Wire Manager Customer Guide

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WIRE MANAGER CUSTOMER GUIDE

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ESTABLISH A NEW WIRE TRANSFER

Wire Manager extends you the ability to generate New Domestic and New Domestic Correspondent wire transfers using the New Wire Transfer functionality. The following procedures provide you with the basic guidance to generate a new wire transfer within Business Online.

Establish a New Wire Transfer

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **New Wire Transfer**, select the appropriate **Wire Type** from the drop-down list, and then click **Submit**. The system displays the New Wire Transfer page.
4. Complete the following fields.
    a. Type the **Transfer Description** name.
    b. Select the **Transfer Start Date**.
    c. Type the wire transfer **Amount**.
    d. Select the **Tax Identification Number** of the account owner at the Originating Depository Financial Institution (ODFI).
    e. Select the instance of the **Recurring Frequency** wire transfer.
    f. Type or select the **From Account** at the Originating Depository Financial Institution (ODFI).

    The system requires you to complete fields marked with an *.
5. Complete the following sections that apply to the **Wire Type** that you select in step 3.
    - Beneficiary
    - Beneficiary Institution
    - Intermediary Institution
    - Receiving Institution
    - Originating Institution
    - Originator
6. In the Beneficiary section, complete the following fields.
    a. Select the **Identification Type** of the beneficiary.
    b. Type or search for the beneficiary's **IdentificationNumber**.
    c. Type the beneficiary **Account** number. d. Type the **Name** of the beneficiary.
    d. Type the **Address** of the beneficiary.
    e. Select the **Country** name of the beneficiary.
    f. Type the **Message to Beneficiary** that the system assigns to the beneficiary.
    g. Type the **Beneficiary Reference** alphanumeric identification code that the system assigns to the beneficiary.
7. In the Beneficiary Institution section, complete the following fields.
    a. Select the **Identification Type** of the beneficiary's institution.
    b. Type or search for the **Identification Number** of the beneficiary.
    c. Type the **Name** of the beneficiary's institution.
    d. Type the **Address** of the beneficiary's institution. e. Select the **Country** name of the beneficiary's institution.
    e. International FX Only. Type the **Swift / BIC** bank code.
    f. International FX Only. Type the **International Routing Code** of the beneficiary's institution.
8. International and International Correspondent Only. In the Intermediary Institution section, complete the following fields.
    a. Select the **Identification Type** of the intermediary institution.
    b. Type or search for the **Identification Number** of the intermediary institution.
    c. Type the **Name** of the intermediary institution.
    d. Type the **Address** of the intermediary institution.

9. In the Receiving Institution section, complete the following fields.
    a. Type or search for the **Routing / Transit number** of the Receiving Depository Financial Institution (RDFI). International FX Only. The system displays the **Routing / Transit number**.
    b. Type the **Institution Name** of the Receiving Depository Financial Institution (RDFI). International FX Only. The system displays the **Institution Name**.

Domestic Correspondent and International Correspondent Only.

10. In the Originating Institution section, complete the following fields.
    a. Select the **Identification Type** of the originating institution.
    b. Type or search for the **Identification Number** of the originating institution.
    c. Type the **Name** of the originating institution.
    d. Type the **Address** of the originating institution.
11. In the Originator section, complete the following fields.
    a. Select the **Identification Type** of the originator.
    b. Type the **Identification Number** of the originator.
    c. Type the **Name** of the originator.
    d. Type the **Address** of the originator.
12. Type the message that you want the system to display in **Disclaimer** field.
13. Click **Save** or **Process**. The system displays the Wire Transfer Summary page. If you click **Save**, the system displays the message "Successfully Saved." If you click **Process**, the system displays the message "Successfully Processed."
14. Click **Done**. The system displays the Select Wire Transfer Criteria page.
15. Sign out of Business Online.

ESTABLISH A NEW WIRE TRANSFER USING EXISTING TRANSFER

Wire Manager extends you the ability to establish new Wire Manager transfers using an existing wire transfer using the New Wire Transfer Using Existing Wire Transfer functionality.

