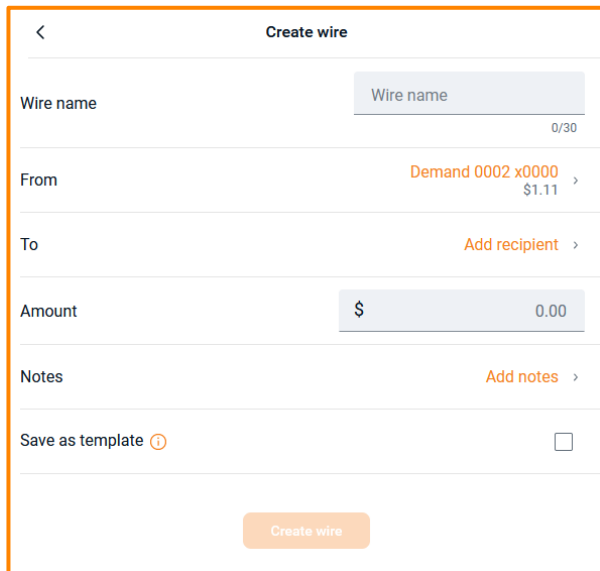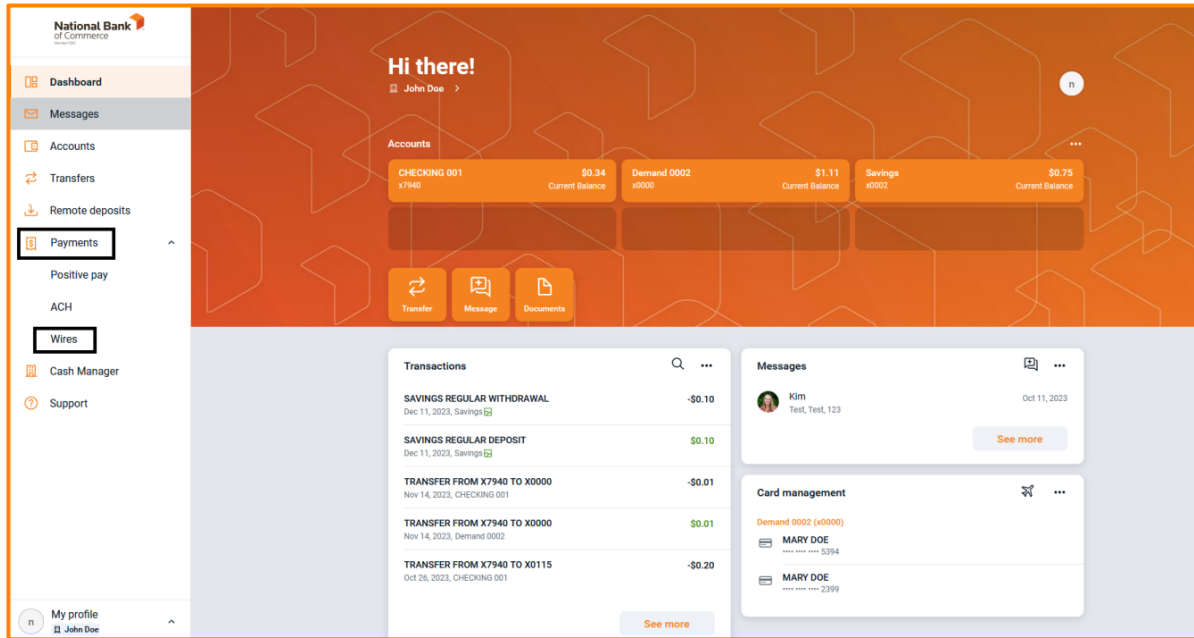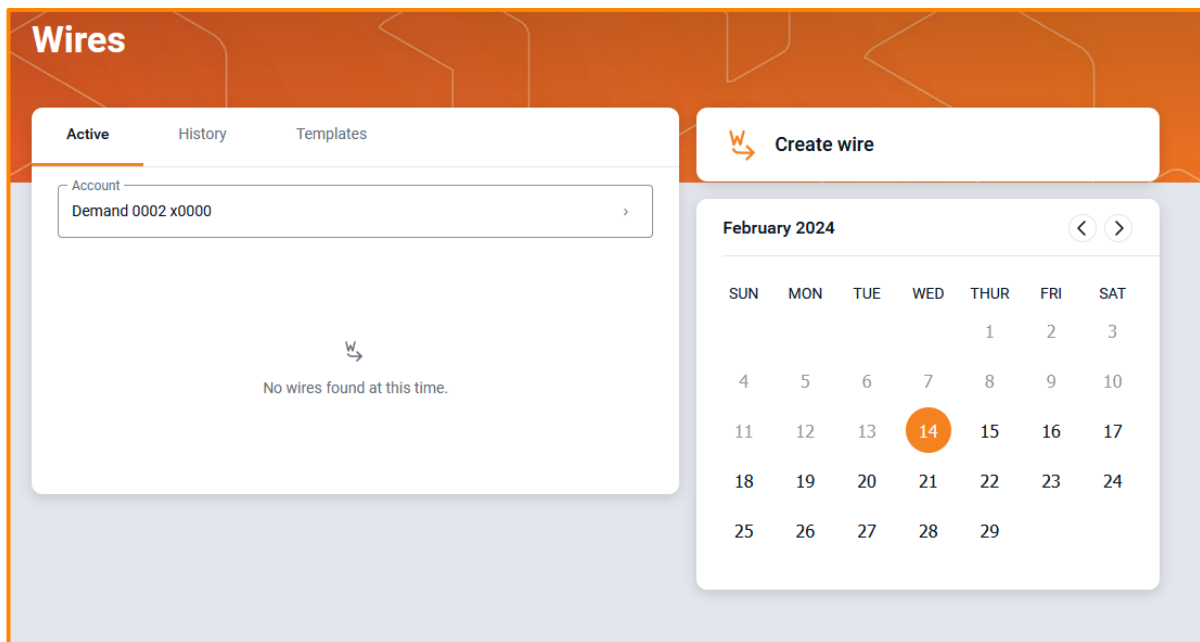# How to Send a Wire in Banno Business

