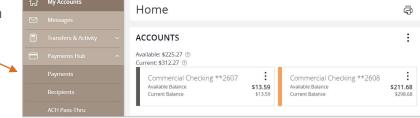
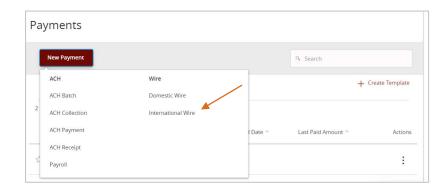
Multi Wire Payment Creation



1. Select the 'Payments Hub' menu and then select 'Payments'.



2. Select 'New Payment' and then 'Domestic' or 'International' Wire from the dropdown.



- Select the checkbox next to 'Use same Subsidiary for all wires' if all wires should contain the same subsidiary. Or leave the checkbox empty to specify the subsidiary individually.
- Select the checkbox next to 'Use same Account for all wires' if all wires should contain the same Account. Or leave the checkbox empty to specify the subsidiary individually.
- Select the checkbox next to 'Use same
 Date for all wires' and enter a date if all
 wires will be processed on the same date.
 Or leave the checkbox empty to specify
 each date individually.
- 6. Select the 'Add multiple recipients' link to setup multiple wires to existing recipients.





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Multi Wire Payment Creation



7. Select the 'Add another wire' link to add just a single wire to the page.



- 8. Enter the 'Recipient/Account', 'Amount', 'From Subsidiary' and 'Account' fields.
- 9. Review all information for accuracy. Then select 'Draft' or 'Approve' to complete the process.