To establish a new wire transfer using an existing wire transfer

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **New Wire Transfer Using Existing Transfer**.
   Select the following search criteria to locate a specific wire transfer:
   - **Transfer Description**
   - **Wire Type**
4. Click **Submit**. The system displays the Wire List.
5. Click the **Transfer Description** hyperlink that you want to use to establish a new wire transfer using the existing wire transfer. The system displays the New Wire Using page prefilling with the fields of the existing wire transfer.
6. Complete the following fields.
    a. Type or select the wire **Transfer Start Date**.
    b. Type the **Amount** of the wire transfer.
    c. Optional. Select the instance of the **Recurring Frequency** of the wire transfer.
7. Update all the following sections that apply to the **Transfer Description** you select in step 5.
    - Beneficiary
    - Beneficiary Institution
    - Intermediary Institution
    - Receiving Institution
    - Originating Institution
    - Originator

8. Click **Save** or **Process**. The system displays the Wire Transfer Summary page. If you click Save, the system displays the message "Successfully Saved." If you click Process, the system displays the message "Successfully Processed."
9. Click **Done**. The system displays the Select Wire Transfer Criteria page.
10. Sign out of Business Online.

INQUIRING INTO A WIRE MANAGER TRANSFER

The system extends you the ability to view Wire Manager transfers that you generate within Wire Manager or that you import in to Wire Manager.

To inquire into an outgoing Wire Manager transfer

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Inquire Wire Transfer**. From the additional search criteria, select **Outgoing** from the **Transfer Type** drop-down list, type additional search criteria as necessary, and then click **Submit**. The system displays the Outgoing Wires page including the Exceptions for Outgoing Wires and Confirmations for Outgoing Wires lists.
4. From the Exceptions for Outgoing Wires list click the **Transfer Description** hyperlink of the wire transfer that you want to view. The system displays the corresponding wire page. From the Confirmations for Outgoing Wires list click the **Wire Number** hyperlink of the wire transfer that you want to view. The system displays the corresponding wire page.
5. Review the wire transfer, and then click **Done**. The system displays the Outgoing Wires page.
6. Sign out of Business Online.

To inquire into an incoming Wire Manager transfer

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Inquire Wire Transfer**. From the additional search criteria, select **Incoming** from the **Transfer Type** drop-down list, type additional search criteria as necessary, and then click **Submit**. The system displays the Incoming Wires list.
4. Click the **Wire Number** hyperlink of the wire transfer that you want to view. The system displays the Incoming Wire page.
5. Review the incoming wire transfer, and then click **Done**. The system displays the Incoming Wires list.
6. Sign out of Business Online.

To inquire into a wire transfer template

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Wire Transfer Template**, and then click **Submit**. The system displays the Template List. Select the following search criteria to locate a specific wire transfer template:
   - **Template Name**
   - **Wire Type**
   - **Template Group**
4. Click the **Template Name** hyperlink that the system associates with the wire transfer template that you want to view. The system displays the Inquire Wire Transfer Template page.
5. Review the wire transfer template, and then click **Done**. The system displays the Template List box.
6. Sign out of Business Online.

MODIFY A WIRE TRANSFER

Wire Manager extends you the ability to modify wire transfers by using the Change Wire Transfer or the Wire Transfer Template **Edit Template** functionality.

To modify a wire transfer

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Change Wire Transfer**, then click **Submit**. The system displays the Wire List box
   Select the following search criteria to locate a specific wire transfer template:
   - **Transfer Description**
   - **Date Range**
   - **Amount Range**
   - **Client Name**
   - **Reference Number**
4. Click the **Transfer Description** hyperlink of the wire transfer that you want to modify. The system displays the corresponding Change Wire page.
5. Modify the appropriate fields, and then click **Save** or **Process**. The system displays the Wire Transfer Summary page. If you click **Save**, the system displays the message "Successfully Saved." If you click **Process**, the system displays the message "Successfully Processed."
6. Click **Done**. The system displays the Wire List.
7. Sign out of Business Online.

To modify a wire transfer template

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Wire Transfer Template**.
   Select the following search criteria to locate a specific wire transfer template:
   - Template Name
   - Wire Type
   - Template Group
4. Click **Submit**. The system displays the Template List.
5. Locate the template name that you want to modify, and then click the icon in the **Edit Template** column. The system displays the Change Wire Transfer Template page.
6. Modify the appropriate fields, and then click **Save**. The system displays the Template List.
7. Sign out of Business Online.

