

Wire Manager

CLIENT USER GUIDE



Contents

| | |
|--|----|
| I. Access Wire Self Admin: | 3 |
| II. Inquire Wire Transfer: | 4 |
| III. Change Wire Transfer: | 5 |
| IV. New Wire Transfer | 6 |
| A. Domestic | 6 |
| B. International | 8 |
| C. New Wire Transfer Using Existing Transfer | 10 |
| D. Delete Wire Transfer | 11 |
| E. Review Wire Transfer | 12 |
| F. Wire Transfer Template | 14 |
| G. Review Wire Transfer Template | 16 |
| H. Multiple Wire Transfer Using Template | 17 |



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 | 48b4c838b5 | 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 | 18b42f1b2 | Disapproved | 28327 |
| Apr 05, 2021 | LESLEY ROLL | | \$500,000.01 | fd6487dae | 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.

Wire

Select Wire Transfer Criteria

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

Transfer Description: _____
Date Range: 05/07/2021 To _____
Amount Range: _____ To _____
Client Name: _____
Reference Number: _____

Submit

Wire List - ERYN MUNOZ

| Transfer Description | Effective Date | Beneficiary | Amount | Status | Details |
|----------------------|----------------|-------------|--------|--------|---|
| TEST | 05/18/2021 | Test | \$1.00 | Saved | Wire Type: Domestic Issued By: ERYN MUNOZ From Account: DEMO CHECKING Reference Number: 37b43ada95 Placement Date: 05/17/2021 12:26:22 PM |

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.

Wire

New Domestic Wire Transfer - ERYN MUNOZ

* Transfer Description: Recurring Frequency: None

* Transfer Start Date:

* Amount: * From Account:

Tax Identification Number: LESLEY TEST BOB [DOXX-XX-0757]

Beneficiary

* Identification Type: Message To Beneficiary:

* Identification Number:

Name:

Address:

Beneficiary Reference:

Beneficiary Institution

Identification Type: Fed Routing Number: Name:

Identification Number: Address:

Receiving Institution

* Routing/Transit number:

Institution Name:

(* Indicates Required Fields)

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.

Wire

New International Wire Transfer - ERYN MUNOZ

* Transfer Description: Recurring Frequency: None

* Transfer Start Date:

* Amount: * From Account: Select Account

Tax Identification Number: LESLEY TEST BOB [DCCC-XX-0757]

Beneficiary

* Identification Type: DDA Account Number Message To Beneficiary:

* Identification Number:

Name:

Address:

Beneficiary Reference:

Country: None

Beneficiary Institution

Identification Type: Swift Bank Code Name:

Identification Number: Address:

Country: None

Intermediary Institution

Identification Type: None Name:

Address:

Receiving Institution

* Routing/Transit number:

Institution Name:

(* Indicates Required Fields)

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.

Wire

New Domestic Wire Using - ACBT TEST

* Transfer Description: ACBT TEST Recurring Frequency: None

* Transfer Start Date: * Amount: 1.00 * From Account: DEMO CHECKING

Tax Identification Number: LESLEY TEST BOB [0000-000-0757]

Beneficiary

* Identification Type: DDA Account Number Message To Beneficiary:

* Identification Number:

Name: LESLEY ROLL

Address:

Beneficiary Reference:

Beneficiary Institution

Identification Type: Fed Routing Number: Name: AMERICAN COMMUNITY BAN

Identification Number: Address:

Receiving Institution

* Routing/Transit number:

Institution Name: AMER WOODSTOCK

(* Indicates Required Fields)

Save Process Cancel



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.

Wire

Select Wire Transfer Criteria

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

Transfer Description: _____
Date Range: _____ To _____
Amount Range: _____ To _____
Client Name: _____
Reference Number: _____

Wire List - ERYN MUNOZ

| Transfer Description | Effective Date | Beneficiary | Amount | Status | Details |
|----------------------|----------------|-------------|--------|--------|---|
| TEST | 05/18/2021 | Test | \$1.00 | Saved | Wire Type: Domestic Issued By: ERYN MUNOZ From Account: DEMO CHECKING Reference Number: 37643ada95 |

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.

