Quick Reference Guide

Truist Treasury Manager

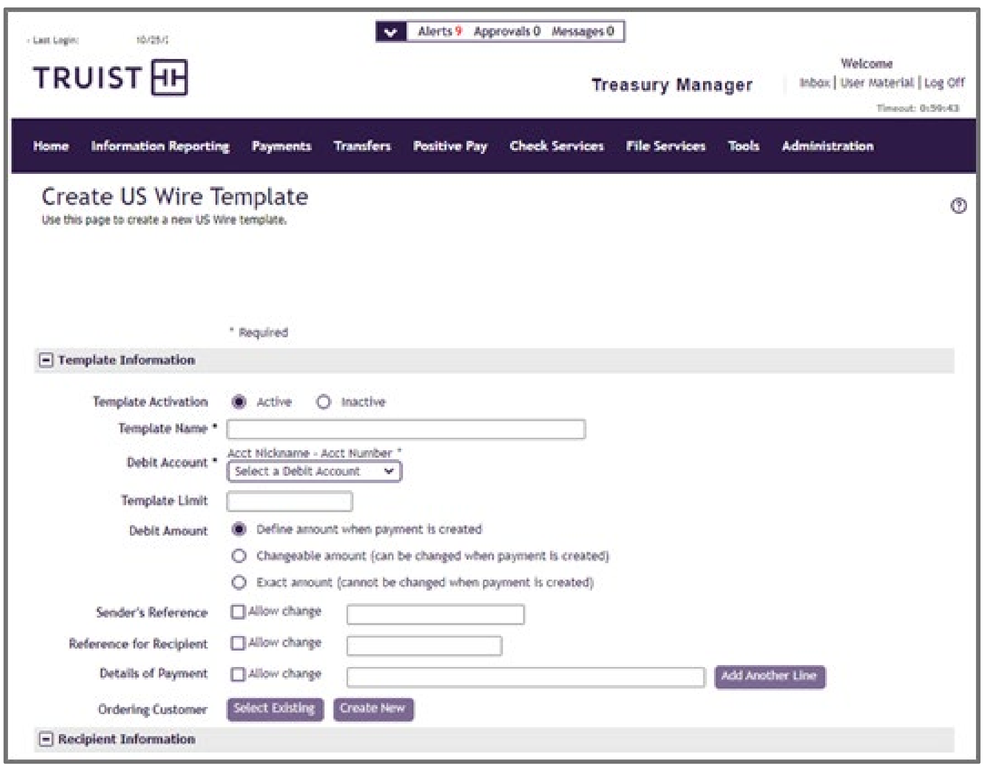
Wire Payment Templates

The Truist Treasury Manager Template Center enables you to create wire templates for wire payment types. Templates can be used to create new payments with greater ease and speed. They also allow you to store recipient, account, and payment amount information for future use.

Creating Wire Templates

To Create a Wire Payment Template

1. From the main menu, select **Payments**, then in the **Create Wire Templates** section, click the payment type for which you want to create a template – for example, US Wire. The Create US Wire Template page displays.



2. Choose whether the template will be **Active** or **Inactive**. Treasury Manager defaults to Active.
3. Enter the **Template Name**.
4. Optionally, enter a **Template Limit**. The Template Limit allows you to set a maximum amount that can be wired using this template.
5. Select a **Debit Amount** option. The Debit Amount options allow you to determine whether the payment amount can be changed when it is created from this template.
6. Specify **Sender's Reference**, **Reference for Recipient**, and **Details of Payment** information as necessary. These fields allow you to determine whether the reference and detail information can be changed when you create a payment from this template.

