Wire Manager

CLIENT USER GUIDE

American Community

BANK & TRUST

Contents

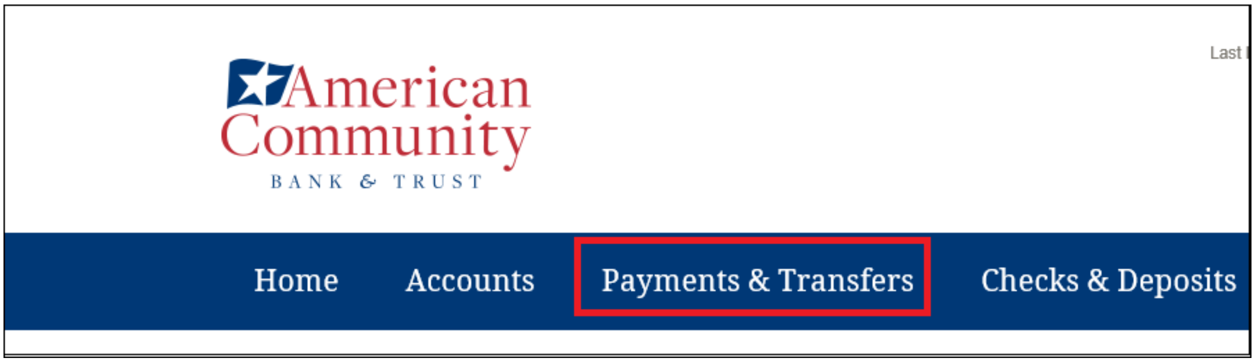
Self Admin rights require dual control. Single control users require the bank to set up all templates.

With Self Admin rights in Wire, a user can have the following capabilities depending on requested access.

I. Access Wire Self Admin

Users can access Self Admin through their Business Online Banking account.

1. From the Home Page; select “Payment & Transfers”.



2. From Payments & Transfers; select “Wire”

Depending on access given, the following options will be available:

- Inquire Wire Transfer
- Change Wire Transfer
- New Wire Transfer
- New Wire Transfer Using Existing Transfer

- Delete Wire Transfer
- Review Wire Transfer
- Wire Transfer Template
- Review Wire Transfer Template
- Multiple Wire Transfer Using Template

II. Inquire Wire Transfer

1. To inquire a specific **outgoing** wire transfer, select from any of the following:

- Transfer Type
- Date Range (Preferred)
- Amount Range

2. Wire Manager will allow you to search beginning from the initial wire transaction to the current date.
3. The wire history will provide the following information for each wire:

- Date
- Beneficiary
- IMAD (If applicable)
- Amount
- Reference number
- Status
- Wire Number