REVIEW A WIRE TRANSFER

Review Wire Transfers ensures that individual Wire Manager users or institutions that use Wire Manager can review and approve wire transfers that exceed the review threshold that you establish.

To review and approve a wire transfer using the Review Transfers section in Business Online

1. Sign in to Business Online. The system displays the Business Online Home page.
2. Locate the Review section under Payments & Transfers.
3. Select the check box that the system associates with the wire transfer that you want to approve or disapprove. Alternatively, you can select the check box next to the **Description** column header to select all the wire transfers that the system displays in the Review Transfers section.
4. Select **Approve** or **Disapprove** for the wire transfers.
5. Sign out of Business Online.

To review and approve a wire transfer using the Review Wire Transfer functionality in Business Online

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Review Wire Transfer**, and then click **Submit**. The system displays the Review Wire Transfers list.
4. Select **Approve** from the drop-down list in the **Status** column for each of the outstanding transfers that you want to approve for processing.
5. Select **Disapprove** from the drop-down list in the **Status** column for each of the outstanding transfers that you do not want to approve for processing. Alternatively, if you want to approve or disapprove all the wire transfers that the system displays in the Review Transfers list, click the Approve All hyperlink or the Disapprove All hyperlink.
6. Select **Save** to save the status of the wire transfers.
7. Sign out of Business Online.

DELETE A WIRE TRANSFER

Wire Manager extends you the ability to delete wire transfers that you have saved, wire transfer templates, or wire transfers that the system has not completed processing for.

To delete a wire transfer

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Delete Wire Transfer**.
   Select the following search criteria to locate a specific wire:
   - **Transfer Description**
   - **Date Range**
   - **Amount Range**
   - **Client Name**
   - **Reference Number**
4. Click **Submit**. The system displays the list of all existing wires.
5. Select the wire transfer you want to delete, then click the **Transfer Description** hyperlink that the system associates with that particular wire transfer. The system displays the Step 1 - Wire Details page.
6. Click **Next**. The system displays the Step 2 - Warning page.
7. Click **Finish**. The system displays the Step 3 – Delete Confirmation page.
8. Sign out of Business Online.

To delete a wire transfer template

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Wire Transfer Template**.
   Select the following search criteria to locate a specific wire transfer template:
   - **Template Name**
   - **Wire Type**
   - **Template Group**
4. Click **Submit**. The system displays the Template List.
5. Locate the template name that you want to delete, and then click the ✕ icon in the delete template column. The system displays the Delete Wire Transfer Template page.
6. Click **Delete**. The system displays a warning message "Are you sure, you want to delete this Template"?
7. Click **OK**. The system displays the Select Wire Transfer Criteria page.
8. Sign out of Business Online.

To delete an import wire transfer using a template

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Import Wire Using Template**, **Delete Template**, and then click **Submit**. The system displays the Template Selection page.
4. Locate the **Template Name** that you want to delete.
5. Click ✕. The system displays the template Details page. The system displays the warning message "The following template will be permanently deleted."
6. Review the template details, and then click **Delete**. The system displays the confirmation page.

Note:

The Error box indicates that the system fails to delete the template with an error message.

The ✅ Success box indicates that the system successfully deletes the template.

7. Click **Done**. The system displays the Select Wire Transfer Criteria page.
8. Sign out of Business Online.

GENERATE CSV FORMATTED REPORTS

The Wire Manager export functionality extends you the ability to generate Wire Manager data in a CSV formatted report for wire transfers.

Note:
By default, the system generates the report in CSV format by using the following naming conventions:
ExceptionWireList_MMDDYYYYHHMMSS.csv
ConfirmedWireList_MMDDYYYYHHMMSS.csv
IncomingWireList_MMDDYYYYHHMMSS.csv
MM = the month that the system generates the report in the CSV format
DD = the day that the system generates the report in the CSV format
YYYY = the year that the system generates the report in the CSV format
HH = the time of day in hours that the system generates the report in the CSV format
MM = the time of day in minutes that the system generates the report in the CSV format
SS = the time of day in seconds that the system generates the report in the CSV format