Payments & Transfers

Wire

Review Wire Transfers

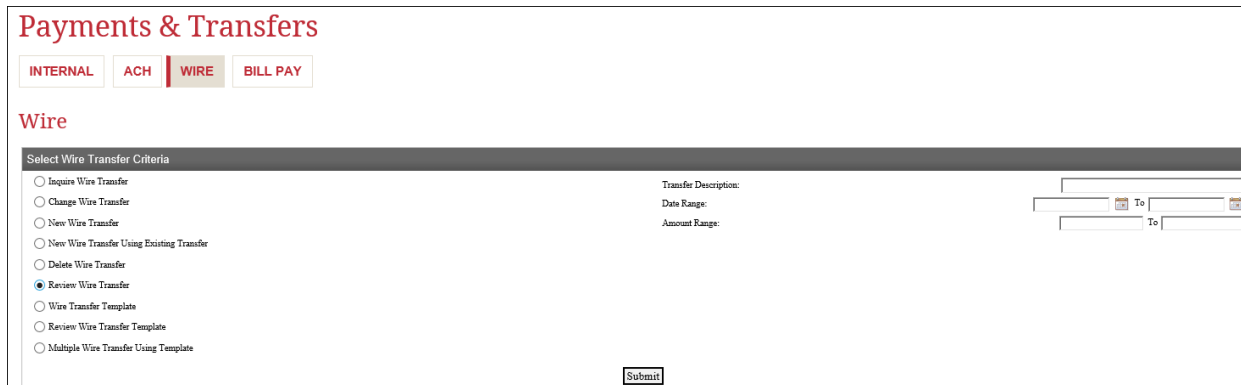
| Status | Client | Description | Effective Date | Reviewer | Details |
|--|-----------------|---------------------------|----------------|----------|---|
| Outstanding Approve Disapprove | LESLIE TEST BOB | ACBT TEST | May 20, 2021 | | Pending Client Review And Pending Client Review Issued By: MARIA ORTIZ Amount: \$1.00 |



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



Payments & Transfers

INTERNAL ACH **WIRE** BILL PAY

Wire

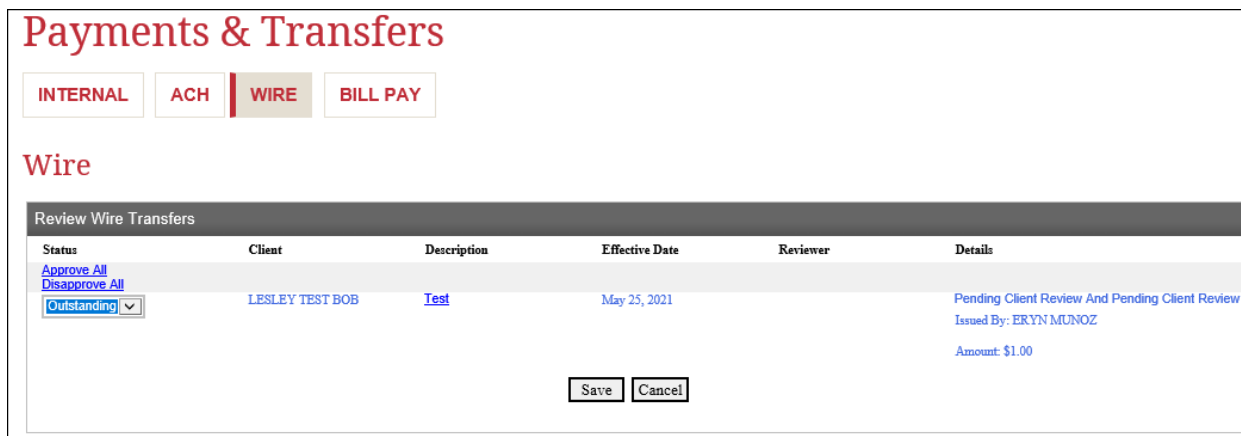
Select Wire Transfer Criteria

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

Transfer Description: _____
Date Range: _____ To _____
Amount Range: _____ To _____

Submit

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



Payments & Transfers

INTERNAL ACH **WIRE** BILL PAY

Wire

Review Wire Transfers

| Status | Client | Description | Effective Date | Reviewer | Details |
|--|-----------------|----------------------|----------------|----------|--|
| Approve All Disapprove All Outstanding | LESLEY TEST BOB | Test | May 25, 2021 | | Pending Client Review And Pending Client Review Issued By: ERYN MUNOZ Amount: \$1.00 |

Save Cancel

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.

Payments & Transfers

Review (2) Hide ▲

Wire

| <input type="checkbox"/> | Description | Reason | Amount |
|--------------------------|-------------|-----------------|--------|
| <input type="checkbox"/> | Test | Multiple Limits | 1.00 |

[Approve](#) [Disapprove](#)

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.

Wire

Select Wire Transfer Criteria

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

Template Name: _____
Wire Type: All
Template Group: All

Submit

Template List

| Vendor | Template Name | Beneficiary | From Account | Wire Type | Status | New Transfer | Edit Template | Delete Template |
|--------|------------------------------|---------------|-------------------|-----------|----------|--------------|---------------|-----------------|
| | ACBT TEST | LESLEY ROLL | DEMO CHECKING | Domestic | Approved | | | |
| | ACBT TEST 1 | ACBT TEST | DEMO CHECKING | Domestic | Approved | | | |
| | TEST TO BANK | LESLEY A ROLL | DEMO MONEY MARKET | Domestic | Approved | | | |

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

Wire

New Template

Wire Type: Domestic

Submit Cancel

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.