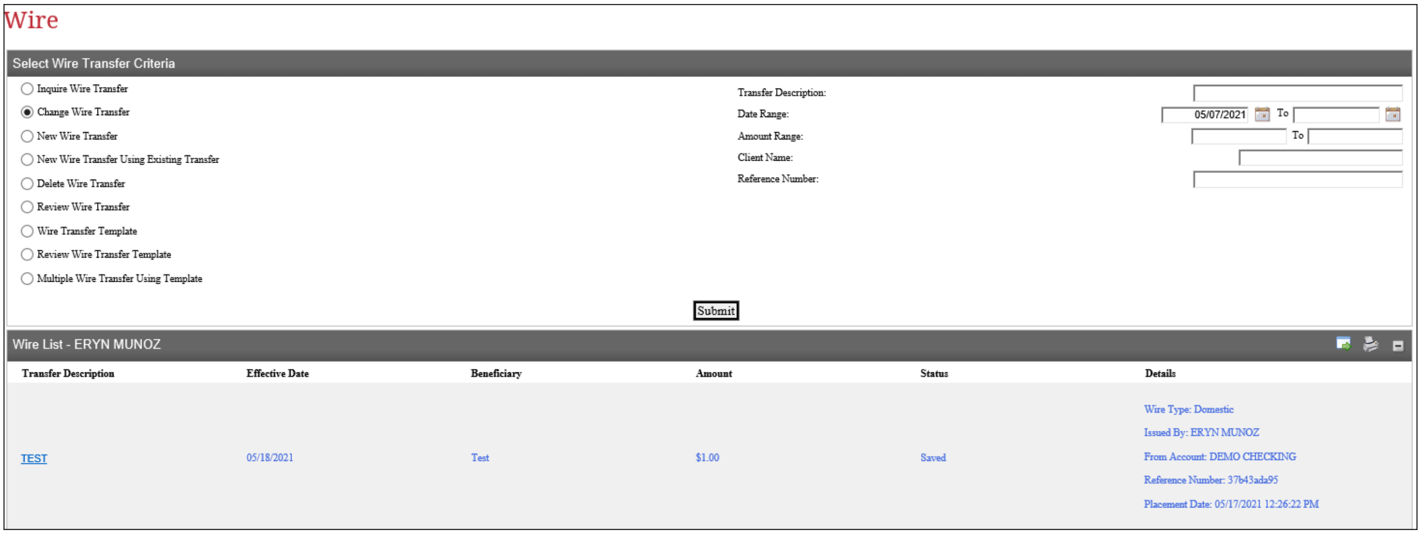
Confirmations for Outgoing Wires

Date	Beneficiary	IMAD	Amount	Reference Number	Status	Wire Number
Apr 14, 2021	LESLEY ROLL	20210414GMQFMP01011072	$150.03	4db4c838b5	Complete	28504
Apr 13, 2021	LESLEY ROLL	20210413GMQFMP01010623	$2.02	a20496a9d1	Complete	28499
Apr 06, 2021	ACBT TEST		$2.00	5cd452cbb4	Disapproved	28310
Apr 05, 2021	ACBT TEST		$2.00	18b42f1bf2	Disapproved	28327
Apr 05, 2021	LESLEY ROLL		$500,000.01	f0c487daee	Disapproved	28326

More wire confirmations

III. Change Wire Transfer

The only wire transfers that are able to be changed are transfers that were set to “Saved” or are still pending 2nd approval.



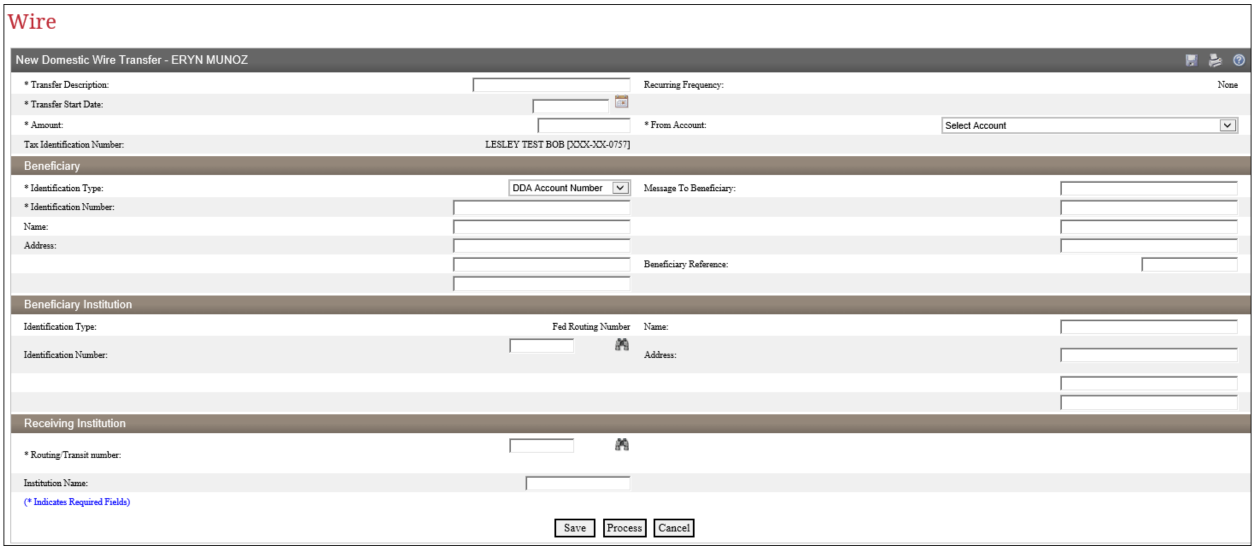
1. To change a wire transfer, select “Change Transfer” and set the date range from the menu option.
2. Select “Submit”.
3. Select the hyperlink under “Transfer Description” of the pending wire that you wish to make changes to.
4. The original wire request will come up. This is where the changes can be made.
5. Once all updates have been made, select “Process”.
    a. Select “Cancel” to not save any updates made.
    b. Select “Save” to continue saving the wire request. When selecting “Save”, the wire will not be processed.

IV. New Wire Transfer

A. Domestic

To create a new domestic wire, select New Wire Transfer; Wire Type: Domestic; Submit.

All selections below with an * are required.



1. Transfer Description (required)
2. Transfer Start Date (required)
3. Amount (required)
4. From Account (required)

Beneficiary Information

1. Identification Type: Select from the drop down. (required)
2. Identification # (ie. Account number - required)
3. Name
4. Address (if applicable)
5. Message to Beneficiary (if applicable)
6. Beneficiary Reference (if applicable)

Beneficiary Institution

1. Identification Type: Will always be set to Routing #
2. Identification Number: Routing # to be entered. (required)
3. Name (will auto populate)
4. Address (will auto populate)

Receiving Institution

1. Routing # (required)
2. Institution Name: Will populate after Routing # input.

Once all information has been entered, select “Save” to process at a later time or select “Process” to initiate the transfer.

