



# Wire Transfers

IB\_263

# Contents

<b>Wire Transfers</b>	<b>2</b>
Wire Transfers Page .....	2
Editing a Wire Transfer .....	5
Rejecting Wires .....	8
New Wires .....	12
Domestic Wire Setup .....	14
International Wire Setup .....	22
Creating a Wire Template .....	29
Edit Template .....	36
New Wire from Template .....	38

# Wire Transfers

## Wire Transfers Page

The Wire Transfers page is where you can see scheduled wire items, create new ones, and edit scheduled wires. Here, you can see the status of a wire, as well as the name of the recipient, account, transaction date, amount, wire type (domestic/international), and the scheduled date.

The screenshot displays the 'WIRE TRANSFERS' page. At the top, there is a red header with the title 'WIRE TRANSFERS', a plus sign, and an edit icon. Below the header, a secondary red bar shows 'Next 7 days' with a right-pointing arrow. A grey bar indicates the page was 'Updated: Sep 24, 2018 11:21:18 AM' with a refresh icon. The main content area lists three transactions:

Status	Recipient	Account	Transaction Date	Amount	Wire Type	Schedule Date
APPROVED	Drake Jones	Checking - *1168	Sep 24, 2018	\$31.31	DOMESTIC	09/30/2018
APPROVED	Rob Timmons	Checking - *1168	Sep 24, 2018	\$65.46	DOMESTIC	09/30/2018
UNAPPROVED	Johnny	Checking - *7770	Sep 18, 2018	\$12.56	DOMESTIC	09/29/2018

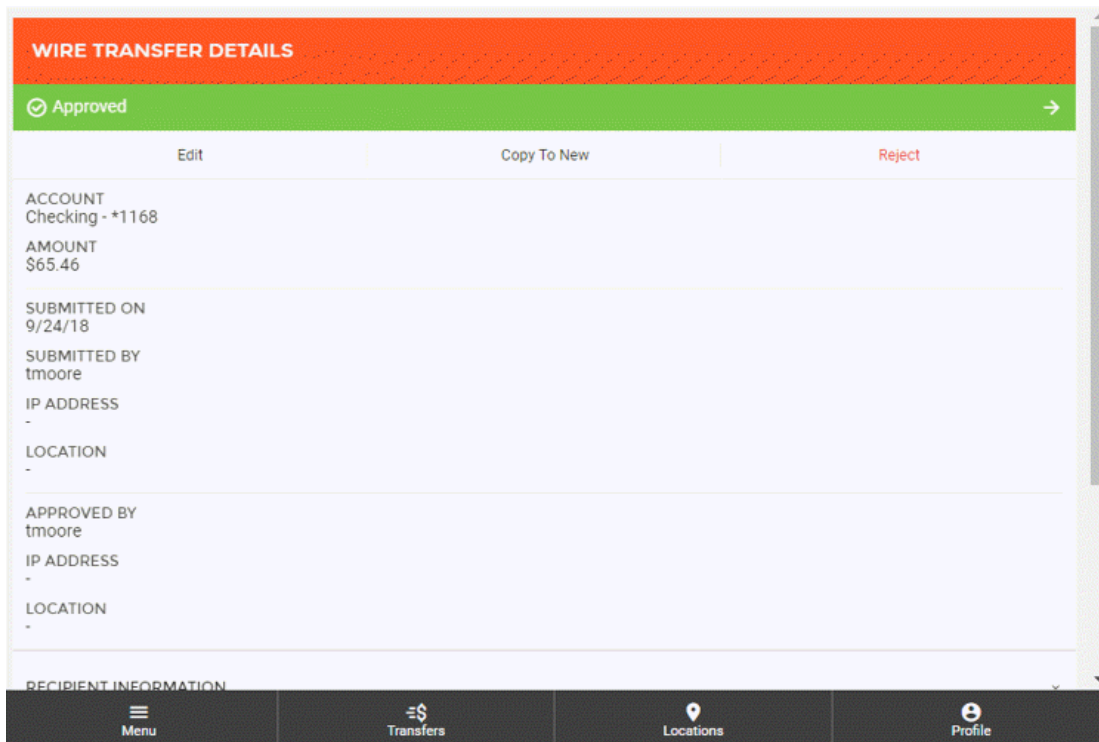
Below the list is a green button labeled 'APPROVE ALL'. At the bottom, a dark grey navigation bar contains icons for 'Menu', 'Transfers', 'Locations', and 'Profile'.

Clicking on the **Date Range** section (Next 7 Days) will bring up date range options to expand or narrow scheduled wire items.



Clicking on a wire transfer from this list will take you to the **Wire Transfers Details** screen. Here, you can see the details of the wire selected. At the top of the screen, you will see the **Status** of the wire (approved/unapproved/rejected). You can change the status by clicking on it. This change will be reflected on the prior screen as well as on the **Overview** section of the landing page.

This screen also provides the user with the opportunity to edit, copy to new, or reject the wire.



RECIPIENT INFORMATION ^

---

NAME  
Rob Timmons

ADDRESS 1  
-

ADDRESS 2  
-

CITY  
-

STATE  
-

ZIP  
-

DESCRIPTION  
-

---

BANK INFORMATION ^

---

BANK NAME  
Bank of Trust

BANK ROUTING #  
111300958

ACCOUNT #  
654113

ACCOUNT TYPE  
Checking

BANK ADDRESS 1

Menu Transfers Locations Profile

## Editing a Wire Transfer

Clicking the **Edit** option when viewing wire transfer details will bring up the edit screen. Here, users will have the option to edit wire information. You will see **Required** on fields that must be completed.

The screenshot shows a mobile application interface for editing a domestic wire transfer. The title bar at the top reads "EDITING DOMESTIC WIRE" with a back arrow on the left and a close "X" icon on the right. The form contains the following fields:

- COMPANY:** A text field containing "Big Picture Co" with a right-pointing arrow.
- ACCOUNT:** A text field containing "Checking, 1168" with a right-pointing arrow.
- AMOUNT:** A text field containing "\$65.46".
- RECIPIENT INFORMATION:** A section header with a downward arrow.
- NAME:** A text field with a "required" label on the right.
- ADDRESS 1:** A text field.
- ADDRESS 2:** A text field.
- CITY:** A text field.
- STATE:** A text field with a right-pointing arrow.
- ZIP:** A text field.

At the bottom of the screen is a grey bar with the text "CONTINUE" and a right-pointing arrow.

By clicking on the **Pencil** icon in the top right corner of the **Wire Transfers** section, you can enable multi approval/unapproval/delete. To approve batches one by one, you can click on an individual wire transfer from this list.