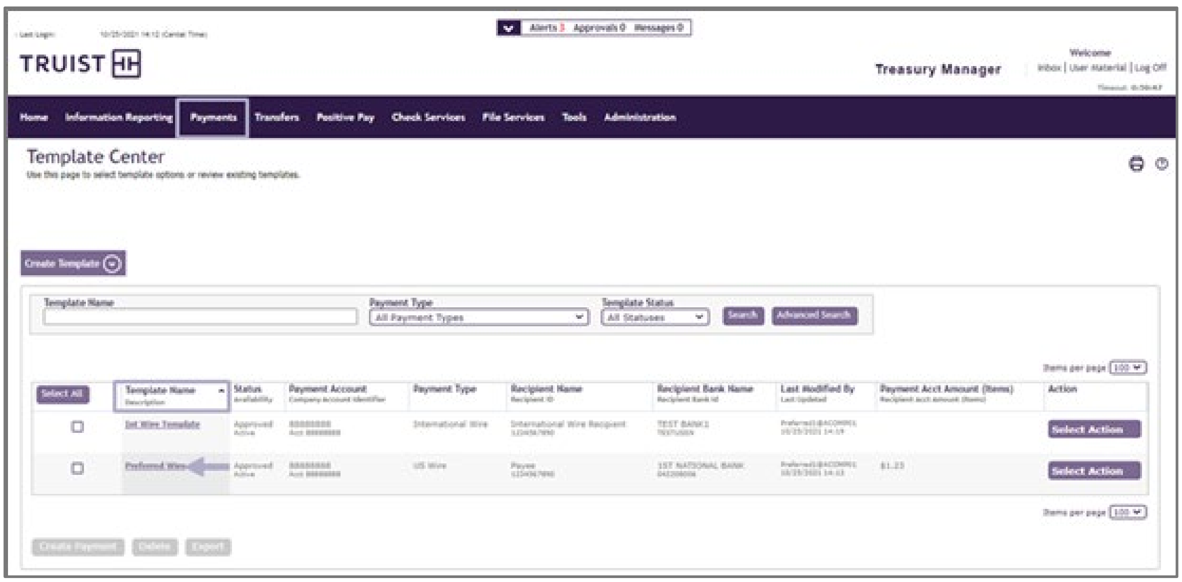
7. Specify the recipient information.
    - If choosing a recipient you have already created, click the **Select Existing** button.
    - If you need to create a new recipient, click the **Create New** button.

8. After specifying recipient information, click the **Continue** button. The **Preview US Wire Template** page displays.
9. Verify the information on the screen, then click the **Submit Template** button. Treasury Manager confirms the template has been successfully created.

Managing Wire Templates

To Edit a Wire Template

1. From the main menu, select **Payments**, and in the **Manage** section, click **Template Center**. The **Template Center** page displays.



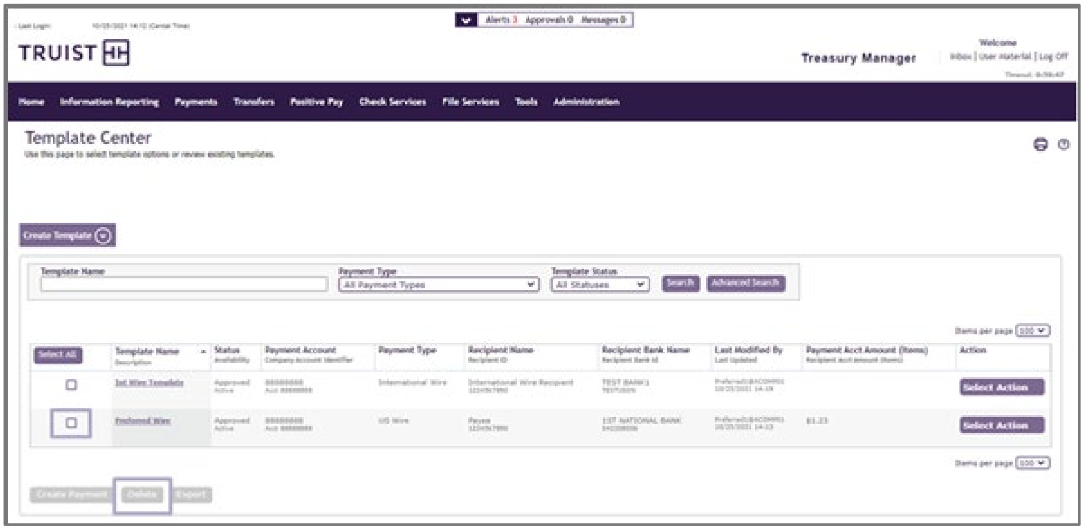
2. From the **Template Name** column, click the link for the template you want to modify.

    Note: Use the search options to locate a specific template.

3. On the **Edit Template** page for the selected payment type, modify the template details as needed. The information that is required for a template varies by payment type.