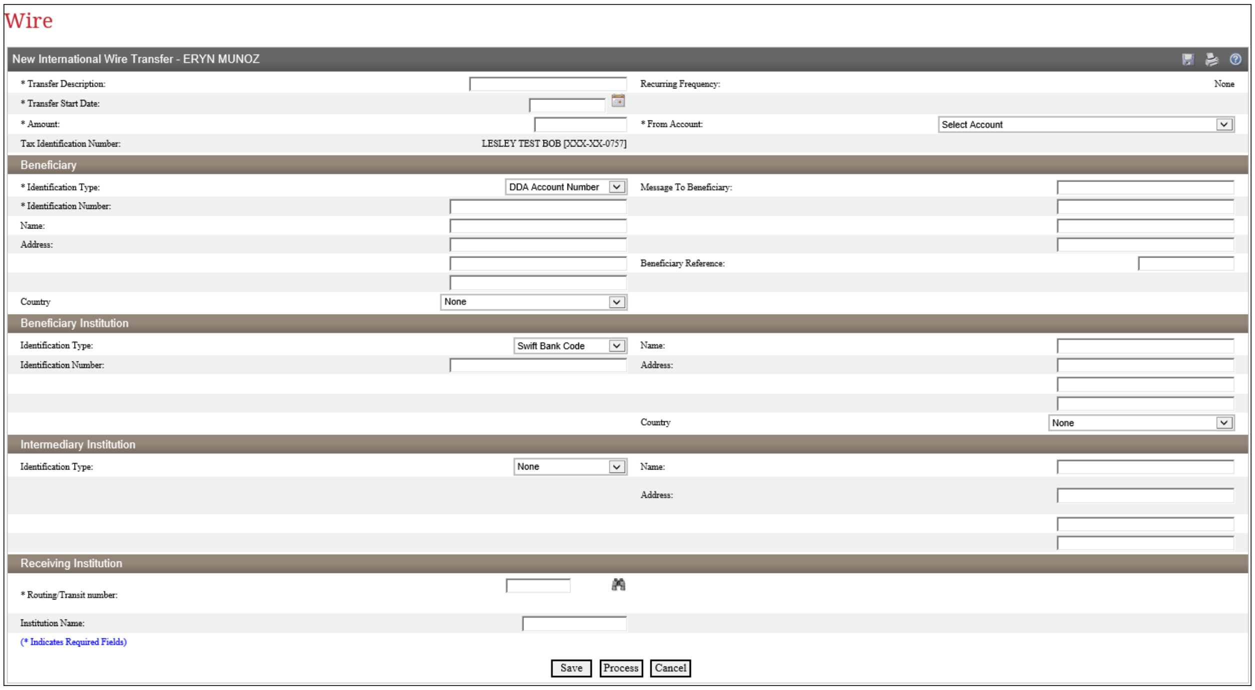
If a client is on dual control, an approver is required to log in separately and approve the wire before it is sent out.

B. International

****USD International wires can be completed via Self Admin online. FX International wires must be completed offline.****

To create a new international wire, select New Wire Transfer; Wire Type: International; Submit.

All selections below with an * are required.



1. Transfer Description (required)
2. Transfer Start Date (required)
3. Amount (required)
4. From Account (required)

Beneficiary Information

1. Identification Type: Select from the drop down (required).
2. Identification # (ie. Account number - required)
3. Name
4. Address
5. Country
6. Message to Beneficiary (if applicable)
7. Beneficiary Reference (if applicable)

Beneficiary Institution

1. Identification Type: Select from the drop down (required).
2. Identification Number: SWIFT Bank Code (required).
3. Bank Name
4. Bank Address

Receiving Institution

1. Routing # (required) - This will be the Intermediary bank routing # (Can obtain from ACBT)
2. Institution Name: Will populate after Routing # input.

Once all information has been entered, select “Save” to process at a later time or select “Process” to initiate the transfer.

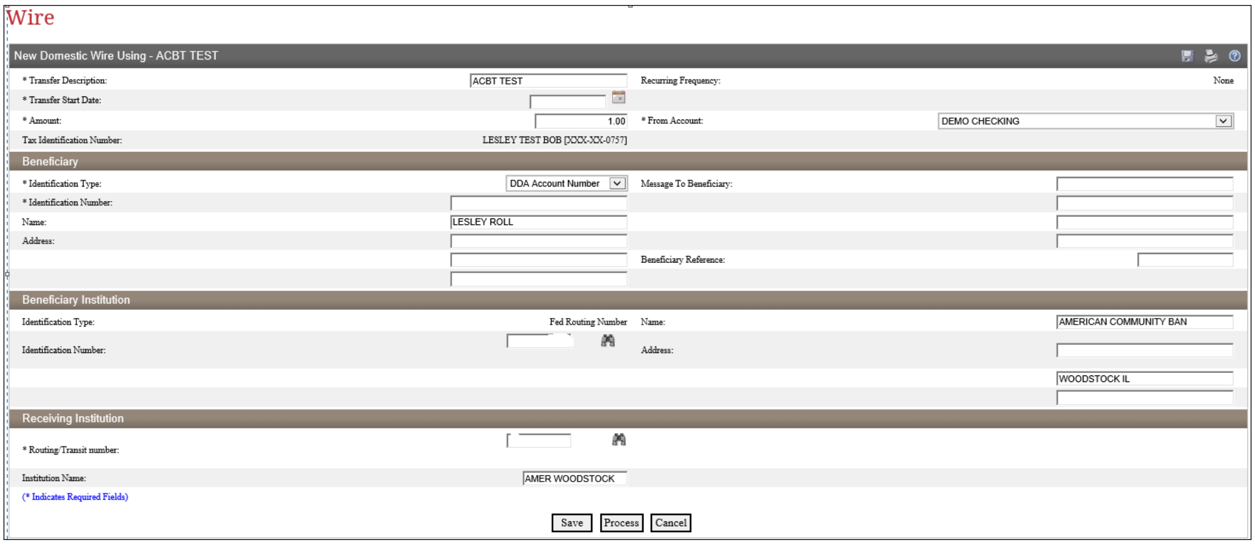
If a client is on dual control, an approver is required to log in separately and approve the wire before it is sent out.