**WIRE TRANSFERS** + ✎

Next 7 days →

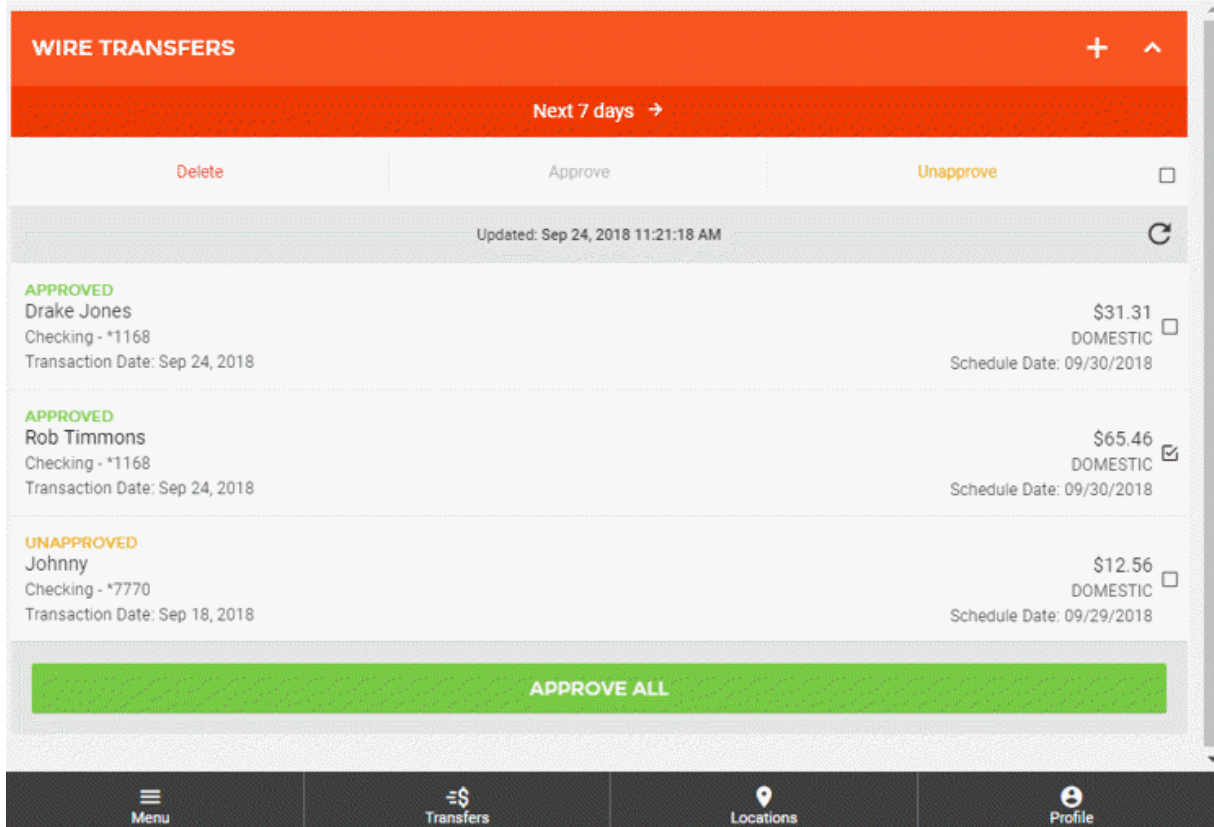
Updated: Sep 24, 2018 11:21:18 AM ↻

<b>APPROVED</b> Drake Jones Checking - *1168 Transaction Date: Sep 24, 2018	\$31.31 DOMESTIC > Schedule Date: 09/30/2018
<b>APPROVED</b> Rob Timmons Checking - *1168 Transaction Date: Sep 24, 2018	\$65.46 DOMESTIC > Schedule Date: 09/30/2018
<b>UNAPPROVED</b> Johnny Checking - *7770 Transaction Date: Sep 18, 2018	\$12.56 DOMESTIC > Schedule Date: 09/29/2018

**APPROVE ALL**

Menu Transfers Locations Profile

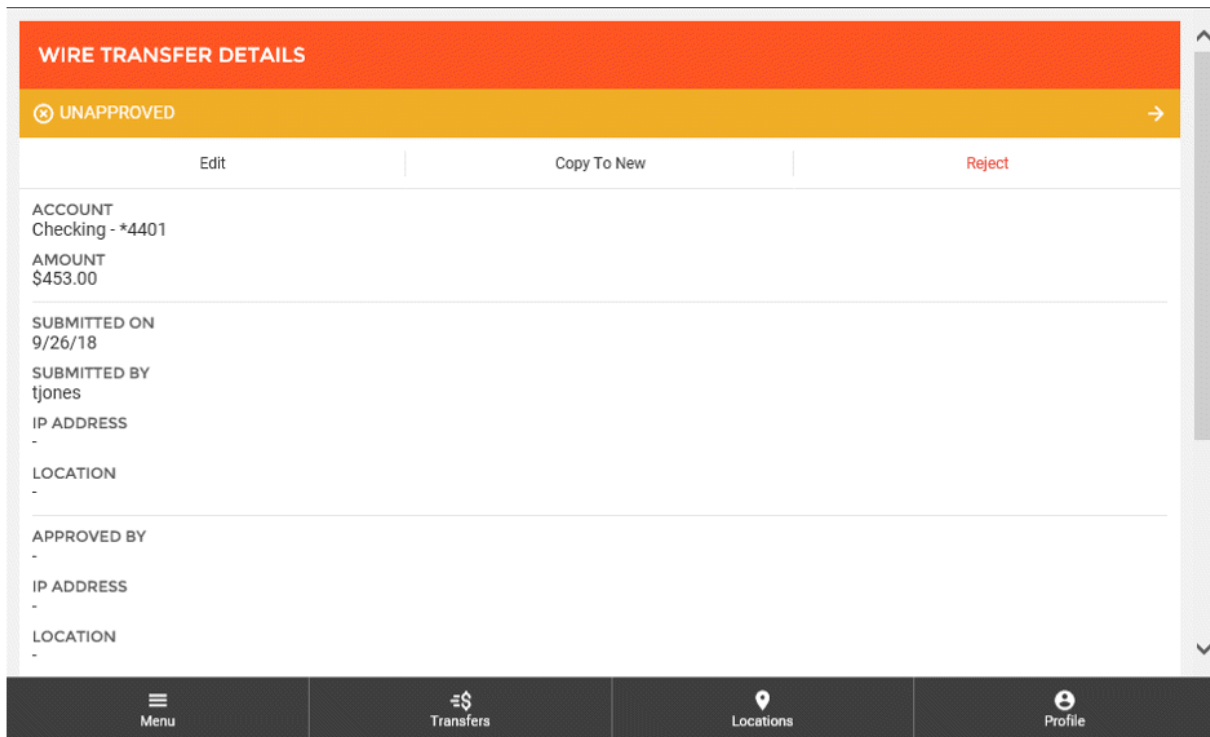
**Edit** mode will allow wires to be deleted, approved, or unapproved. Clicking the up arrow will exit **Edit** mode for Wires.





## Rejecting Wires

When viewing wire details, the **Reject** option is displayed near the top right of the screen. Clicking the **Reject** button will cause the Reject Wire screen to appear.



A reason must be entered in order to activate the **Reject Wire** button.

REJECT WIRE

REJECT REASON

0 / 250

REJECT WIRE

At this point, you must confirm the action. Click **Reject** to reject the wire. If you no longer wish to reject the wire, you can click the **Cancel** button to return to the **Reject Wire** screen where you can then exit.

REJECT WIRE

REJECT REASON

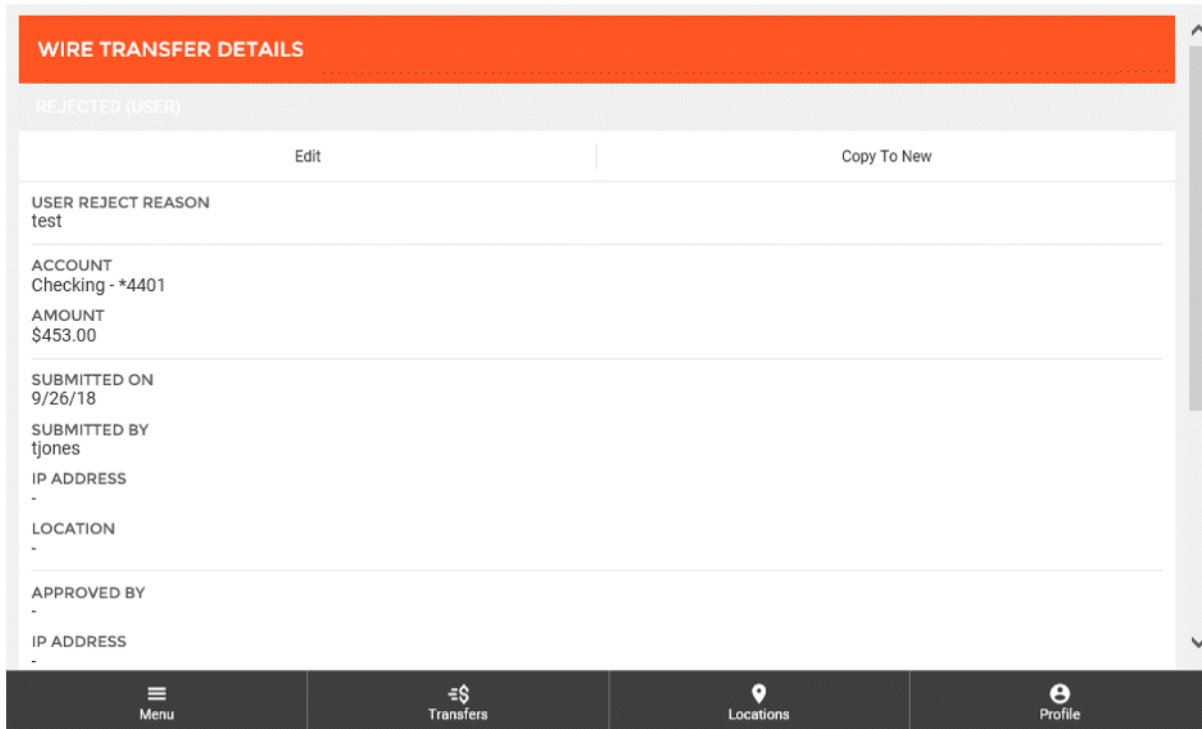
test  
4 / 250

REJECT WIRE

CONFIRM WIRE REJECTION  
Do you want to reject this wire transfer?