Generating a CSV formatted report for outgoing and incoming wire transfers

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Inquire Wire Transfer**, and then select **Outgoing** from the **Transfer Type** drop-down list. Click **Submit**. The system displays the Outgoing Wires page including the Exceptions for Outgoing Wires and Confirmations for Outgoing Wires lists. Alternatively, you can select **Incoming** from the **Transfer Type** drop-down list, and then click **Submit**. The system displays the Incoming Wires list.
4. Click the icon from the header in the Exceptions for Outgoing Wires, Confirmations for Outgoing Wires, or the Incoming Wires sections. The system displays the option to **open** or to **save** the outgoing or incoming wire transfer file report.
5. Open the report in the CSV format to view the report in Microsoft Excel. The system displays the report in the CSV format. Alternatively, you can save the CSV formatted report, and then open the report in Microsoft Excel. The system displays the wire transfers report in the CSV format.
6. Close Microsoft Excel. The system displays the Wires section.
7. Sign out of Business Online.

Generating a CSV formatted report for change wire transfers

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Change Wire Transfer**, and then click **Submit**. The system displays the Wire List.
4. Click the icon from the header in the Wire List section. The system displays the option to **open** or **save** the change wire transfer file report.
5. Open the report in the CSV format to view the report in Microsoft Excel. The system displays the report in the CSV format. Alternatively, you can save the CSV formatted report, and then open the report in Microsoft Excel. The system displays the report in the CSV format.
6. Close Microsoft Excel. The system displays the Wire List.
7. Sign out of Business Online.

Generating a CSV formatted report for wire transfer templates

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.

3. Select **Wire Transfer Template**, and then click **Submit**. The system displays the Template List.
4. Click the icon from the header in the Template List section. The system displays the option to **open** or to **save** the wire transfer template file report.
5. Open the report in the CSV format to view the report in Microsoft Excel. The system displays the wire transfers report in the CSV format. Alternatively, you can save the CSV formatted report, and then open the report in Microsoft Excel. The system displays the wire transfers report in the CSV format.
6. Close Microsoft Excel. The system displays the Template List.
7. Sign out of Business Online.

GENERATE PDF FORMATTED REPORTS

The Wire Manager print functionality extends you the ability to print Wire Manager data in a PDF format for wire transfers.

Note:

By default, the system generates the report in PDF format using the following naming conventions:
ExceptionWireList_MMDDYYYYHHMMSS pdf
ConfirmedWireList_MMDDYYYYHHMMSS pdf
IncomingWireList_MMDDYYYYHHMMSS pdf
MM = the month that the system generates the report in PDF format
DD = the day that the system generates the report in PDF format
YYYY = the year that the system generates the report in PDF format
HH = the time of day in hours that the system generates the report in PDF format
MM = the time of day in minutes that the system generates the report in PDF format
SS = the time of day in seconds that the system generates the report in PDF format

Generating a PDF formatted report for outgoing and incoming wire transfers

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Inquire Wire Transfer**, and then select **Outgoing** from the **Transfer Type** drop-down list. Click **Submit**. The system displays the Outgoing Wires page including the Exceptions for Outgoing Wires and Confirmations for Outgoing Wires lists. Alternatively, you can select **Incoming** from the **Transfer Type** drop-down list, and then click **Submit**. The system displays the Incoming Wires list.
4. Click the **Transfer Description** hyperlink for Exceptions for Outgoing Wires, or the **Wire Number** hyperlink for Confirmations for Outgoing Wires that the system associates with the wire transfer that you want to print. The system displays the Wire Transfer page.
5. Click the icon from the header on the Wire Transfer page to generate reports in PDF format. The system displays the option to **open** or to **save** the wire transfer report.
6. Open the report in PDF format to view the report in Adobe Reader. The system displays the PDF formatted report for the wire transfer. Alternatively, you can save the PDF formatted report, and then open the report in Adobe Reader. The system displays the PDF formatted report for the wire transfer.
7. Close Adobe Reader. The system displays the Wire Transfer page.
8. Click **Done**. The system displays the Wires section.
9. Sign out of Business Online.

Generating a PDF formatted report for change wire transfers

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Change Wire Transfer**, and then click **Submit**. The system displays the Wire List.
4. Click the **Transfer Description** hyperlink that the system associates with the wire transfer that you want to print. The system displays the Change Wire Transfer page.
5. Click the icon from the header on the Change Wire Transfer page. The system displays the Print box that enables you to print the Change Wire Transfer file report to your printer.
6. Open the report in PDF format to view the report in Adobe Reader. The system displays the PDF formatted report for the wire transfer. Alternatively, you can save the PDF formatted report, and then open the report in Adobe Reader. The system displays the PDF formatted report for the wire transfer.