Payments & Transfers

INTERNAL | ACH | **WIRE** | BILL PAY

Wire

Select Wire Transfer Criteria

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

Template Name:
 Wire Type:

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

Wire

Review Wire Transfer Templates

| Status | Approve | Edit | Delete | Template Name | Date Last Updated | Change By |
|------------------------|---------|------|--------|----------------------|-----------------------|------------|
| Pending Approval - New | | | | Test | May 25, 2021 11:05 AM | ERYN MUNOZ |

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

Wire

Inquire Domestic Wire Transfer Template

Template Name: [Test](#) Default Amount:
 Tax Identification Number: [LESLEY TEST BOB \[XXX-XXX-0757\]](#) Amount Range: [\\$0.01 To \\$500.00](#)
 From Account: [DEMO CHECKING](#) Status: [Pending Approval](#)
 Template Group: [TEST](#)

User Access

| | |
|---|---|
| <input checked="" type="checkbox"/> CONNIE ALMANN | <input checked="" type="checkbox"/> ERYN MUNOZ |
| <input checked="" type="checkbox"/> LESLEY ROLL | <input checked="" type="checkbox"/> MARIA ORTIZ |
| <input checked="" type="checkbox"/> ROBB RAMIREZ | <input checked="" type="checkbox"/> ROLLS78 |
| <input checked="" type="checkbox"/> TEST USER | <input checked="" type="checkbox"/> WIRE TEST |

Beneficiary

Identification Type: [DDA Account Number](#) Message to Beneficiary:
 Identification Number: [123456789](#)
 Name: [Test Account](#)
 Address:
 Beneficiary Reference:

Beneficiary Institution

Identification Type: [Fed Routing Number](#) Name: [FIRST AMERICAN BANK](#)
 Identification Number: [071922777](#) Address: [ELK GROVE VILLAGE IL](#)

Receiving Institution

Routing/Transit number: [071922777](#)
 Institution Name: [FST AMER BK CARPET](#)

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”.

Wire

Select Wire Transfer Criteria

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

Wire Type: All

Submit

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

Wire

Template List

| Group Name: VENDOR | Beneficiary | From Account | Wire Type | Beneficiary Reference | Date | Amount |
|---------------------------------------|---------------|-------------------|-----------|-----------------------|------|--------|
| <input type="checkbox"/> ACBT TEST | LESLEY ROLL | DEMO CHECKING | Domestic | | | 0.00 |
| Message To Beneficiary: | | | | | | |
| <input type="checkbox"/> ACBT TEST 1 | ACBT TEST | DEMO CHECKING | Domestic | | | 0.00 |
| Message To Beneficiary: | | | | | | |
| <input type="checkbox"/> TEST TO BANK | LESLEY A ROLL | DEMO MONEY MARKET | Domestic | TEST WIRE | | 0.00 |
| Message To Beneficiary: | | | | | | |
| Group Total: | | | | | | \$0.00 |
| Total Amount: | | | | | | \$0.00 |

Submit Cancel

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

Wire

Template List

| Group Name: VENDOR | Beneficiary | From Account | Wire Type | Beneficiary Reference | Date | Amount |
|--|---------------|-------------------|-----------|-----------------------|------|--------|
| <input checked="" type="checkbox"/> ACBT TEST | LESLEY ROLL | DEMO CHECKING | Domestic | | | 0.00 |
| Message To Beneficiary: | | | | | | |
| <input checked="" type="checkbox"/> ACBT TEST 1 | ACBT TEST | DEMO CHECKING | Domestic | | | 0.00 |
| Message To Beneficiary: | | | | | | |
| <input checked="" type="checkbox"/> TEST TO BANK | LESLEY A ROLL | DEMO MONEY MARKET | Domestic | TEST WIRE | | 0.00 |
| Message To Beneficiary: | | | | | | |
| Group Total: | | | | | | \$0.00 |
| Total Amount: | | | | | | \$0.00 |

Submit Cancel

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:

Wire

Close Print Help

Transfer Confirmation
1 of 1 completed

| Warnings (1) | | | | | |
|------------------|---|----------------|--------|------------------|---------------|
| Wire Description | Status | Effective Date | Amount | Reference Number | Wire Number |
| ACBT TEST | ACBT TEST is pending client review. User Limit Exceptions This transfer requires approval because all wires have been configured for review For the Wire transfer to continue processing, 1 approval is required. Client Limit Exceptions This transfer requires approval because all wires have been configured for review For the Wire transfer to continue processing, 1 approval is required. | 5/28/2021 | \$5.00 | 143459e9ef | Not Available |

Close

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

