Address 1 Brock 84
Account Address 2 Meklenberg Germany

Routing Information
Beneficiary Bank DEDBK445 - Deutch Bank
Target Bank 999999992 - BankFinancial International Wire

Transfer Information
Amount
Send Date

Originator-to-Beneficiary Information
line 1 (35)
line 2 (35)
line 3 (35)
line 4 (35)

Bank-to-Bank Information
line 1 (35)
line 2 (35)
line 3 (35)
line 4 (35)
line 5 (35)
line 6 (35)

Charges and Contacts Information
Charges Ben

8. Click **Submit**.
9. If Approval is required see the Approving Wires section above.