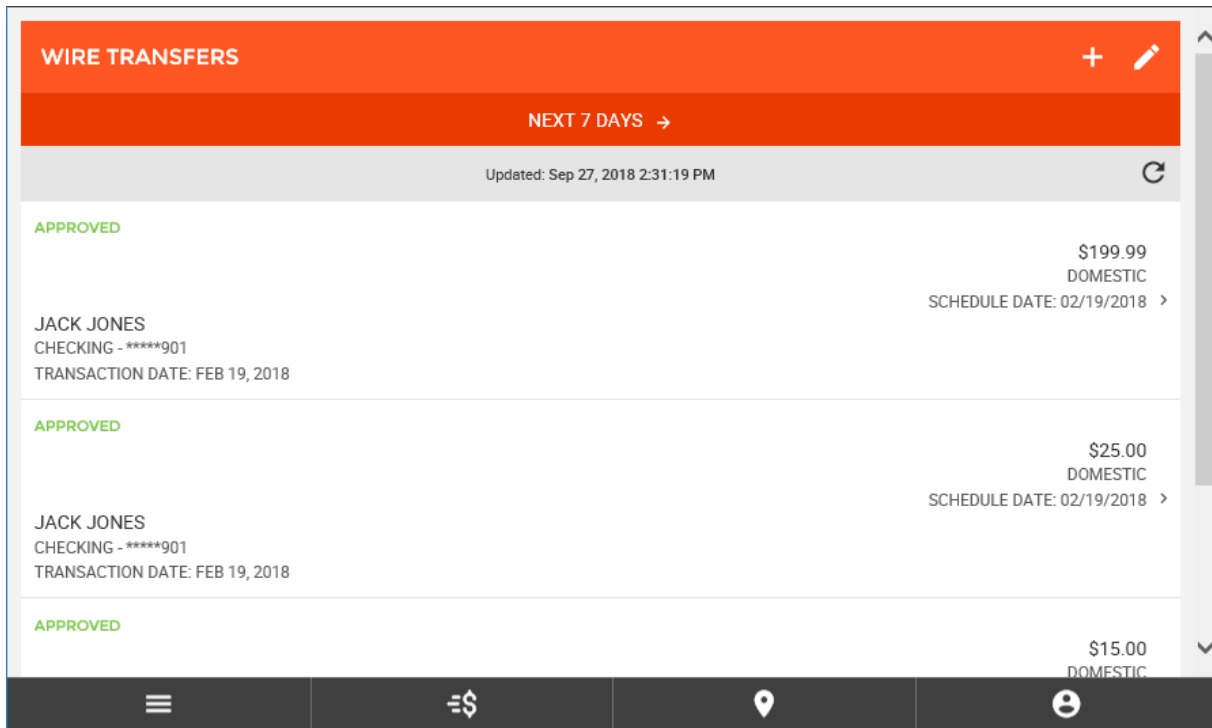
REJECT CANCEL

Once a wire has been rejected, the **Wire Transfer Details** screen displays a **User Reject Reason** field and the **Reject** button is no longer displayed at the top of the screen.

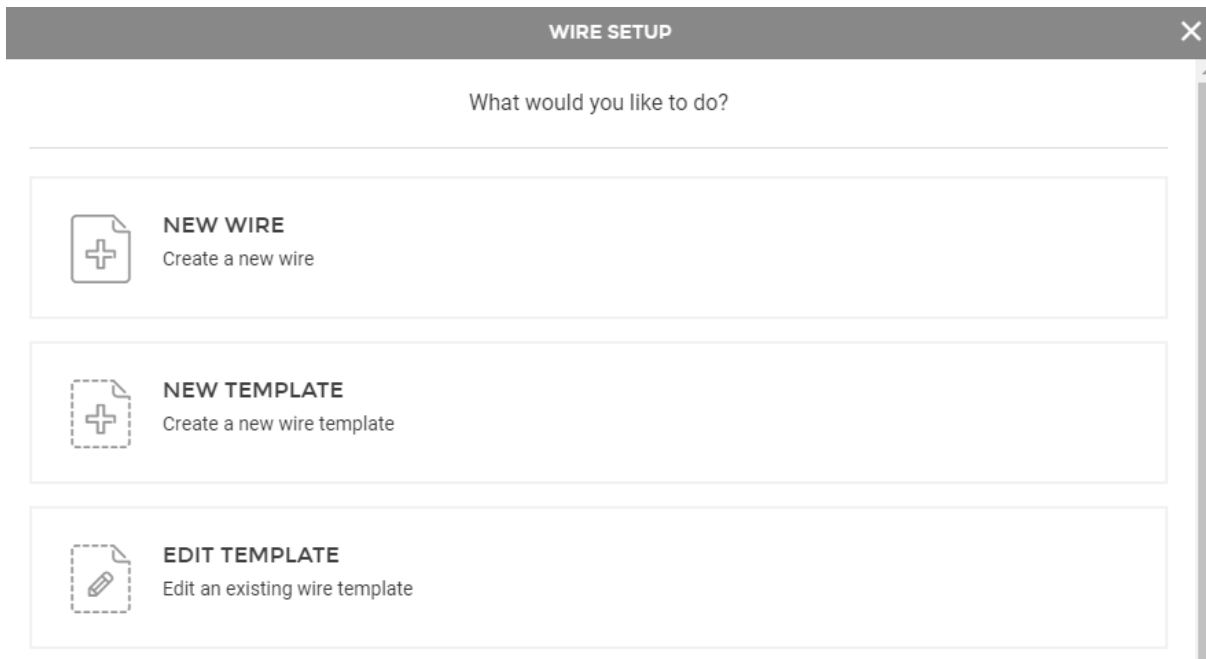


## New Wires

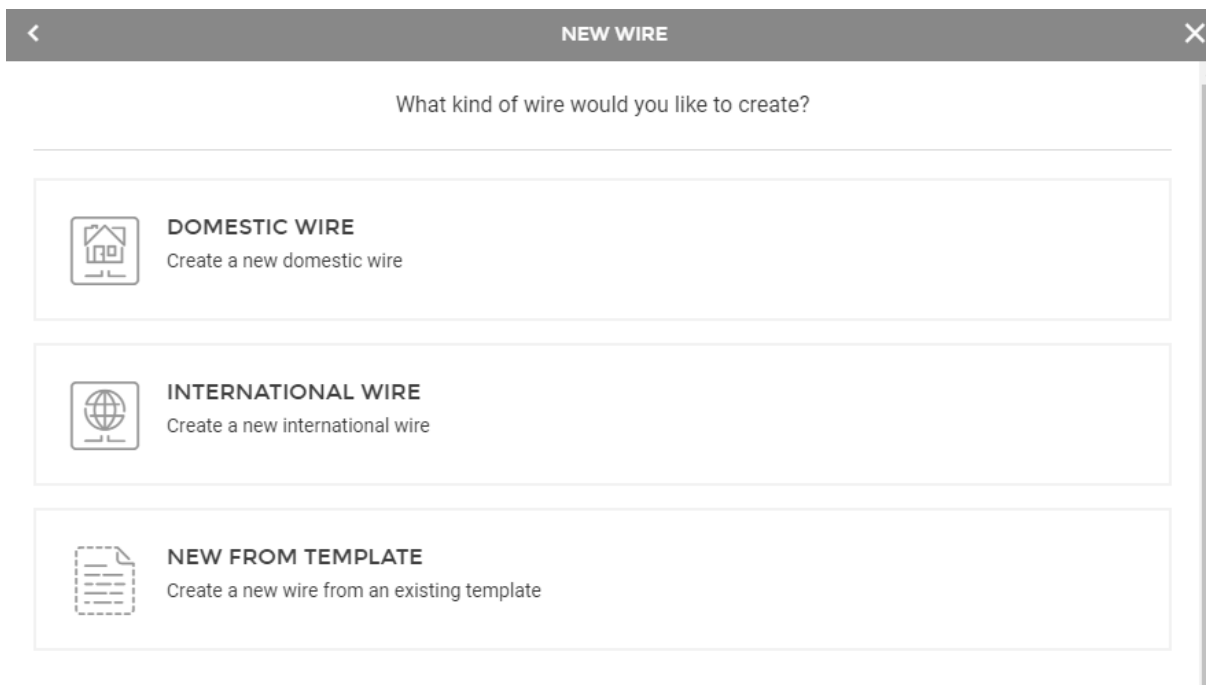
Clicking on the + button on the top right of the **Wire Transfers** page will enter **Wire Setup** wizard.



The **Wire Setup** wizard will help guide you through various workflows including creating a new wire, creating a new wire template, or editing an existing wire template. Clicking on the **New Wire** button will take you through the wire transfer wizard.



The next step is selecting which type of wire you would like to create. The options are **domestic**, **international**, or a **new wire using an existing template**.



