Digital Banking Guide

Wire Reporting

CAPITAL BANK

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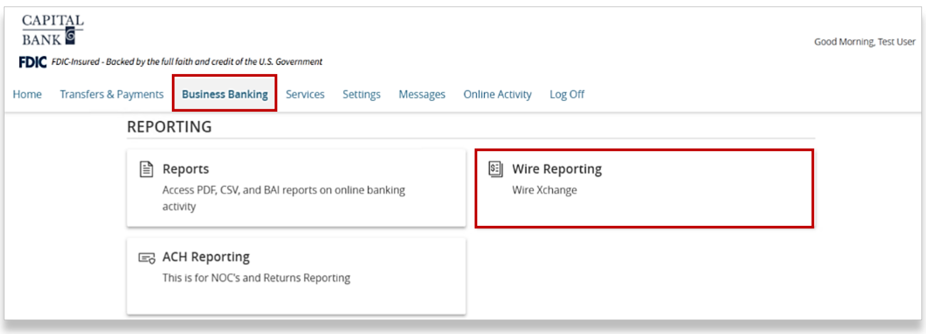
User Guide- Wire Reporting

Introduction to Wire Reporting

Wire Transfer Reporting allows to view and track all incoming and outgoing wire transactions linked to their accounts. This feature helps users monitor payment statuses, validate fund transfers and maintain accurate records. The Wire Reporting tool provides clear visibility into wire related activities, helping streamline financial operations.

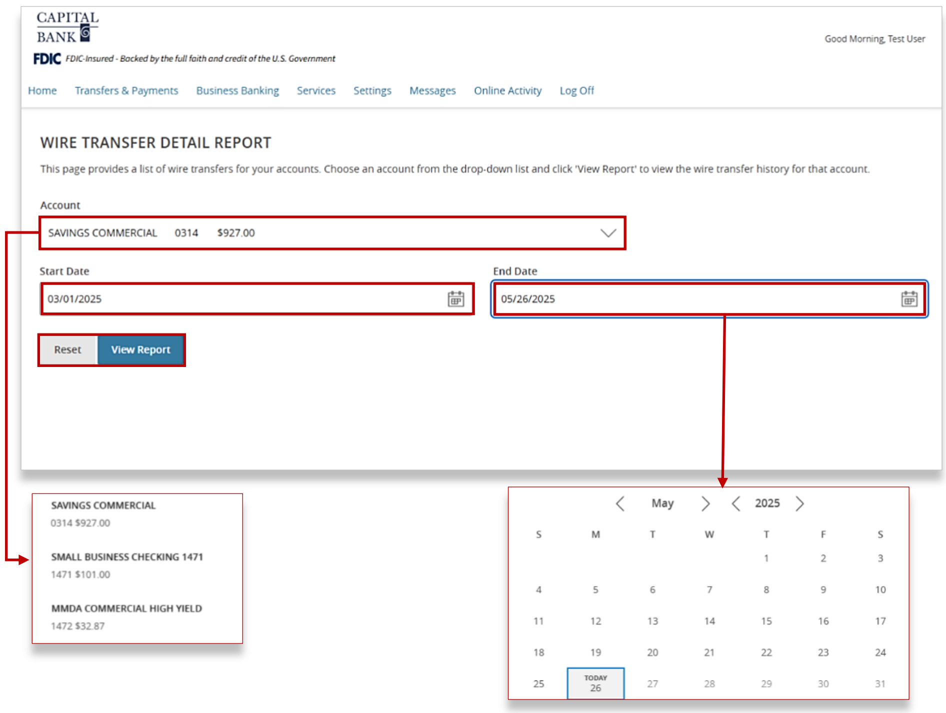


Overview:

This guide outlines on how to access and view wire transfer reports within your online banking system, including filtering by account and date range.

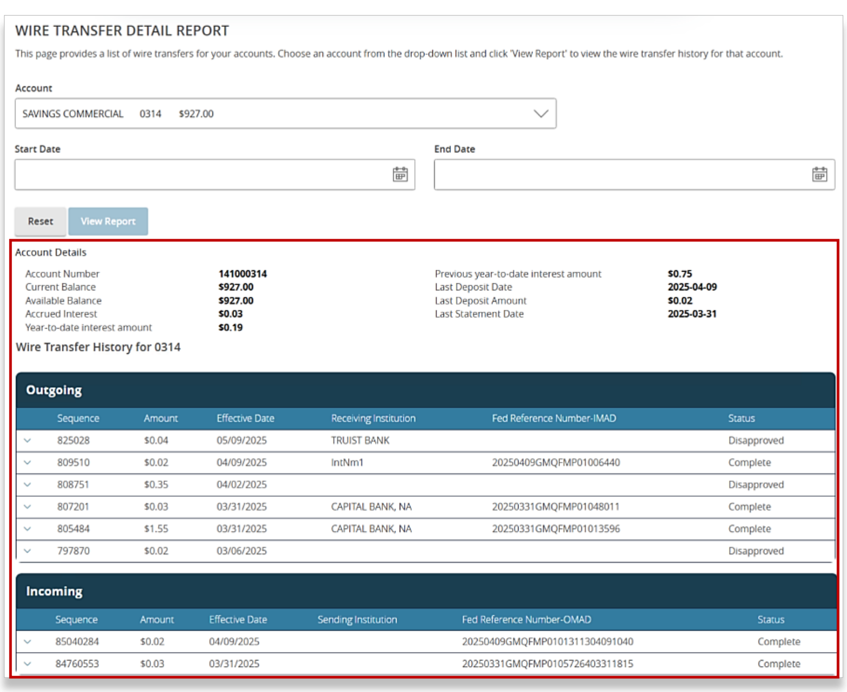
Navigation:

1. Navigate to the ‘Business Banking’ tab available in the top menu bar.
2. Click on the ‘Wire Reporting’ tile located in the ‘Reporting’ section.



Section 1: Generating the Report

1. In the ‘Account’ field of the ‘Wire Transfer Detail Report’ page, use the dropdown menu to choose the account for which you want to view wire transfer history.
2. In the ‘Start Date’ field, choose a date from the calendar to select the beginning of the report period.
3. In the ‘End Date’ field, choose a date from the calendar to select the end of the report period.
4. Click the ‘View Report’ button to generate and display the wire transfer transactions for the selected account and date range.
5. Click the ‘Reset’ button to clear all selections and start over.



Section 2: Viewing the Report

1. After clicking the ‘View Report’ button, the wire transfer report for the selected account and date range will be displayed below.
2. The report includes ‘Account Details’ such as account number, current and available balance, accrued interest, and last deposit/statement details.
3. Below the account details, wire transfer history is shown in two sections: Outgoing and Incoming.
4. Each transfer entry shows the amount, effective date, institution name, Fed reference number and statuses.