C. New Wire Transfer Using Existing Transfer

To utilize this feature, select the "New Wire Transfer Using Existing Transfer" radio button and select "Submit". This feature should be used when the beneficiary information remains the same.

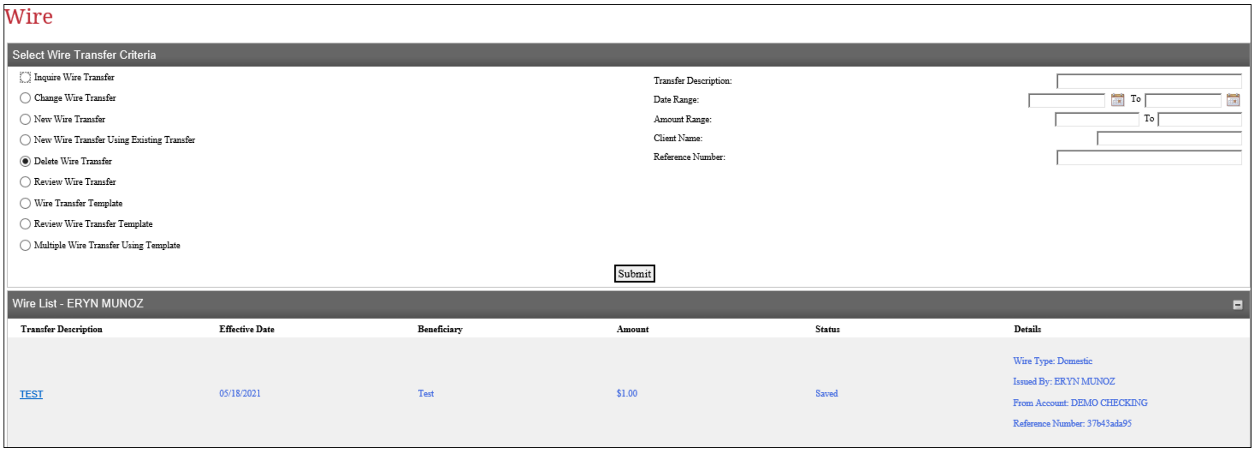
All prior wire transfers will populate. These can be filtered by entering a transfer description or wire type (Domestic or International).

1. Select the "Transfer Description" of the wire to be copied. The wire form will appear.
2. All wire information can be updated.
3. Select "Process" once complete.

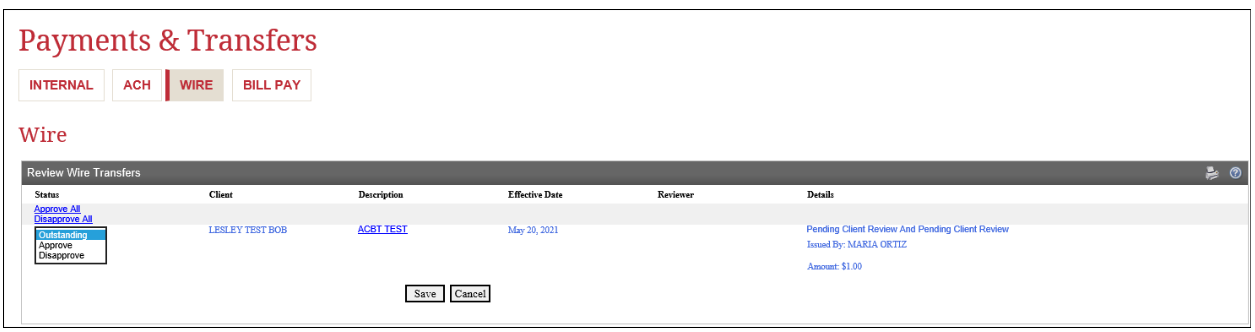


D. Delete Wire Transfer

The only wire transfers that are able to be deleted are transfers that were set to "Saved" or are still pending 2nd approval.