## Domestic Wire Setup

The first step in creating a new wire is entering the necessary header and recipient information including:

- Company
- Account
- Amount
- Name
- Recipient Name
- Recipient Bank Name
- Recipient Bank Routing Number
- Recipient Account Number
- Recipient Account Type

Once all required fields have been filled out, you can click **Continue** at the bottom of the screen to proceed to the next step. Other fields are displayed and values can be provided but they are not required.

< NEW DOMESTIC WIRE X

COMPANY REQUIRED →

ACCOUNT REQUIRED →

AMOUNT REQUIRED

RECIPIENT INFORMATION ^

NAME REQUIRED

ADDRESS 1

ADDRESS 2

CITY

STATE →

CONTINUE →



**NEW DOMESTIC WIRE**

ZIP

DESCRIPTION

BANK NAME REQUIRED

BANK ROUTING # REQUIRED

ACCOUNT # REQUIRED

ACCOUNT TYPE REQUIRED →

BANK ADDRESS 1

BANK ADDRESS 2

BANK CITY

CONTINUE →

**NEW DOMESTIC WIRE**

ACCOUNT # REQUIRED

ACCOUNT TYPE REQUIRED →

BANK ADDRESS 1

BANK ADDRESS 2

BANK CITY

BANK STATE →

BANK ZIP

BENEFICIARY FINANCIAL INSTITUTION ▾

INTERMEDIARY BANK ▾

CONTINUE →

The next step is to **Schedule** the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to **Approve** the wire at this time.

<NEW DOMESTIC WIRE>

---

SCHEDULE

---

When should it occur?

DATE

9/28/18

→

Future dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date selected.

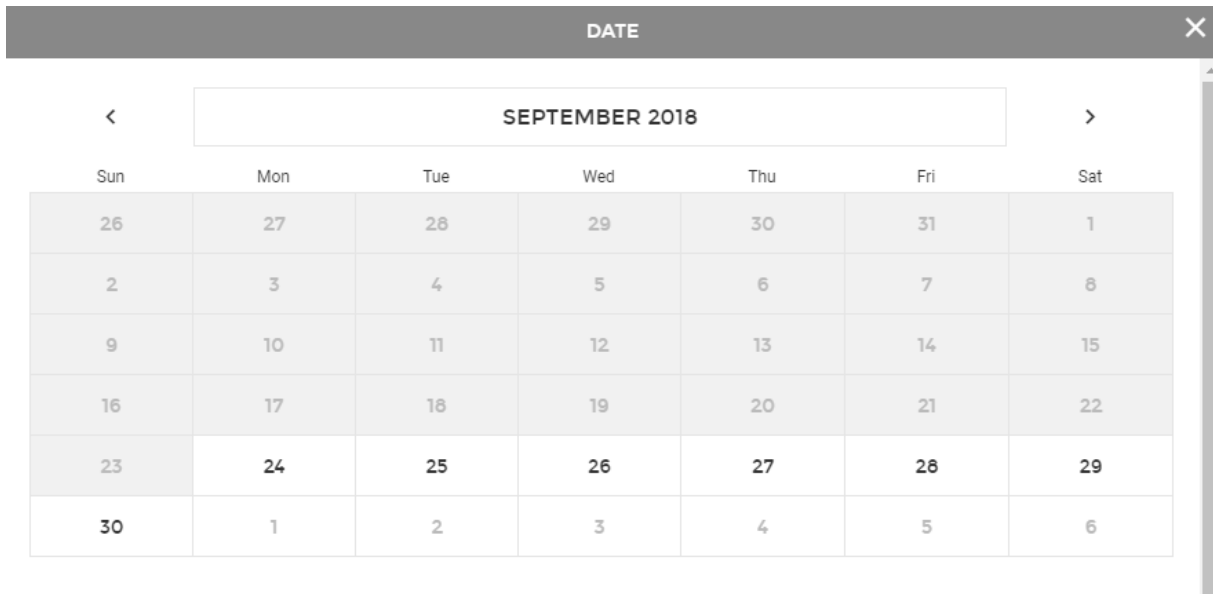
---

Approve ✔

Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.

**CONTINUE →**

Clicking within the **Date** field will bring up a calendar that can be used to select the effective date.



When finished, you can click the **Continue** button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to **Create Wire** to complete the wire creation process.

<REVIEW>

ACCOUNT	*Test Account *9901
AMOUNT	\$50.00
COMPANY	VAN R US
RECIPIENT INFORMATION	▼
SCHEDULE	^
WHEN	Now
APPROVE	YES

APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE.

CREATE WIRE

Recipient Information section expanded:

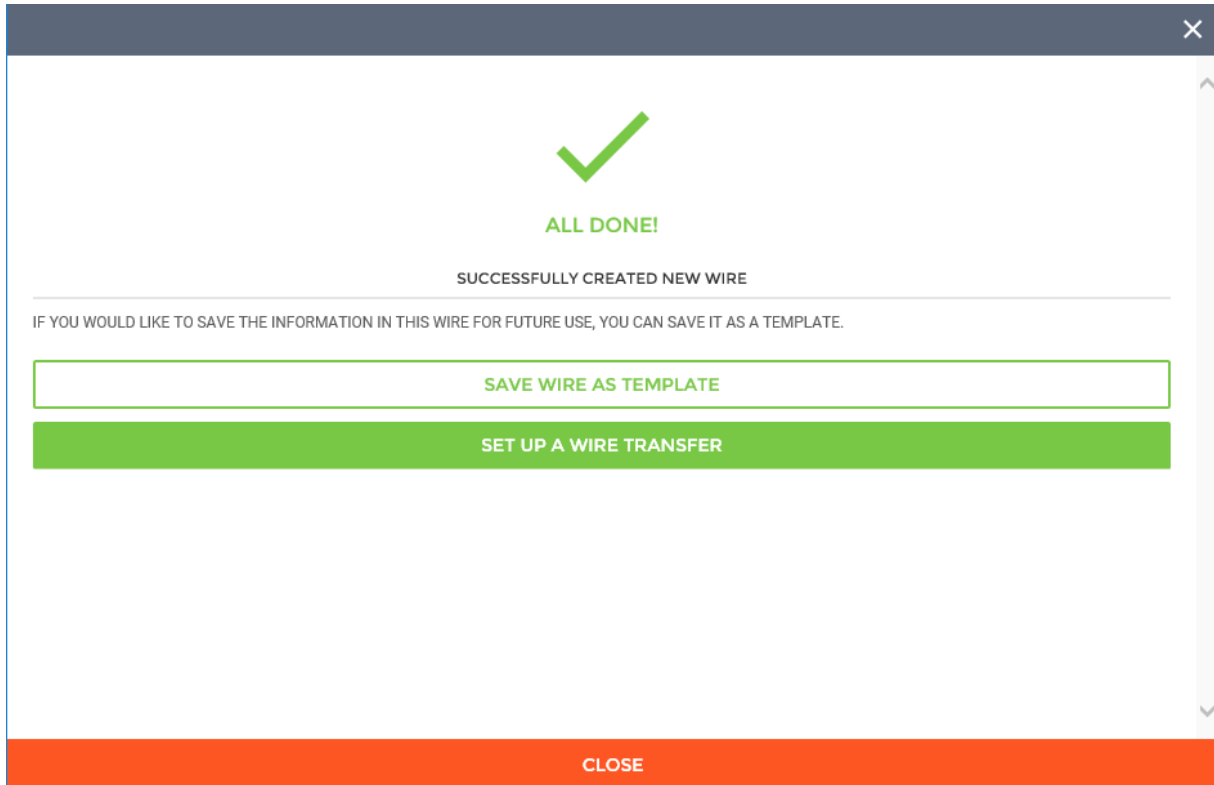
<
REVIEW
>

ACCOUNT	*Test Account *9901
AMOUNT	\$50.00
COMPANY	VAN R US
RECIPIENT INFORMATION <span style="float: right;">^</span>	
<hr/>	
NAME	JACK JONES
BANK NAME	TEST BANK
BANK ROUTING #	111300958
ACCOUNT #	486485522
ACCOUNT TYPE	Checking
SCHEDULE <span style="float: right;">^</span>	
<hr/>	
WHEN	Now
APPROVE	YES
<hr/>	
APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE.	

CREATE WIRE

Upon finishing the process, you will see a **Success** message, letting you know that the wire was created properly.

From this screen, you can **save the wire as a template**, **set up a new wire transfer**, or **close the window** to exit the wizard.