7. Close Adobe Reader. The system displays the Wire Transfer page.
8. Click **Cancel**. The system displays the Wire List.
9. Sign out of Business Online.

Generating a PDF formatted report for wire transfer templates

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Wire Transfer Template**, and then click **Submit**. The system displays the Template List.
4. Click the **Template Name** hyperlink that the system associates with the wire transfer template that you want to print. The system displays the Inquire Wire Transfer Template page.
5. Click the icon from the header on the Inquire Wire Transfer Template page. The system displays the option to **open** or **save** the wire transfer template report.
6. Open the report. The system displays the report in PDF format. Alternatively, you can save the PDF formatted report, and then open the report in Adobe Reader. The system displays the report in PDF format.
7. Close Adobe Reader. The system displays the Inquire Wire Transfer Template page.
8. Click **Done**. The system displays the Template List.
9. Sign out of Business Online.

IMPORT A WIRE TRANSFER

Wire Manager extends you the ability to import Wire Manager files using the Import Wire Transfer functionality. You may import federal formatted wires only.

Note:
The Errors box indicates that the system failed to process the wire transfer and it displays a reference number and an error message.
The Warnings box indicates that the system generated the wire transfer and it displays a reference number and a warning message.
The Success box indicates that the system successfully processed the wire transfer.

To import a wire transfer

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Import Wire Transfer**, and then click **Submit**. The system displays the Step 1 - File Selection page.
4. Click **Browse** to locate the wire transfer file that you want to import.
5. Select the appropriate wire transfer file, and then click **Open**. The system displays the file path and file name in the **File Location** field.
6. Click **Next**. The system displays the Step 2 – Import Confirmation page.

Note:
When you select a Domestic Correspondent wire transfer file type, the system displays the Exceptions page. You must select a **From Account** for these wire types, and then click **Finish**. The system displays the Step 2 - Import Confirmation page.

7. Click the **Expand All** hyperlink to view the wire transfer details.
8. Click the **Select All** hyperlink to select the action that you want to perform.
9. Click **Finish**. The system displays the confirmation page.
10. Click **Close**. The system displays the Select Wire Transfer Criteria page.
11. Sign out of Business Online.

IMPORT WIRE TRANSFER USING A NEW TEMPLATE

Wire Manager extends you the ability to establish wire transfer templates by using the existing Wire Manager type values. You can save and establish the type values to alleviate repetitive file setup. You may import federal formatted wires and non-federal formatted wires.

To import wire transfer using a new template

1. Sign in to Business Online. The system displays the Business Online Home Page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Import Wire Using Template**, click **New Template**, and then click **Submit**. The system displays the Step 1 - File Selection page.
4. Click **Browse** to locate the wire transfer file to import. The system displays the Choose File to Upload dialog box.
5. Select the appropriate wire transfer file, and then click **Open**. The system displays the file path and name in the **File Location** field.
6. Click **Next**. The system displays the Step 2 – Template Details page.
7. Complete the following fields.
   a. Select the **Wire Transfer Type** template.
   b. Type the **Template Description** of the wire transfer.

c. Type or select the **Tax Identification Number** of the account owner at the Originating Depository Financial Institution (ODFI).
d. Type the **Number of Header Rows to Exclude** during the file import.
e. Type the **Number of Footer Rows to Exclude** during the file import.
f. Select whether the system will automatically **Insert Decimal into Amount** for the wire transfer amount.
g. Select the type of **Delimited** format to use in the import file.

