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# Wire Manager User Guide

## **TRAINING GUIDE**



Users can access Wire Manager through Capital Express Business Online and perform various wire functions.

- New Domestic Wire Transfer
- New International Wire Transfer
- New Wire Transfer Using Existing
- Delete a Wire Transfer
- Administrator Review of Wire Transfer
- Add a new Wire Transfer Template
- New Wire Transfer Using Existing Template
- Change or Delete a Wire Transfer Template

From the Main page, click **Payments & Transfers>> Wire Manager** 

Home	Accounts	Payments & transfers	Checks & deposits	Administration

The "Select Wire Transfer Criteria" page appears.

Sele	ect Wire Transfer Criteria
0	Inquire Wire Transfer
0	Change Wire Transfer
۲	New Wire Transfer
0	New Wire Transfer Using Existing Transfer
0	Delete Wire Transfer
0	Review Wire Transfer
0	Wire Transfer Template
0	Review Wire Transfer Template
	[



## **New Domestic Wire Transfer**

- 1. Click New Wire Transfer
- 2. In the Wire Type list, select **Domestic**
- 3. Click Submit

		TICLP ALL LOOK OWNER
Select Wire Transfer Criteria		
Select Wire Transfer Criteria  Inquire Wire Transfer  New Wire Transfer  New Wire Transfer  Shew Wire Transfer Using Existing Transfer	Wee Type:	None (v) Hone (v) Hone (v) Hone (v) Hone (v) Hone (v)
	Submit	

#### The New Domestic Wire Transfer page appears:

New Domestic Wire Transfer	- Buffy Summers				🛛 👙 🖉
* Transfer Description:	wire 4		Recurring Frequency:		None
* Transfer Start Date:	-	06/28/2011			
* Amount:		250.00	* From Account:	Select Account	*
Tax Identification Number:		Buffy Inc [XXX-XX-3515]			
Beneficiary					
* Identification Type:		DDA Account Number	Message To Beneficiary:		
* Identification Number:	0106505200	DDA Account Number Tax ID Number			
Name:	Catie Cakes	Drivers License Number Passport Number			
Address:	1600 South Stre	<u> </u>			
	New Berlin, WI	53151	Beneficiary Reference:	Γ	
				-	
Beneficiary Institution					
* Identification Type:		Fed Routing No	mber * Name:		FAIRFIELD COUNTY BANK COR
* Identification Number:		221172270 FAIRFIELD COUNTY BANK CORP	Addresses		
					RIDGEFIELD CT
Receiving Institution					1
* Routing/Transit number:		221172270 FAIRFIELD COUNTY BANK CORP			
Institution Name:		FAIRFIELD COUNT	Y		
(* Indicates Required Fields)		,			
		Save	Process Cancel		

- 4. In the **Transfer Description box,** type a name for the transfer
- 5. Click the **Transfer Start Date** Calendar button, and select a transfer date
- 6. In the **Amount box**, type the amount of the wire transfer
- 7. In the **From Account** list, select the debit account from the dropdown





- 8. If multiple entities, Select the Tax Identification number associated with the debit account
- 9. In the Beneficiary section:
  - a. In the Identification Number box, type a DDA Account Number
  - b. In the Name box, type the Beneficiary Name
  - c. In the Address box, type the address of the beneficiary
  - d. If desired, use the **Message to Beneficiary and/or Beneficiary Reference** fields to include a special message to the recipient

#### 10. In the Beneficiary Institution section:

- e. In the **Identification Number box**, enter the Routing /ABA number for the beneficiary Financial Institution. **To search** for the recipient Institution click the Search button (Binoculars) and enter the R/T number or Institution Name.
- f. **If a valid** Routing Number is entered, **the Institution Name** will automatically populate, along with the **Institution's City and State**
- g. The **Receiving Institution** section is used for a correspondent Bank. If there is no Correspondent Bank, the Receiving Institution is the name as the Beneficiary Institution.

#### 11. Click Process

a. The Processing Status page appears

Proces	sing Status		🖬 😳 🍃 🔍 🖻
wire 4			
	Confirmation Number: 12f446ead1		
	Wire Number: 32703		
Status	Activity		
۲	Verifying File Format		
3	Storing File		
3	Checking For Duplicates		
3	Applying Limt Check		
	Verify Funds		
٢	File Successfully Processed		
		Done	

12. When the processing is complete, click Done

Note: A warning message is displayed when approval is required or limitations are exceeded.