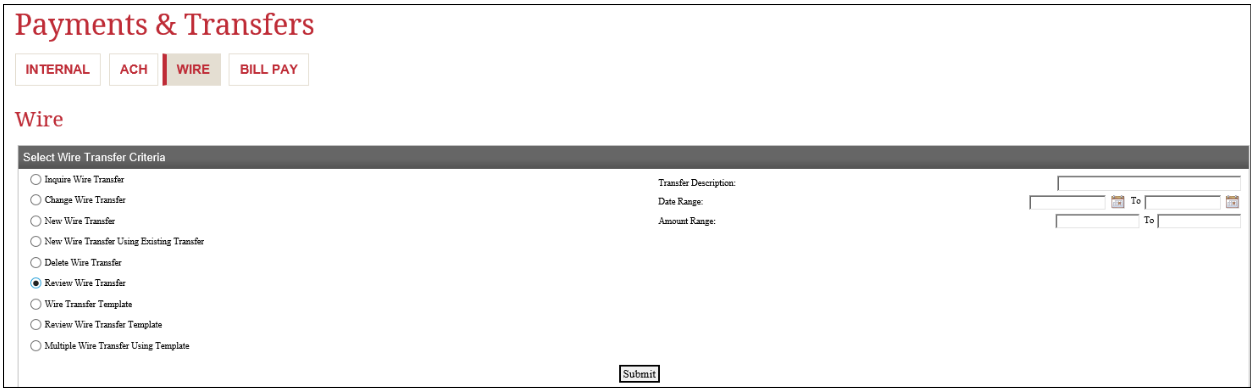
1. To delete a wire transfer, select "Delete Wire Transfer" and change the date range from the menu option.
2. Select "Submit".
3. Select the hyperlink under "Transfer Description" of the pending wire to make changes to.
4. The original wire request will come up.
5. Select "Done". This will delete the transfer.



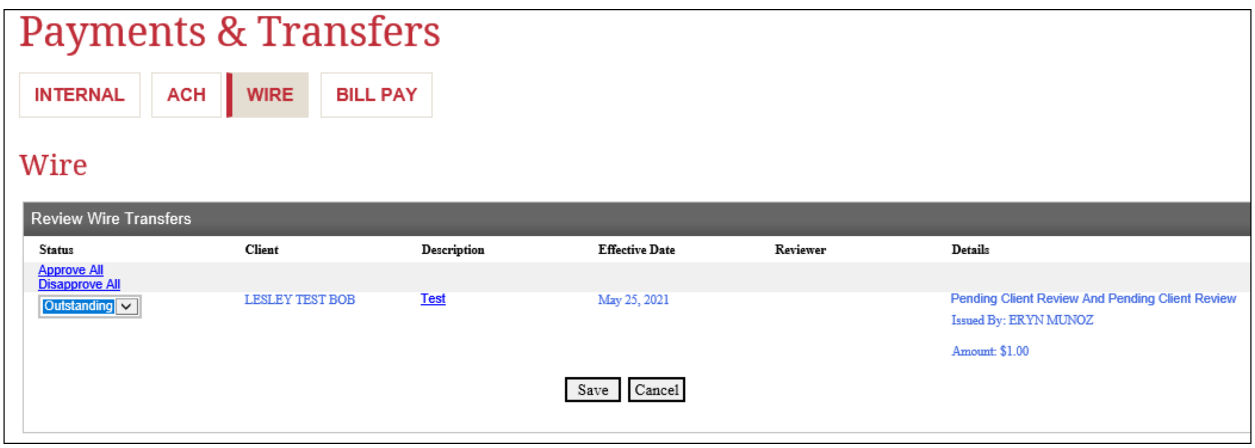
E. Review Wire Transfer

Both Domestic and International wire transfers pending approval will be located under the “Review Wire Transfer” option within Business Online Banking.

1. To approve a pending wire transfer, select “Review Wire Transfer” and select “Submit”.
    a. The following options are available to filter the results, but this is optional.
        - Transfer Description
        - Date Range
        - Amount Range

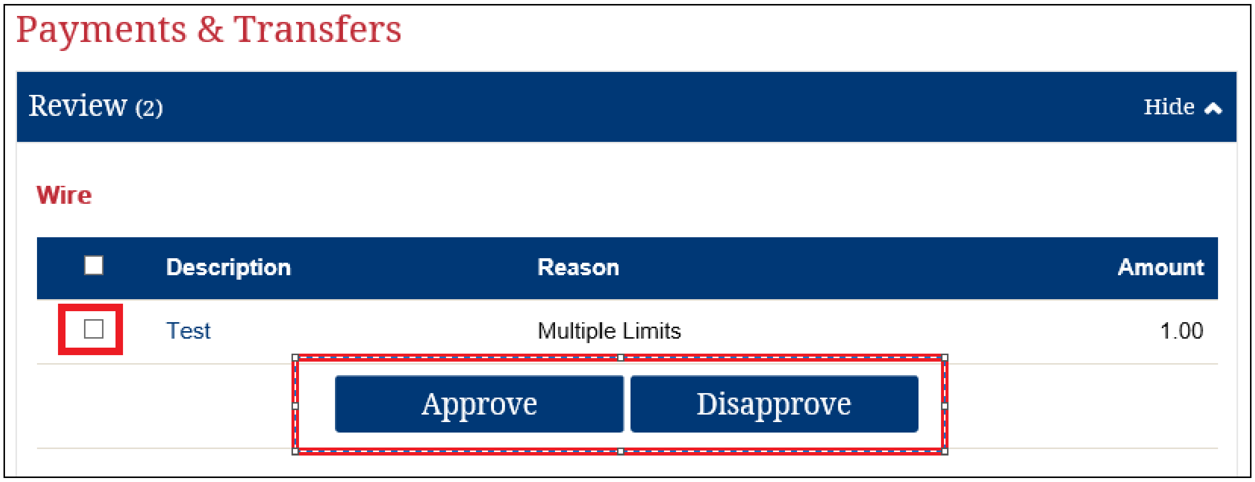


2. Review and confirm the wire information input is accurate. This can be completed by selecting the hyperlink under “Description”.