8. Click **Next**. The system displays the Step 3 – Field Definitions page.
9. Complete the following fields.
   a. Select the **Layout Preview** data type for each column. The system only displays the Layout Preview when you select **Delimited**.
   b. Select the data type for the system to display in the **Column Headers**. The system only displays the **Column Headers** when you select **Fixed Width**. You can click the **Add Column** hyperlink to add additional column headers.
10. In the Apply Additional Values to File section, complete the following fields.
    Click the **Add Column** hyperlink to add data type value types.
    a. Select the data **Type** value for the system to display.
    b. Type the data type **Value** for each field.
11. In the Funding Account Options section, select the **Add Funding Account to File** for the import transfer file.
12. In the Effective Date Option section, select the effective date when the system displays **Prompt For Date**.
13. Click **Next**. The system displays the Step 4 - Data Mapping page. You can click **Back** to make any necessary changes.
14. Click **Next**. The system displays the Step 5 – Import Confirmation page.
15. Click the **Select All** hyperlink in the **Save** column to process all of the transfers in the import file at a future time. Click the **Select All** hyperlink in the **Review** column to review all of the transfers in the import file. Click the **Select All** hyperlink in the **Process** column to process all of the transfers in the import file. Click the **Save All** hyperlink in the **Discard** column to discard all of the transfer files in the import files.
16. Click **Finish**. The system displays the confirmation page.
17. Click **Close**. The system displays the Select Wire Transfer Criteria page.
18. Sign out of Business Online.

IMPORT WIRE TRANSFER USING AN EXISTING TEMPLATE

Wire Manager extends you the ability to import a transfer file that you stored against an existing template. You can use the existing templates to import wire transfer files to alleviate repetitive file setup. You may import federal formatted wires and non-federal formatted wires.

To import a wire transfer using an existing template

1. Sign in to Business Online. The system displays the Business Online Home Page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Import Wire Using Template**, click **Existing Template**, and then click **Submit**. The system displays the Step 1 - File Selection page.
4. Click **Browse** to locate the wire transfer file to import. The system displays the Choose File to Upload dialog page.
5. Select the appropriate wire transfer file, and then click **Open**. The system displays the file path and name in the **File Location** field.
6. Select the appropriate template, and then click **Next**.
   a. The system displays the Step 2 - Data Mapping page.
7. Click **Next** to continue the import process. You can click **Back** to make any necessary modifications. The system displays the Step 3 - Import Confirmation page.
8. Click the **Select All** hyperlink in the **Save** column to process all transfers in the import file at a future time. Click the **Select All** hyperlink in the **Review** column to review all transfers in the import file. Click the **Select All** hyperlink in the **Process** column to process all transfers in the import file. Click the **Select All** hyperlink in the **Discard** column to discard all the transfers in the import files.
9. Click **Finish**. The system displays the confirmation page.
10. Click **Close**. The system displays the Select Wire Transfer Criteria page.
11. Sign out of Business Online.

ESTABLISH A NEW WIRE TRANSFER TEMPLATE

Wire Manager extends you the ability to use templates for many transfer types, including Domestic, International, Domestic Correspondent, International Correspondent, and International FX. Wire transfer templates enable you to define information about the receiving institution and to add multiple wire transfers. You can leverage all templates at any time, without having to reestablish each transfer one at a time. Additionally, when you generate or process a new template, the system requires approval.

Establish a new wire transfer template

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Wire Transfer Template**, and then click **Submit**. The system displays the Template List.
4. Click the icon in the Template List header. The system displays the New Template page.
5. Select the wire type from the drop-down list, and then click **Submit**. The system displays the New Wire Transfer Template page.
6. Complete following fields.
   a. Type a wire transfer **Template Name**.
   b. Select the **Tax Identification Number** of the account owner at the Originating Depository Financial Institution (ODFI).
   c. Select the **From Account** name or account number at the Originating Depository Financial Institution (ODFI).

Note:
The system displays the warning message "A From Account was not selected. The wire template will not be available in the Wire Manager widget on your Home Page in Business Online," if you do not select a **From Account**.