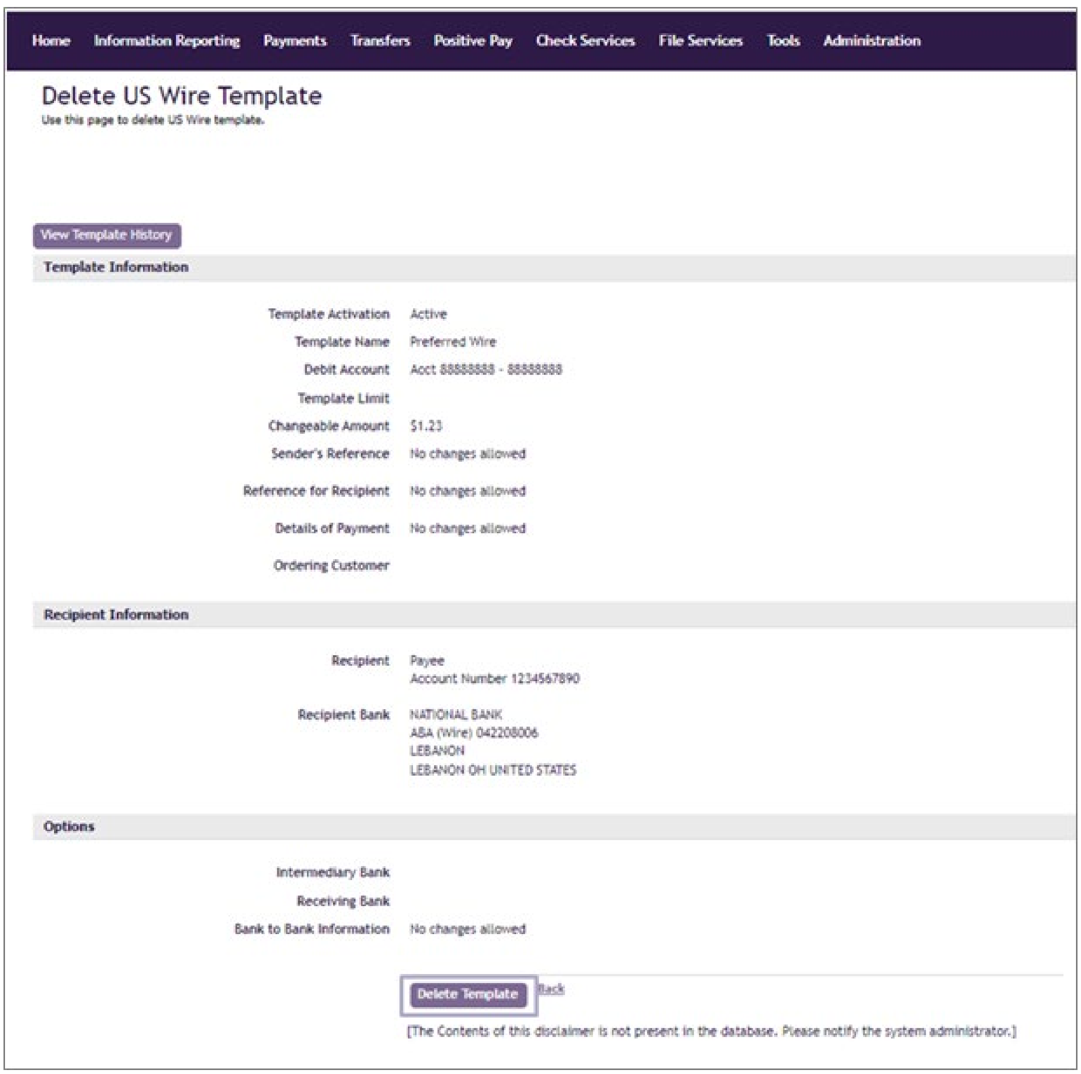
To Delete a Wire Template

1. From the main menu, select **Payments**, and in the **Manage** section, click **Template Center**. The **Template Center** page displays.
2. From the **Select All** column, select the corresponding checkbox for the template you want to delete.



3. Click the **Delete** button. The **Delete US Wire Template** page displays.

4. Verify you are deleting the correct template, then click the **Delete Template** button. Treasury Manager confirms the wire template has been successfully deleted.



Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.