3. Once the information has been verified, select from the “Status” drop down. The options are Outstanding, Approved or Disapproved.
4. Select “Save”.

Another way to approve the wire is from the home screen of Business Online Banking.



1. Review and confirm the wire information input is accurate. This can be completed by selecting the hyperlink under "Description".
2. Once information is confirmed, select the check box then "Approved" or "Disapproved".

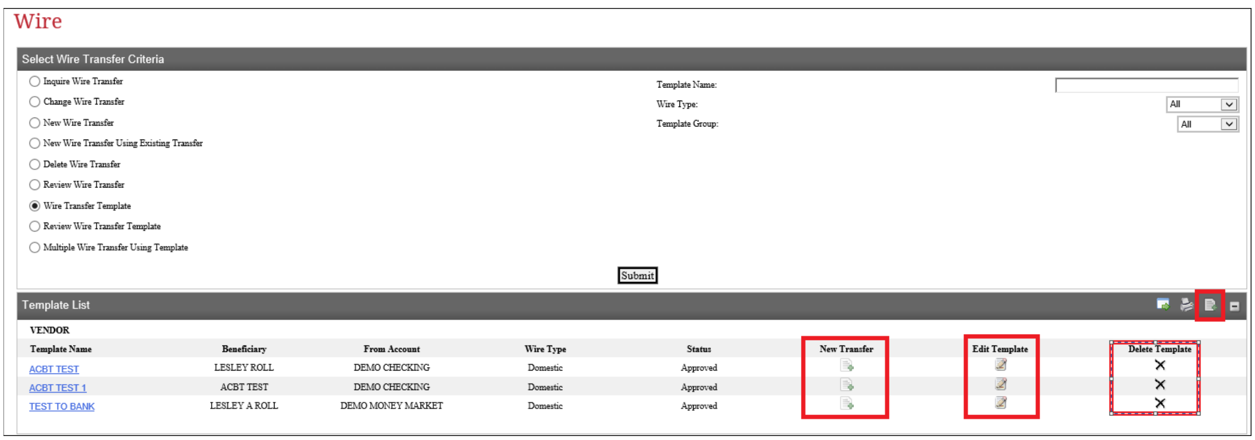
F. Wire Transfer Template

A wire transfer template can be created including all pertinent information minus the amount. This can be housed for future use.

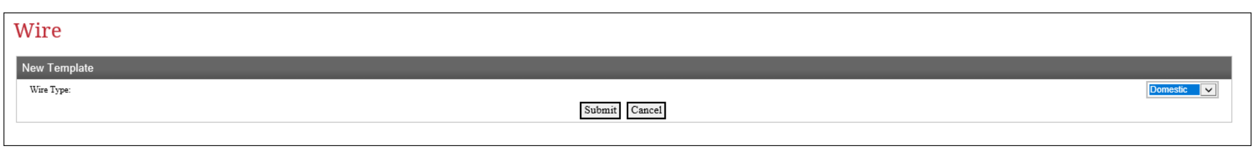
The following information can be included in the template:

- Template Name
- From Account
- Template Group (ex. Vendor Payments)
- User Access – what employees will have access to template.
- Beneficiary Information
- Beneficiary Institution
- Receiving Institution

1. To create a new template, select “Wire Transfer Template” then “Submit”.
2. All wire templates will be populated. To create a new template, select the paper image in the gray bar.



3. The following screen will appear. Select “Domestic” or “International” from the dropdown then “Submit”.



Domestic:

1. Template Name (required)
2. Default Amount
3. From Account

User Access

1. Select what users will have access to specific template.

Beneficiary Information

1. Identification Type: Select from the drop down. (required)
2. Identification # (ie. Account number - required)
3. Name
4. Address (if applicable)
5. Message to Beneficiary (if applicable)
6. Beneficiary Reference (if applicable)