## International Wire Setup

The first step in creating a new wire is entering the necessary header and recipient information including:

- Company
- Account
- Amount
- Beneficiary Name
- Beneficiary Account Number
- Beneficiary Account Type
- Beneficiary Bank Name
- Beneficiary SWIFT/BIC
- Recipient Account Number
- Recipient Account Type

Once all required fields have been filled out, you can click **Continue** at the bottom of the screen to proceed to the next step. Other fields are displayed, and values can be provided but they are not required.

The screenshot shows a mobile application interface for creating a new international wire transfer. The title bar at the top is dark blue with a back arrow on the left, the text "NEW INTERNATIONAL WIRE" in the center, and a close "X" icon on the right. Below the title bar are several input fields, each with a "REQUIRED" label and a right-pointing arrow icon. The fields are: "COMPANY", "ACCOUNT", "AMOUNT", "BENEFICIARY" (which is a section header with a small upward arrow), "NAME", "ACCOUNT #", "ACCOUNT TYPE", "ADDRESS 1", and "ADDRESS 2". At the bottom of the form is a grey bar containing a "CONTINUE" button with a right-pointing arrow.



**NEW INTERNATIONAL WIRE**

ADDRESS 3

DESCRIPTION

**BENEFICIARY FINANCIAL INSTITUTION**

BANK NAME REQUIRED

SWIFT/BIC REQUIRED

REF CODE

ADDRESS 1

ADDRESS 2

ADDRESS 3

CONTINUE →

**NEW INTERNATIONAL WIRE**

DESCRIPTION

**BENEFICIARY FINANCIAL INSTITUTION**

BANK NAME REQUIRED

SWIFT/BIC REQUIRED

REF CODE

ADDRESS 1

ADDRESS 2

ADDRESS 3

U.S. INTERMEDIARY BANK

FOREIGN INTERMEDIARY BANK

CONTINUE →

The next step is to **Schedule** the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to approve the wire at this time.

Clicking within the date field will bring up a calendar that can be used to select the effective date.


< NEW INTERNATIONAL WIRE X

SCHEDULE

When should it occur?

DATE  
10/3/18 →

Future dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date selected.

Approve 

Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.

CONTINUE →

When finished, you can click the **Continue** button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Beneficiary Information (click arrowhead to expand section)
- Beneficiary Financial Institution (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select **Create Wire** to complete the wire creation process.

REVIEW	
ACCOUNT	Checking #1168
AMOUNT	\$124.97
COMPANY	Party Time Inc
BENEFICIARY	^
NAME	
	Kayla Jules
ACCOUNT #	111300958
ACCOUNT TYPE	Checking
BENEFICIARY FINANCIAL INSTITUTION	^
BANK NAME	
	United Bank
SWIFT/BIC	NATAAU3305A
U.S. INTERMEDIARY BANK	^
BANK NAME	
	Bank of Trust
BANK ROUTING #	111300958
BANK ADDRESS 1	125 Made Up St

**CREATE WIRE**

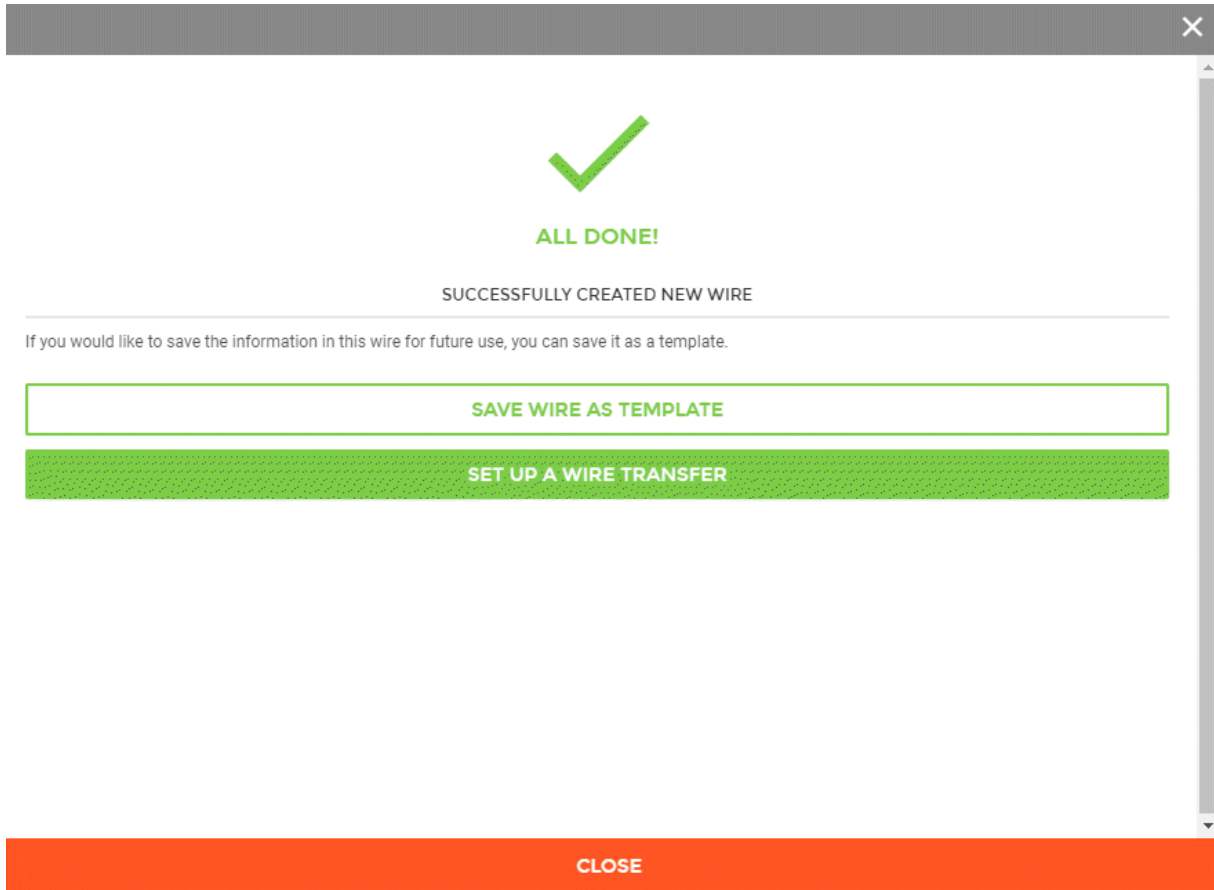
<
REVIEW
×

ACCOUNT #	111300958
ACCOUNT TYPE	Checking
BENEFICIARY FINANCIAL INSTITUTION	^
BANK NAME	United Bank
SWIFT/BIC	NATAAU3305A
U.S. INTERMEDIARY BANK	^
BANK NAME	Bank of Trust
BANK ROUTING #	111300958
BANK ADDRESS 1	125 Made Up St
SCHEDULE	^
WHEN	Future
Future dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date selected.	
DATE	10/5/18
APPROVE	YES
Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.	

CREATE WIRE

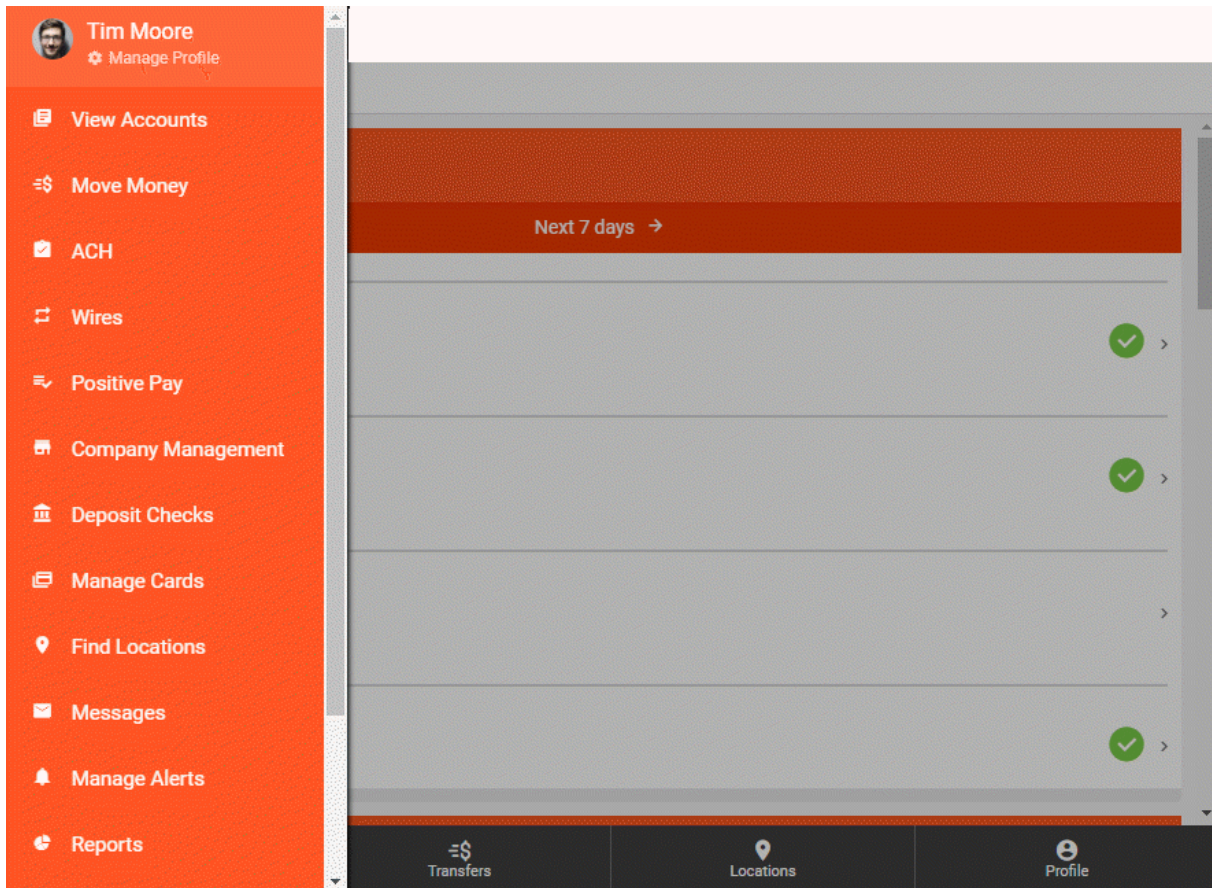
Upon finishing the process, you will see a **Success** message, letting you know that the wire was created properly.

