



Atlantic Capital

Atlantic Capital Exchange

Quick Reference Guide

Creating Domestic and US dollar International Wire

Select **Wire Transfer** from the **Payments & Transfers** tab.

- Select **Manage Templates** link from the navigation pane.
- Click the **Create Template** icon. You have two options:
 - Create a Free Form template
 - Create a template from 'Select Payee' which uses data for a beneficiary already saved in ACE.

NOTE: Beneficiary data must include all of the following: account number, name and address.

- Select either Repetitive Template or Semi-Repetitive Template.
 - When creating a template, Repetitive Templates allow entry of all fields but only the date can be modified when creating the wire.
 - Semi-Repetitive templates do not allow entry of the amount and optional reference fields, but payment date, amount and optional references fields can be editing when creating the wire.
- Create a name for the template.
- Click Save Template icon.