Navigate to the **Payments** drop-down menu and select **Wires**:

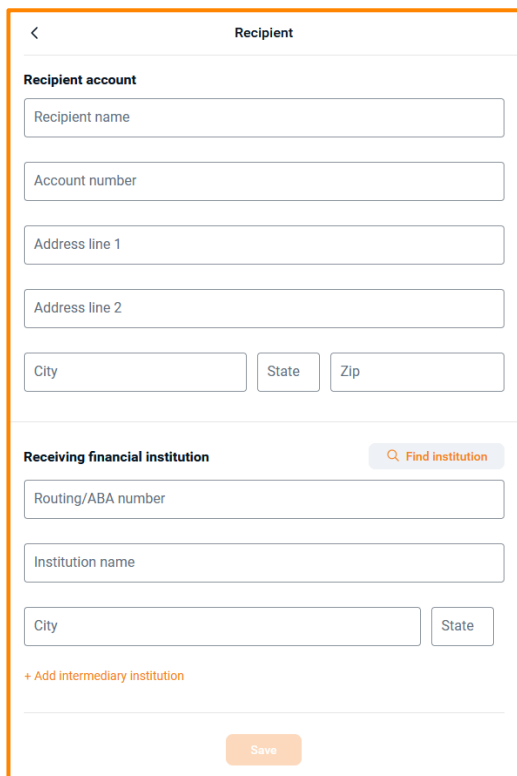On the wires menu select **Create wire**:

The wire creation menu will populate, name your wire, select the pay from account, and amount. To enter in the beneficiary information select **Add recipient**:

|	Create wire	
Wire name	Wire name	
		0/30
From	Demand 0002 x0000	>
	$1.11	
To	Add recipient	>
Amount	$	0.00
Notes	Add notes	>
Save as template ⓘ	☐	