## New International Wire Transfer

- 1. Click New Wire Transfer
- 2. In the Wire Type list, select International
- 3. Click Submit

#### (Follow Steps 4 through 8 under Domestic Wire Transfer above)

Beneficiary	
* Identification Type:	DDA Account Number M
* Identification Number:	
* Name:	
* Address:	
*	Be
* Country	None
Beneficiary Institution	
* Identification Type:	Swift Bank Code * 1
* Identification Number:	*)
	*(
Intermediary Institution	
Identification Type:	None Na
	Ac
Receiving Institution	
Routing/Transit number:	89
Institution Name:	
(* Indicates Required Fields)	
	Save 🚽 Process

- 4. In the Beneficiary section:
  - a. In the Identification Number box, type a DDA Account Number
    - If the Beneficiary uses an International Bank Account Number (IBAN) enter that number here. IBAN's can be validated by visiting <u>http://www.ibancalculator.com/</u>
  - **b.** In the **Name box**, type the Beneficiary Name
  - c. In the Address box, type the address of the beneficiary
    - i. Use the dropdown box to select the **beneficiary Country**
  - **d.** If desired, use the **Message to Beneficiary and/or Beneficiary Reference** fields to include a special message to the recipient



#### 5. In the Beneficiary Institution section

a. In the **Identification Number box,** enter the **SWIFT code** for the beneficiary Financial Institution.

\* The search feature is not available for **Foreign Bank Identifiers, a SWIFT** code can be **validated** by visiting https://www2.swift.com/bsl/index.faces

- b. Enter the Beneficiary Institution Name and Address including the Country.
- **6.** Use the **Intermediary Institution** section if using a correspondent Bank for the International wire transfer. If there is no Correspondent Bank, leave this section blank and proceed to Step 8.
  - a) Select the Identification Type from the drop down -Fed Routing Number, Swift Bank Code or DDA Account Number
  - b) In the Identification Number box -Enter the corresponding number
  - c) Enter the Beneficiary Institution Name and Address
- 7. Use the **Receiving Institution** section if using a second correspondent Bank for the International wire transfer. If there is no Correspondent Bank, leave this section blank and proceed to Step 8.
- 8. Click Process
  - a) The Processing Status page appears
- 9. When the processing is complete, click Done

Note: A warning message is displayed when approval is required or limitations are exceeded.



## New Wire Transfer Using Existing Transfer

- On the Management Tools menu, click Wire Manager.
   The Select Wire Transfer Criteria page appears.
- 2. Click New Wire Transfer Using Existing Transfer

Select Wire Transfer Criteria					
O Inquire Wire Transfer	Transfer Description:				
Change Wire Transfer	Date Range:	To To			
O New Wire Transfer	Amount Range:	То			
O New Wire Transfer Using Existing Transfer	Client Name:				
O Delate Wire Transfer	Confirmation Number:				
_					

- 3. To search for a specific wire transfer, enter any search criteria:
  - For a complete list, leave the search criteria blank.
- 4. Click Submit

The Wire List section appears.

Wire List				
Transfer Activity	Next Transfer Date	Amount	Transfer Status	Details
Wire subsidiary	05/31/2012	\$1500.00	Processed	Issued By: Trainer 3
				Contirmation: 13d462eb9e
Domestic (2).wire	05/22/2012	52.55	Processed	Issued By: ACH User30
				Confirmation: 1534b268a3
DDA Corres Dom in AM	05/16/2012	\$43.00	Processed	Issued By: ACH User30
28 - 11 - 11 - 12 - 12 - 12 - 12 - 12 -				Confirmation: 8fd43408e8
			1 A A A A A A A A A A A A A A A A A A A	1 10 1011

- 5. Click the desired Transfer Activity link.
  - The Wire Page for the selected transfer appears.



New Domestic Wire Using - Wir	e subsidiary		🖪 뵭 🕥
* Transfer Description:	Wire subsidiary	Recurring Frequency.	None
* Transfer Start Date:			
* Amount:	1500.00	* From Account:	SAV 0106505235
Tax Identification Number:	Training Company [XXX-XX-2654]		
Beneficiary			
' Identification Type:	DDA Account Number	Message To Beneficiary:	
' Identification Number:	0106505200		
Name:	Catie Cakes		
Address:	1600 South Street		
	New Berlin, WI 53151	Beneficiary Reference:	
Beneficiary Institution			
Identification Type:	Fed Routing Number	Name:	Bank of Wisconsin
Identification Number:	221172270	Address:	100 North Street
			Milwaukee, WI 53233
Receiving Institution			
* Routing/Transit number:	221172270		
Institution Name:	Bank of Wisconsin		
(* Indicates Required Fields)			

## 6. Make Changes as needed.

## 7. Click Process

a) The Processing Status page appears, when completed, click Done



## **Delete Wire Transfer**

Use the Delete Wire Transfer function to delete a file **before it processes.** This function is not available for wires that have been submitted to the Bank for processing.