   d. Select the **Template Group** from the drop-down list.
   e. Select the instance of the **Recurring Frequency** from the drop-down list.
   f. Type the **Default Amount** of the wire transfer.
   g. Type the **Amount Range** that the Originating Deposit Financial Institution (ODFI) can transfer to the Receiving Deposit Financial Institution (RDFI).
7. In the User Access section, click the **Select All** hyperlink to select all the users that can process a wire transfer template.
8. In the **Beneficiary** section, complete the following fields.
   a. Select the beneficiary **Identification Type** from the drop-down list.
   b. Type the beneficiary **Identification Number**.
   c. Type the beneficiary's **Name**.
   d. Type the beneficiary's **Address**.
   e. Select the beneficiary's **Country** from the drop-down list.
   f. Type the **Message To Beneficiary** from the Originating Depository Financial Institution (ODFI).
   g. Type an alphanumeric number in **Beneficiary Reference**.
   h. Type the beneficiary's **Account** number.
9. In the Beneficiary Institution section, complete the following fields.
   a. Select the beneficiary's institution **Identification Type** from the drop-down list.
   b. Type the beneficiary's institution **Identification Number**. Alternatively, you may click the binoculars to use the Institution search
   c. Type the **Name** of the beneficiary's institution.
   d. Type the **Address** of the beneficiary's institution.
   e. Select the **Country** name of the beneficiary's institution.
   f. Type the **Swift / BIC** bank code.
   g. Type the **International Routing Code** of the beneficiary's institution.

10. In the Intermediary Institution section, complete the following fields.
    a. Select the intermediary institution **Identification Type** from the drop-down list.
    b. Type the intermediary institution **Identification Number**.
    c. Type the **Name** of the intermediary institution.
    d. Type the **Address** of the intermediary institution.
11. In the Receiving Institution section, complete the following fields.
    a. Type the receiving financial institution's **Routing / Transit number**.
    b. Type the receiving financial institution's **Institution Name**.
12. In the Originating Institution section, complete the following fields.
    a. Select the originating institution **Identification Type** from the drop-down list.
    b. Type the originating institution **Identification Number**.
    c. Type the **Name** of the originating institution.
    d. Type the **Address** of the originating institution.
13. In the Originator section, complete the following fields.
    a. Select the **Identification Type** of the originator.
    b. Type the originator's **Identification Number**.
    c. Type the **Name** of the originator.
    d. Type the **Address** of the originator.
14. Click **Save**. The system displays the Select Wire Transfer Criteria page.
15. Sign out of Business Online.

ESTABLISH A NEW WIRE TRANSFER USING AN EXISTING TEMPLATE

Wire Manager extends you the ability to establish new wire transfers by using an existing wire transfer template.

Establish a new wire transfer using an existing template

1. Sign in to Business Online. The system displays the Business Online Home Page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Wire Transfer Template**, and then click **Submit**. The system displays the Template List box.
4. Locate the **Template Name** that you want to use to establish a new wire transfer using the specified template.
5. Click the icon in the **New Transfer** column. The system displays the New Wire Transfer page.
6. Complete the following fields.
   a. Click to select the **Transfer Start Date**.
   b. Click to select the **Transfer End Date**.
   c. Type the **Amount** of the wire transfer.
7. In the Beneficiary section, select the beneficiary's **Country** from the drop-down list.
8. In the Beneficiary Institution section, select the **Country** name of the beneficiary's institution.
9. Click **Save** or **Process**. The system displays the Wire Transfer Summary page. If you click **Save**, the system displays the message "Successfully Saved." If you click **Process**, the system displays "Successfully Processed."
10. Click **Done**. The system displays the Template List.
11. Sign out of Business Online.

REVIEW A WIRE TRANSFER TEMPLATE

Wire Manager extends you the ability to review, approve, edit, or delete a wire transfer template.

To review a wire transfer template

1. Sign in to Business Online. The system displays the Business Online Home page.
2. From the **Payments & Transfers** menu select **Wire**. The system displays the Select Wire Transfer Criteria page.
3. Select **Review Transfer Template**.
   Type the following search criteria to locate a specific wire:
   - **Template Name**.
   - **Wire Type**
4. Click **Submit** The system displays the Review Wire Transfer Templates page.
5. Select the **Approve** check box to approve the wire template, and then click **Submit**. The system approves the template. You can click the **Select All** hyperlink to select the check boxes for all wire templates. Click the **Deselect All** hyperlink to clear all of the check boxes. You are not able to approve the template if the system displays the icon.
6. Click the icon to edit a template. The system displays the Change Wire Transfer Template page.
7. Click the icon to delete a template. The system displays the Delete Wire Transfer Template page.
8. Click the **Template Name** hyperlink to review template details. The system displays the Inquire Wire Transfer Template page.
9. Click **Submit**. The system displays the Review Wire Transfer Templates page.
10. Click **Done**. The system displays the Select Wire Transfer Criteria page.
11. Sign out of Business Online.