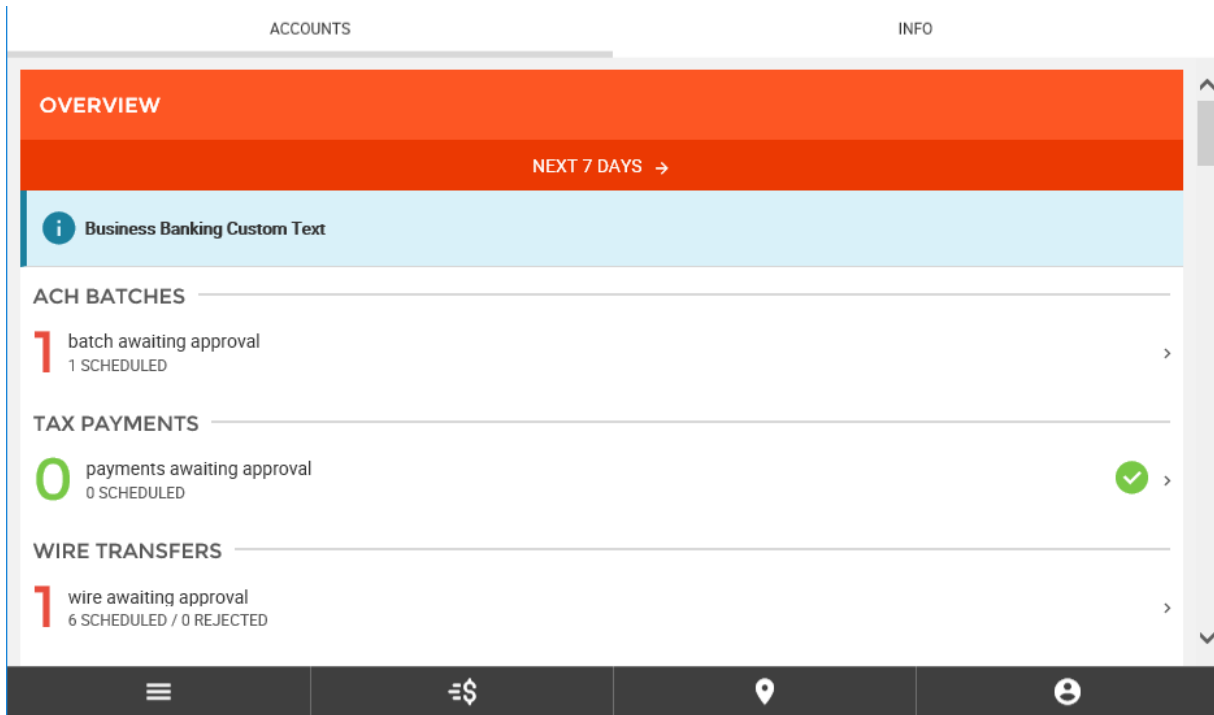
From this screen, you can **save the wire as a template**, **setup a new wire transfer**, or close the window to exit the wizard.



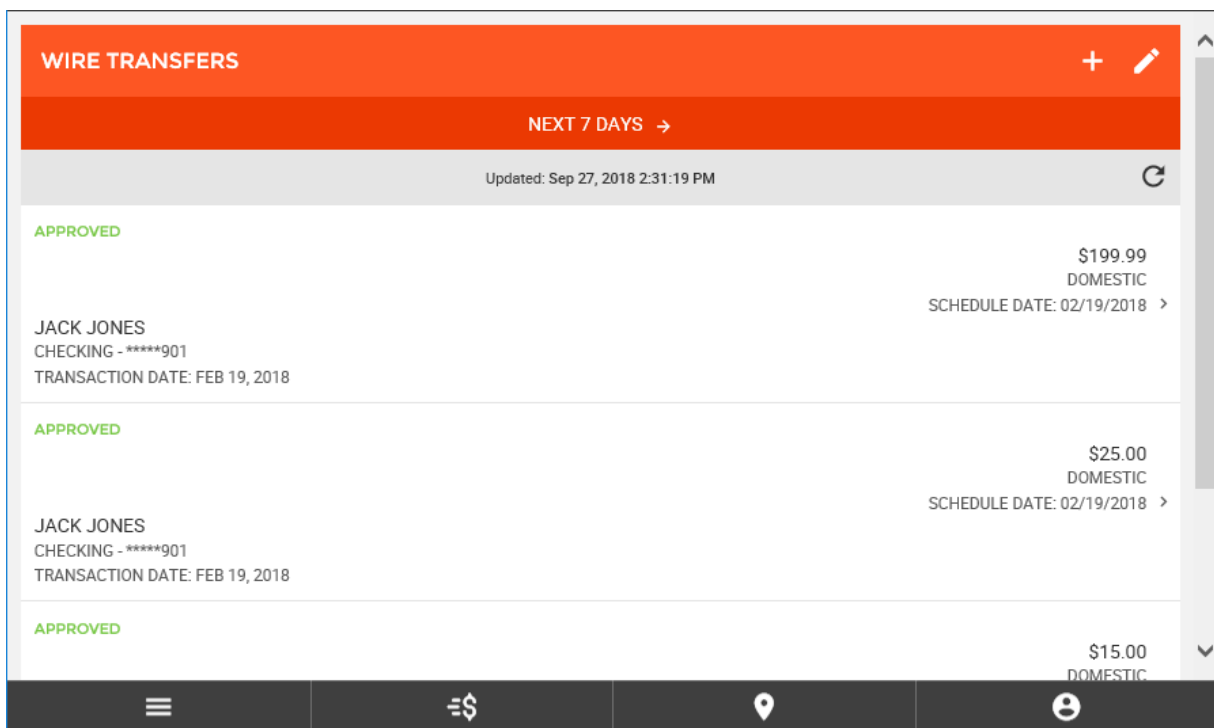
## Creating a Wire Template

To begin creating a new wire template or edit a pre-existing template, you can either click on the **Wires** menu item within the menu on the left side of the screen, or by clicking on the **Wire Transfers** section of the Overview on the landing page.