#### To delete a Wire Transfer:

- 1. On the Management Tools menu, click Wire Manager.
  - The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.
- 2. Click Delete Wire Transfer.

Select Wire Transfer Criteria			
O Inquire Wire Transfer	Transfer Description:		
Change Wire Transfer	Date Range:	To	
New Wire Transfer	Amount Range:	1	0
New Wire Transfer Using Existing Transfer	Client Name:	Γ	
<ul> <li>Delete Wire Transfer</li> </ul>	Confirmation Number:		
Review Wire Transfer			
Import Wire Transfer			
•			

- 3. Click Submit
  - The Wire List page appears.
- 4. Select the desired file to delete.
- 5. Click Next.

The Delete Wire Step 1 – Transfer Details page appears.

Step 1 - Domestic Wire Details			ی چ
Domestic (2) wire			
Transfer Description:	Domestic (2) with	Recurring Prequency:	None
Transfer Start Date:	06/25/2013		
Amount	\$2.55	From Account:	Working Fund
Tax identification Number:	3006306-4587		
Transfer Statue:	Saved		
Beneficiary			
Bentification Type:	00A Account Number	Wessage to Deneficiary:	
Mentification Number:	300903574		
Name	George Washington		
Address:	The White House		
	1600 Fennsylvania Avr	Beneficiary Reference:	
	Washington, DC 01298		
Beneficiary Institution			
Kentification Type:	Fed Routing Number	Name:	UNION BANK AND TRUST COMPANY
Kentification Number:	104010795	Address:	Suite 7832
			7000 Piercens
			Lincole, NE 68516

6. Review the transfer details.



- 7. Click Next.
  - The **Delete Wire Transfer Warning** page appears

2 of 3	1 - Domestic Wire Details	2 - Warning	3 - Delete Confirmation
Step 2 - W	Jaming		
C Delete	Wire Transfer		
			Back Finish Cancel

8. Click Finish.

## **Review a Wire Transfer**

Use this procedure to review and/or approve a wire transfer. Dual Approval must be enabled in order to use this function.

#### To review a wire transfer:

1. On the Management Tools menu, click Wire Manager.

The Select Wire Transfer Criteria page is displayed with Inquire Wire Transfer selected.

2. Click Review Wire Transfer.

Select Wire Transfer Criteria		
C Inquire Wire Transfer	Transfer Description:	
O Change Wire Transfer	Date Range:	To To
O New Wire Transfer	Amount Range:	To
O New Wire Transfer Using Existing Transfer		
O Delete Wire Transfer		
Review Wre Transfer		

#### 3. To search by description:

• In the Transfer Description box, type a descriptive title of the Ach transfer you want to locate

#### To search by date:

- a) In the **Date Range** box, type a beginning date to search for a transfer.
- b) In the **To** box, type and ending date to a search for a transfer.



#### To search by amount:

- a) In the Amount Range box, type a minimum amount to search for.
- b) In the **To** box, type the maximum amount to search for.

#### To search for all wire transfers:

- Leave search criteria boxes blank.
- 4. Click Submit.

The **Review Wire Transfers** page appears.

Review WEI Transfers					2 3
Status	Client	Description	Placement Date	Details	
Assess Al					
Disapprove All					
Outstanding 💌	Buffy Ma	dam worthly check	Hay 24, 2011	Client Exceeded Rer Transfer Domestia Wire Threshold By \$999.49	
Outstanding Approve				Client Exceeded Daily Domestic Wire Threshold By \$1.207.85	
Disepprove				Clerk Exceeded Settement Date Domestic Wive Threshold By \$1,296.88	
				Client Expended Weekly Daniestic Wire Threshold By \$20,537.12	
				Client Expeeded Workthy Domestic Wire Threshold By \$21,725.05	
				Issued By Burry Summers	
				Amount \$1,000.00	
		Si	ave Cancel		

### Definitions

Status - Indicates the status of the transfer. Values are:

Outstanding	The transfer is in review.
Approve	The transfer is approved and will be processed.
Disapprove	The transfer is not approved and will not be processed.
Approved All	All the transfers are approved and will be processed.
Disapproved All	All the transfers are not approved and will not be processed

- 5. In the Status column:
  - To approve all pending wires: Click Approve All
  - To reject all pending wires: Click Disapprove All
  - To approve or reject a specific wire: In the Status list, click Approve or Disapprove
- 6. Click Save



## Add a New Wire Transfer Template

- 1. On the Management Tools menu, click Wire Manager.
  - The **Select Wire Transfer Criteria** page is displayed with **Inquire Wire Transfer** selected.
- 2. Click Wire Transfer Template.

Select Wire Transfer Criteria	
🔿 Inquire Wire Transfer	
O Change Wire Transfer	
🔿 New Wire Transfer	
🔿 New Wire Transfer Using Existing Transfer	
🔿 Delete Wire Transfer	
🔿 Review Wire Transfer	
<ul> <li>Wire Transfer Template</li> </ul>	
🔿 Review Wire Transfer Template	

3. Click **Submit** and the **Template List** section appears.

Template List	也	•
No matching record(s) found		
		x
		Ċ

- 4. Click the icon for **New**.
  - a) The **New Template** page appears.

New Template		
Wire Type:		(None)
	Submit Cancel	



- 5. In the **Wire Type** list, click the wire type.
- 6. Click Submit
- 7. The New Template page is displayed for the wire type selected

Templake Name: Tak kentification Number Training Company (DOC-XX-28-54) Defauk Amount: Tak kentification Number Training Company (DOC-XX-28-54) Templake Concel  State Account Select Account Amount Range: To Templake Concel  Select Account	New Domestic Wire Transfer Tem	plate		뵭 👁 📥
* Yom Account: Select Account:   * Template Group:     User Access     Select All   Christike   Christike     Christike     Tainer 13   Trainer 3     Beneficiary     Meeting Lastikution     Matter:   Address:     Beneficiary Institution     Variation Number:     Matter:     Matter:     Matter:     Matter:     Matter:     Matter:     Matter:     Periodiciary Institution     Matter:     Matter:     Matter:     Matter:     Matter:     Matter:     Periodiciary Institution     Matter:     Mater	* Template Name:		Recurring Frequency:	None
	Tax Identification Number:	Training Company [XXX-XX-2654]	Default Amount:	
User Access   Setext All   Christine   I Tailner 1   T Tailner 13   T Tailner 3	* From Account:	Select Account	Amount Range:	То
Safed Au   Chrichine   In Trainer 1   Trainer 13	* Template Group:		e	
Chickites	User Access			
Trainer 1       Trainer 13         Trainer 3       Eeneficiary         * Identification Type:       DDA Account Number ▼       Meesage To Beneficiary.         * Identification Number:       Image: I	Select All			
Trainer 3  Enenficiany  * Identification Type. DDA Account Number  * Identification Number:  Address: Beneficiary Reference: Beneficiary	Christine		dominic	
Beneficiary     * Mertification Type:     * Mertification Number:     Name:     Address:     Beneficiary Reference:     Beneficiary Institution     Kertification Number:     Fed Routing Number     Name:     Address:     Beneficiary Institution     * Routing Institution     * Routing Institution     * Routing Institution     * Routing Transet number:     * Routing Transet number: <t< td=""><td></td><td></td><td>Trainer 13</td><td></td></t<>			Trainer 13	
* Identification Type: DDA Account Number   * Identification Number: Image:	Trainer 3			
* Identification Number:   Name:   Name:   Address:   Beneficiary Reference:   Beneficiary Institution   Kentification Number:   Kentification Number:   Address:     Receiving Institution     * Routing Institution     Save   Cancel	Beneficiary			
Name:   Address:   Address:	* Identification Type:	DDA Account Number	Message To Beneficiary:	
Address: Address: Beneficiary Reference: Beneficiary Institution Beneficiary Institution Beneficiary Institution Receiving Institution Receiving Institution Receiving Institution Receiving Institution Receiving Institution Save Cancel	* Identification Number:			
Beneficiary Reference:   Beneficiary Reference: Beneficiary Reference: Beneficiary Re	Name:			
Beneficiary Institution	Address:			
Identification Type: Fed Routing Number   Identification Number: Address:     Identification Number:     Receiving Institution     * Routing/Trenet number:     Institution Name:   (* Indicatee Required Fields)     Save     Cancel			Beneficiary Reference:	
Identification Type: Fed Routing Number   Identification Number: Address:     Identification Number:     Receiving Institution     * Routing/Trenet number:     Institution Name:   (* Indicatee Required Fields)     Save     Cancel				
Identification Number:     Address:     Receiving Institution     * Routing/Transit number:     institution Name:     (* Indicatee Required Fields)     Save     Cancel	Beneficiary Institution			
	Identification Type:	Fed Routing Number	Name:	
*Routing/Traneil number:	Identification Number:	A A	Address:	
*Routing/Traneil number:				
*Routing/Traneil number:				
*Routing/Traneil number:	Receiving Institution			
(* Indicatee Required Fields) Save Cancel		A		
Save Cancel	Institution Name:			
	(* Indicates Required Fields)			
		Save	Cancel	