Beneficiary Institution

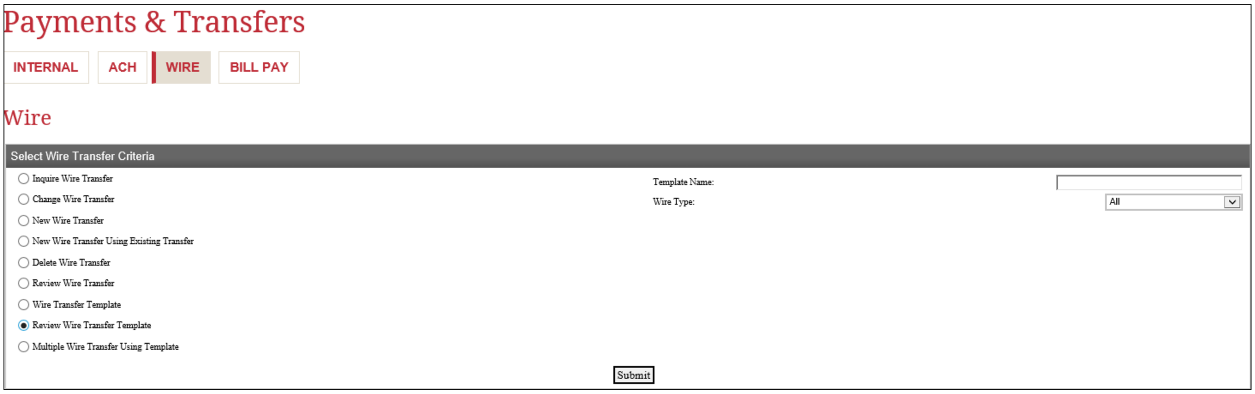
5. Identification Type: Will always be set to Routing #
6. Identification Number: Routing # to be entered. (required)
7. Name (will auto populate)
8. Address (will auto populate)

Receiving Institution

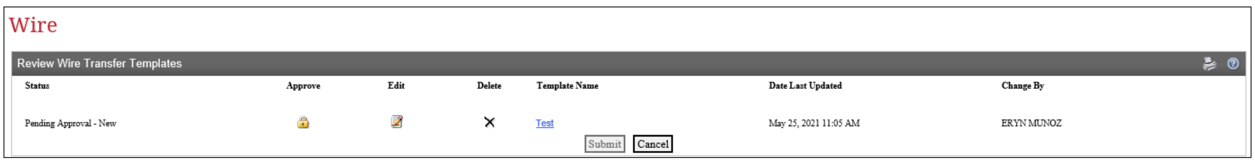
3. Routing # (required)

G. Review Wire Transfer Template

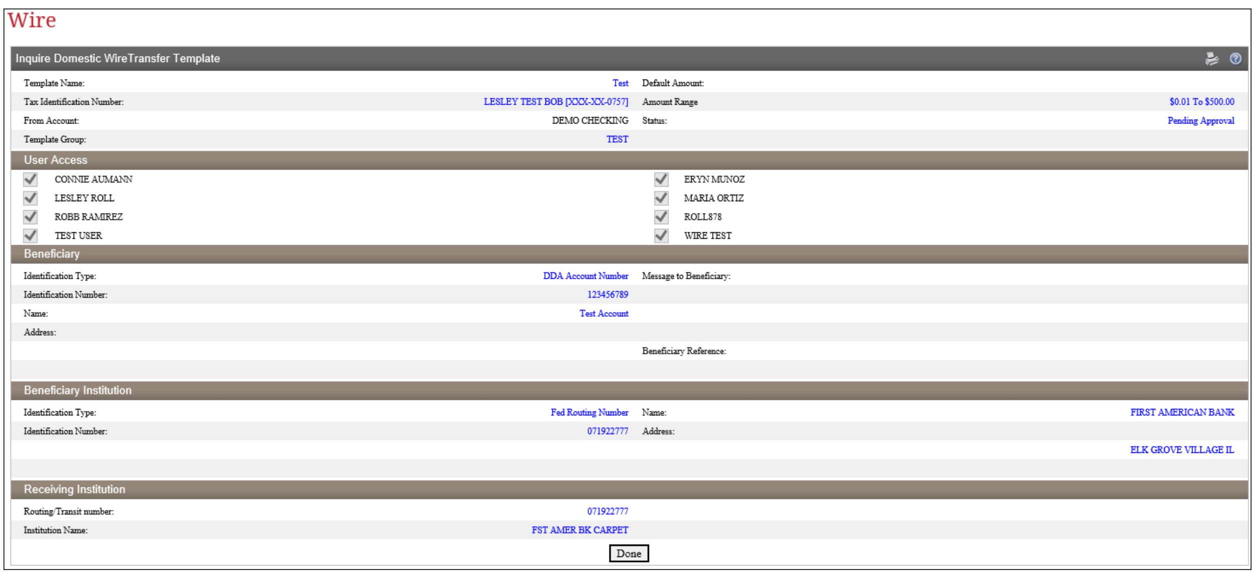
Both domestic and international wire transfer templates pending approval will be located under the “Review Wire Transfer Template” within Business Online Banking.



1. To approve a wire transfer template, select “Review Wire Transfer Template”, then “Submit”.
2. Any pending templates needing approval will be listed.



3. To review the content of the template, select the hyperlink under “Template Name”.
4. Review all information and select “Done”.