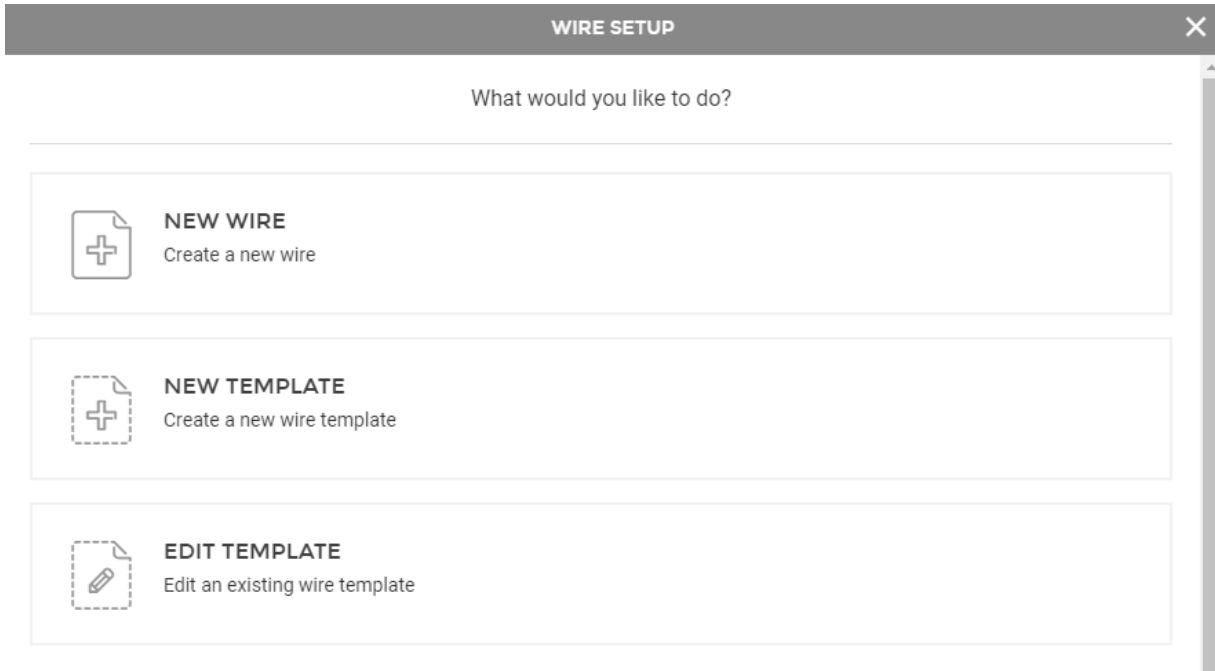




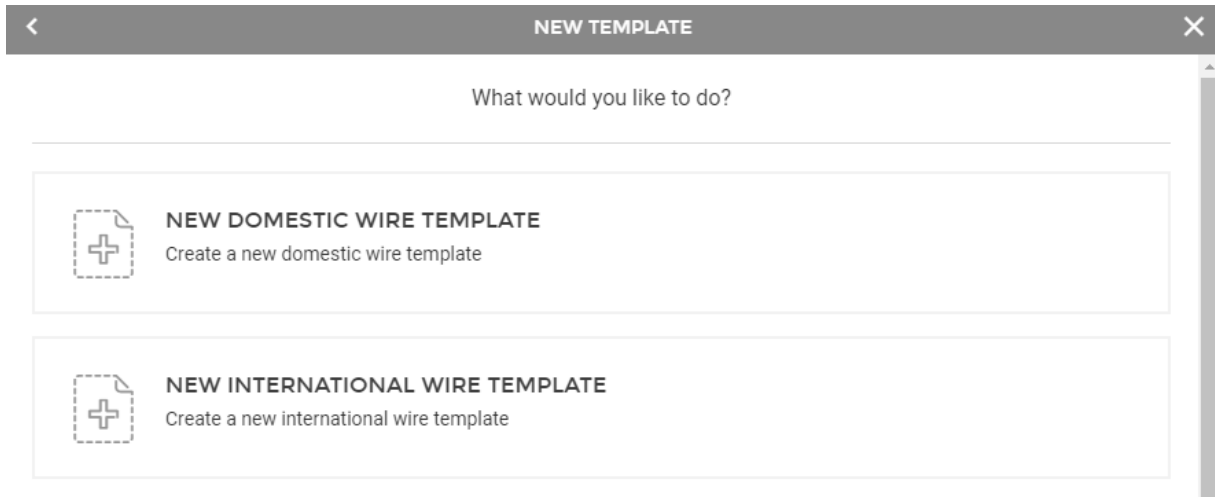
This will take you to a screen displaying all scheduled wire transfers. To create a new template or edit an existing template, you will need to click the + button near the top of the page.



This will enable the **Wire Setup** wizard. Clicking the **New Template** button will guide you through the process of creating a new wire template.



There are options for **New Domestic Wire Template** and **New International Wire Template**. Select the option for the type of template you would like to create.





The next step in creating a new wire template, is entering the necessary information, including:

- Company
- Account
- Amount

Once all required fields have been filled out and reviewed, you can click **Continue** at the bottom of the screen to proceed to the next step.

The screenshot shows a mobile application interface for creating a new domestic wire template. The title bar at the top is dark grey with a back arrow on the left, the text "NEW DOMESTIC WIRE TEMPLATE" in the center, and a close "X" icon on the right. Below the title bar are several input fields:

- COMPANY**: A text field containing "Closing Time Inc" with a right-pointing arrow.
- ACCOUNT**: A text field containing "Checking \*1168" with a right-pointing arrow.
- AMOUNT**: A text field containing "\$88.64".
- RECIPIENT INFORMATION**: A section header with a small upward-pointing arrow to its right.
- NAME**: A text field containing "Frank Johnson".
- ADDRESS 1**: A text field containing "123 Fake St".
- ADDRESS 2**: An empty text field.
- CITY**: An empty text field.
- STATE**: A text field with a right-pointing arrow.
- ZIP**: An empty text field.

At the bottom of the form is a prominent orange button with the text "CONTINUE" and a right-pointing arrow.

The next step in creating a new wire template is adding a **Template Name**. Once a name has been determined, clicking **Continue** at the bottom of the screen will take you to the next step.

NEW DOMESTIC WIRE TEMPLATE

SAVE AS A TEMPLATE

TEMPLATE NAME  
Thursday Template

CONTINUE →

The review screen will display all details provided for the new template. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand)
- Template Name

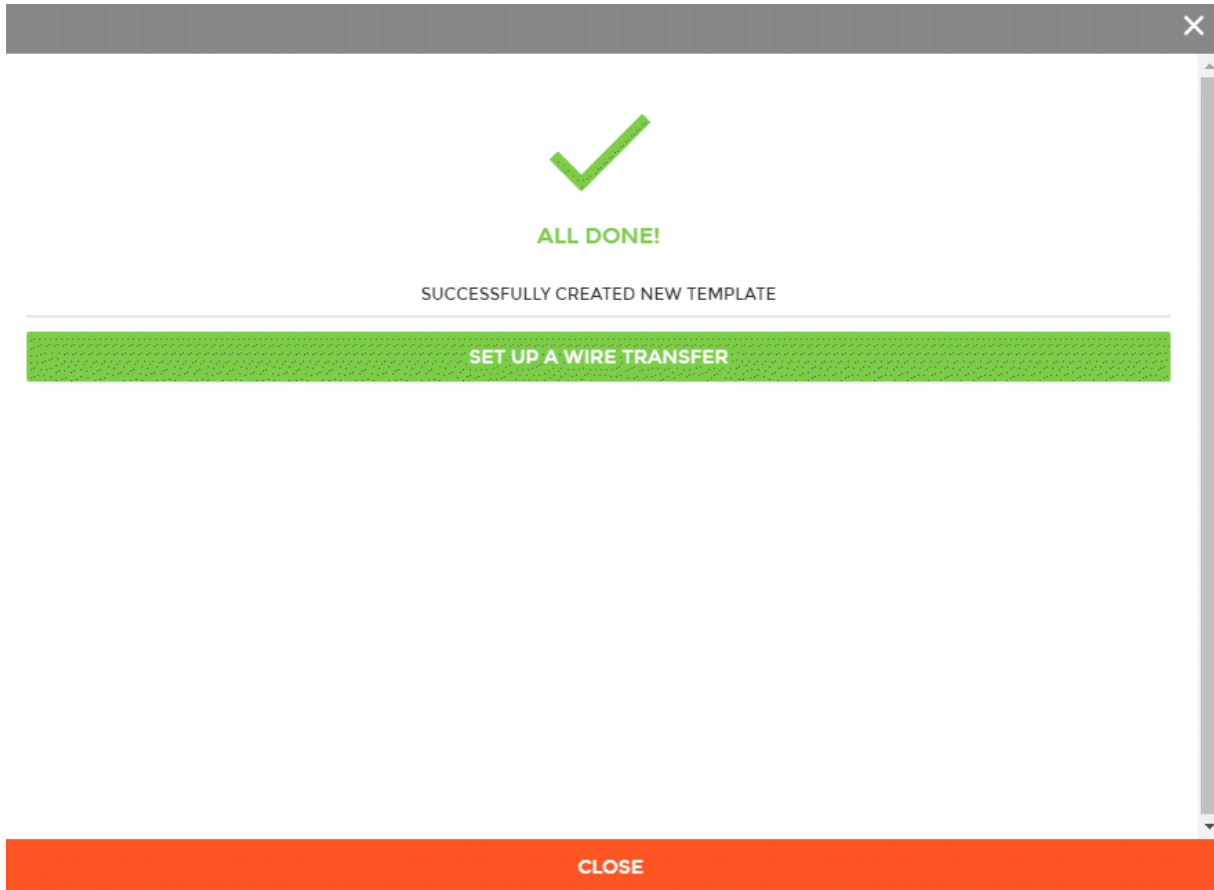
If all information contained within the review screen is accurate, you can select to **Create Template**.