- a) In the **Template Name** box, type a name to assign to the template.
- b) In the **Default Amount** box, type an amount.
- c) In the From Account list, click the donor account number.
- d) In the **Template Group** list, click a group.

#### Note: To create a new group name, click the New button,



- 8. In the **Beneficiary Institution** section
  - a) In the **Identification Type** list, click the routing/ABA number type of the receiving financial institution.
  - b) In the **Identification Number** box, click the Search button (binoculars) to determine the receiving institution's ID number.
  - c) In the **Name** box, type the receiving financial institution name for the account.
  - d) In the **Address** box, type the financial institution street address of the recipient account.
  - e) In the **City State Zip** box, type the financial institution city, state, and Zip code of the recipient account.
- 9. In the **User Access** section, select one or more check boxes associated with users to allow them use of the template.

In the Beneficiary section:

- a) In the Account Type list, click the type of account to transfer funds to.
- b) In the **Identification Number** box, type the recipient account number.
- c) In the Name box, type the name of the recipient.
- d) In the **Address** box, type the street address of the recipient.
- e) In the City State Zip box, type the city, state, and ZIP code of the recipient.
- f) In the Message to Beneficiary box, type a note to the recipient.

The **Receiving Institution** section autofills with the information from the **Beneficiary Institution** section.

10. Click Save.



## New Wire using Wire Transfer Template

- 1. On the Management Tools Menu, click Wire Manager.
  - The Select Wire Transfer Criteria page is displayed with Inquire Wire Transfer selected.
- 2. Click Wire Transfer Template.

Select Wire Transfer Criteria		
O Inquire Wire Transfer	Template Name:	
C Change Wire Transfer	Wire Type:	Al
O New Wire Transfer	Template Group:	AI 💌
O New Wire Transfer Using Existing Transfer		
O Delete Wire Transfer		
O Review Wire Transfer		
O Import Wire Transfer		
O Import Wire Using Template		
<ul> <li>Wire Transfer Template</li> </ul>		
O Review Wire Transfer Template		
	Submit	

- 3. To search for a specific wire template, enter any search criteria:
  - For a complete list of Templates- Leave search criteria blank
- Click Submit.
   The Template List Section appears:



- 5. Click the New Transfer icon next to the desired template
- 6. Click Wire Page for the selected template
- 7. Make changes as needed- such as Transfer Date and Amount
- 8. Click Process.
- 9. After validating is complete Click Done.



## Change or Delete a Wire Transfer Template

- 1. On the Management Tools menu, click Wire Manager.
  - The Select Wire Criteria page is displayed with Inquire Transfer selected.
- 2. Click Wire Transfer Template

Select Wire Transfer Criteria		
O Inquire Wire Transfer	Template Name:	
C Change Wire Transfer	Wire Type:	AL
O New Wire Transfer	Template Group:	AI 💌
O New Wire Transfer Using Existing Transfer		
O Delete Wire Transfer		
O Review Wire Transfer		
O Import Wire Transfer		
O Import Wire Using Template		
<ul> <li>Wire Transfer Template</li> </ul>		
O Review Wire Transfer Template		
	Submit	

- 3. To search for a specific wire template, enter any search criteria:
- For a **complete list of Templates** Leave search criteria blank 4. Click **Submit.**

The Template List section appears:

Template List			
Template Name	New Transfer	Edit Template	Delete Template
TEST TEMPLATE		2	×

- To change a wire transfer template: Click the Edit button for the template, make changes on the Change Wire Transfer Template page and click Save.
- To delete a wire transfer template: Click the Delete (X) button for a template, and then on the Delete Wire transfer Template page, click Delete.