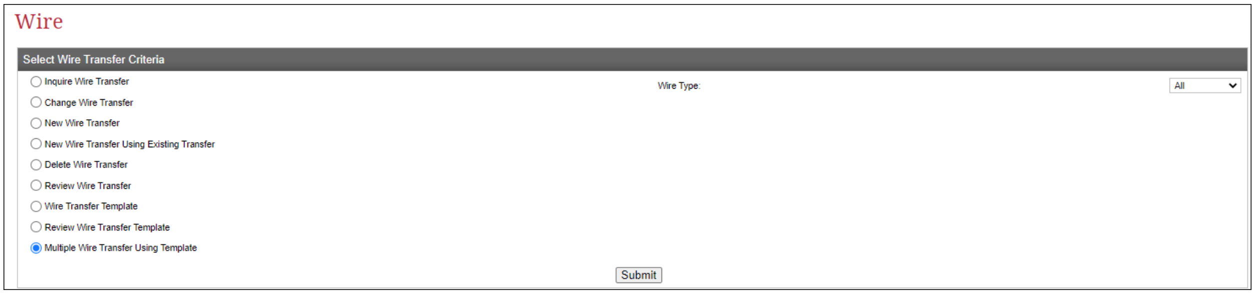


5. To approve, select the check box under “Approve” and select “Submit”. Then select “Save”.
6. The template will now be approved and is ready to be used.

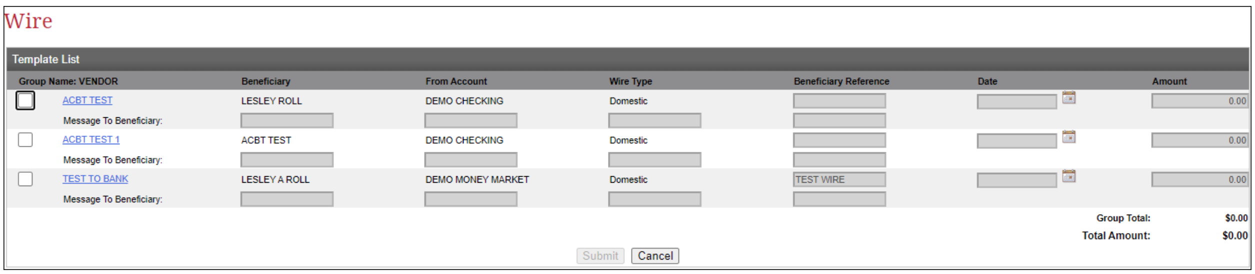
H. Multiple Wire Transfer Using Template

The purpose of this option is to send multiple wires at one time utilizing wire templates created.

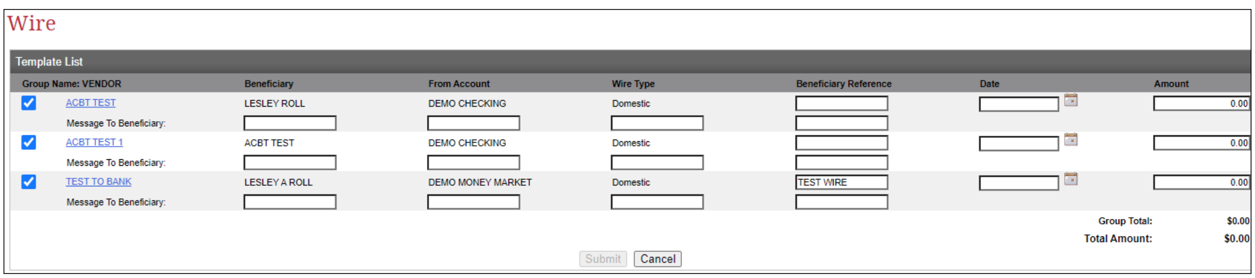
1. To utilize this feature, select “Multiple Wire Transfer Using Template”, then “Submit”.



2. This will bring up all available domestic and international templates to use.

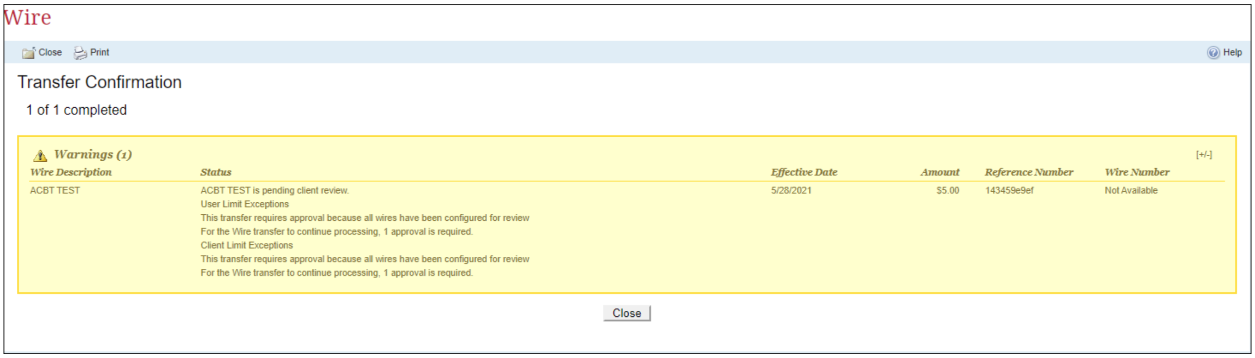


3. To utilize one or multiple, select the check box located at the left of the vendor name.



4. By selecting the checkbox, this will allow updates to be made to the following:
   - Date
   - Amount

5. Once all required updates are completed, select “Submit”.
6. If dual approval is needed, the following box will appear:



7. The approver can then log in to approve the wire. Follow the steps to review the wire transfer.