Create wire

On the Recipient entry page, you will fill out the required payment information. If an intermediary institution is being utilized, you can select that at the bottom of the page. Once the information is filled out click **Save** at the bottom of the page:
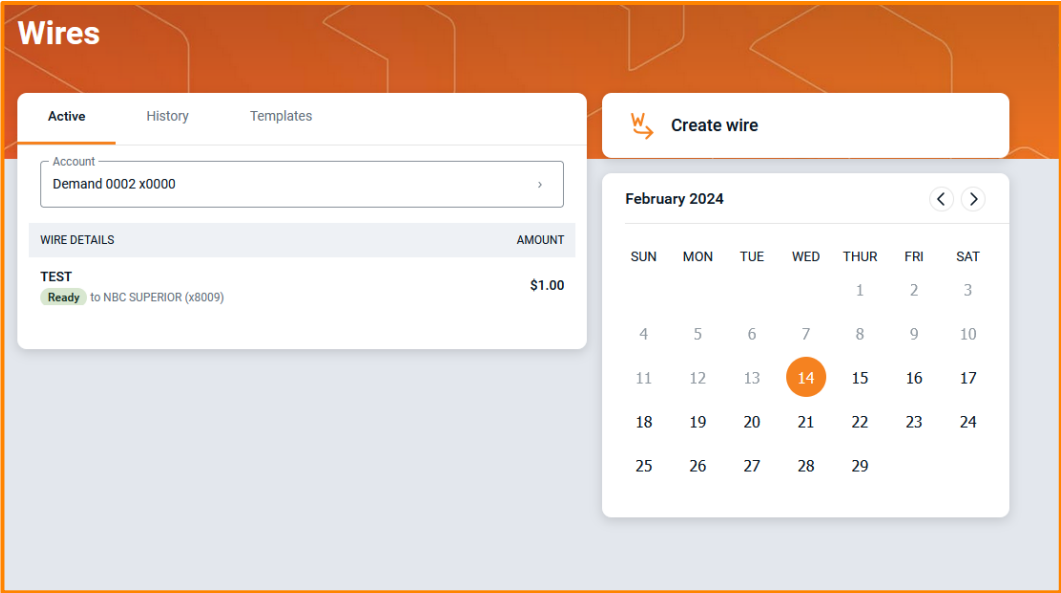
<   **Recipient**

Recipient account

Recipient name

Account number

Address line 1

Address line 2

City	State	Zip

Receiving financial institution   🔍 Find institution

Routing/ABA number

Institution name

City	State

+ Add intermediary institution

Save

Once you select **Save** you will be taken back to the main wire screen, with all information entered you will be able to select **Create wire**. You will receive the below creation message but will still need to initiate the wire on the main wire menu page:
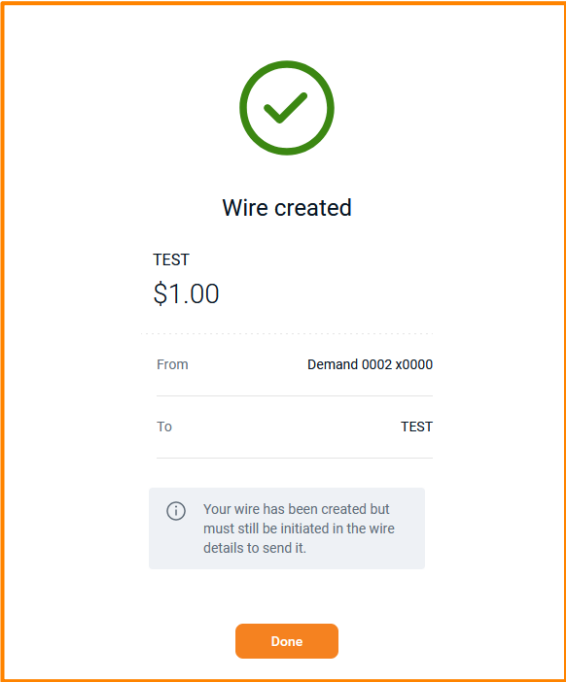
Select your wire from the Active wire listing:

Select **Review and initiate**:

Wire details   🗑 ✕

TEST Ready   Edit ›

$1.00

From   Demand 0002

Recipient details

Recipient name   TEST

Account number   9074958009

Address   12345
                    Superior, WI 54880

Receiving institution

Institution name   NBC SUPERIOR

Routing number   091800028

Address   SUPERIOR, WI

Review and initiate