<
REVIEW
×

ACCOUNT	Checking *1168
AMOUNT	\$88.64
COMPANY	Closing Time Inc
RECIPIENT INFORMATION	^
NAME	Frank Johnson
ADDRESS 1	123 Fake St
BANK NAME	Bank of United Ways
BANK ROUTING #	111300958
ACCOUNT #	65488
ACCOUNT TYPE	Checking
SAVE AS A TEMPLATE	
NAME	Thursday Template
<small>Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.</small>	

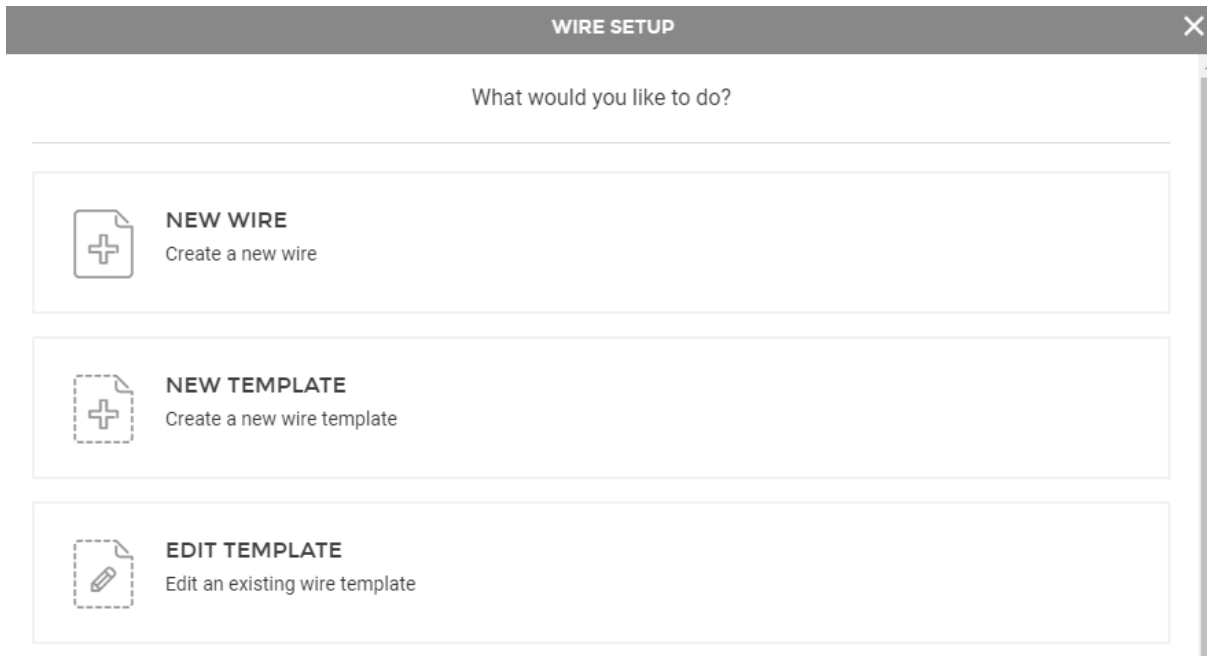
CREATE TEMPLATE

Upon finishing the process, you will see a **Success** message, letting you know that the wire template was created properly.

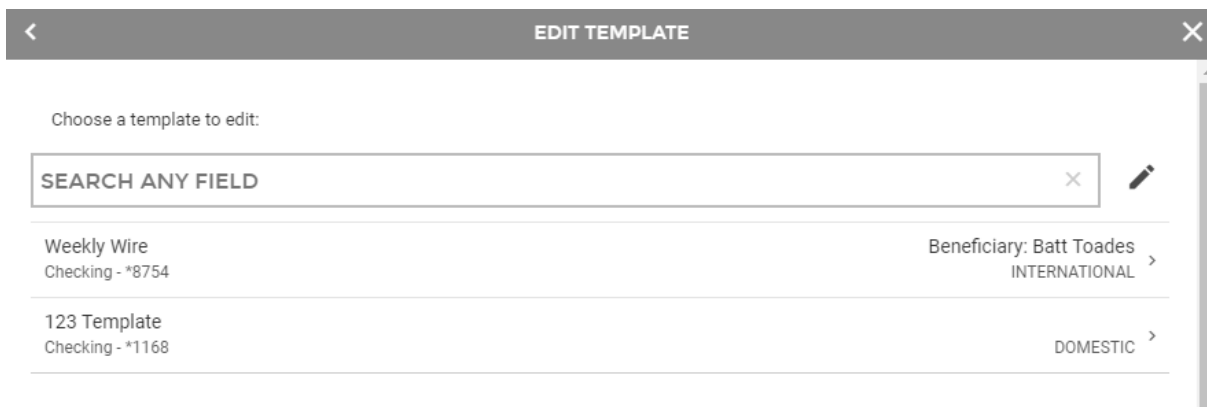


## Edit Template

Note: Choosing to edit an existing template follows the same steps as listed above for creating a new template, except instead of choosing the **New Template** option in the initial step, you will select the **Edit Template** option.



You will then be presented with a list of previously created templates. Click on the template you wish to edit to begin the template editing process.



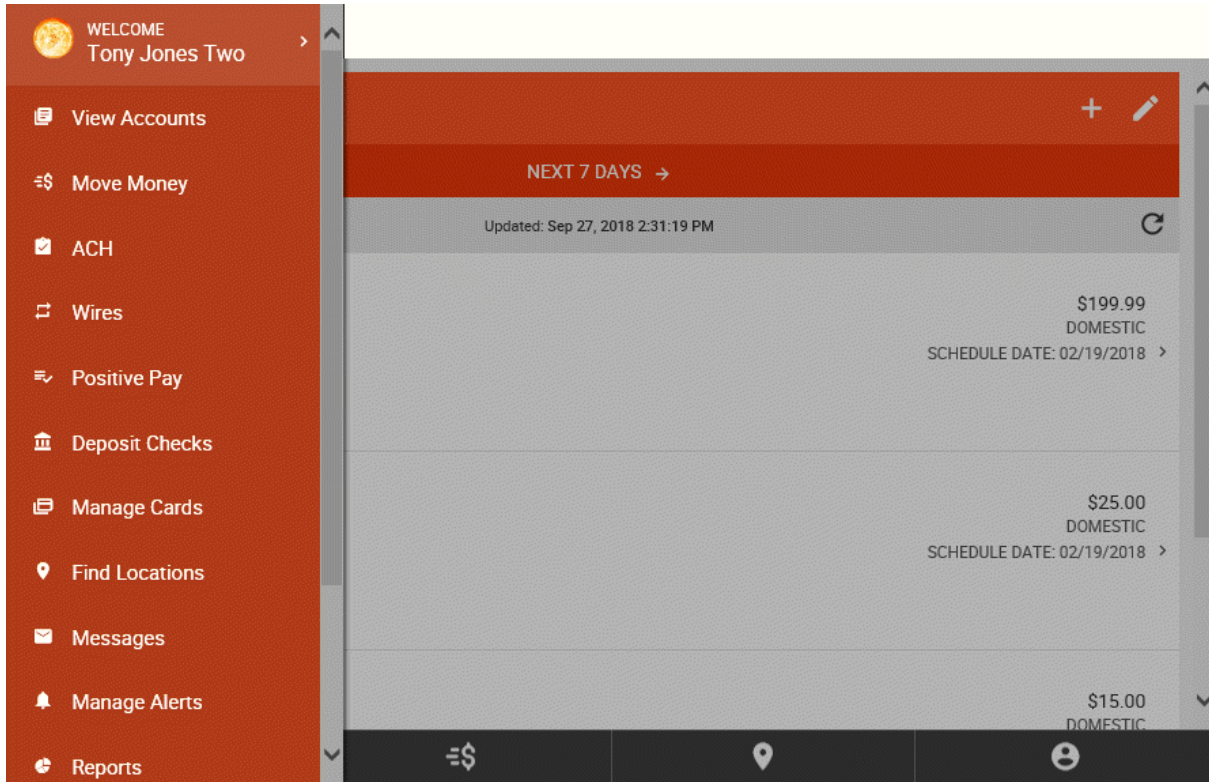
The **Pencil** button will allow you to select multiple templates and delete them all at once.

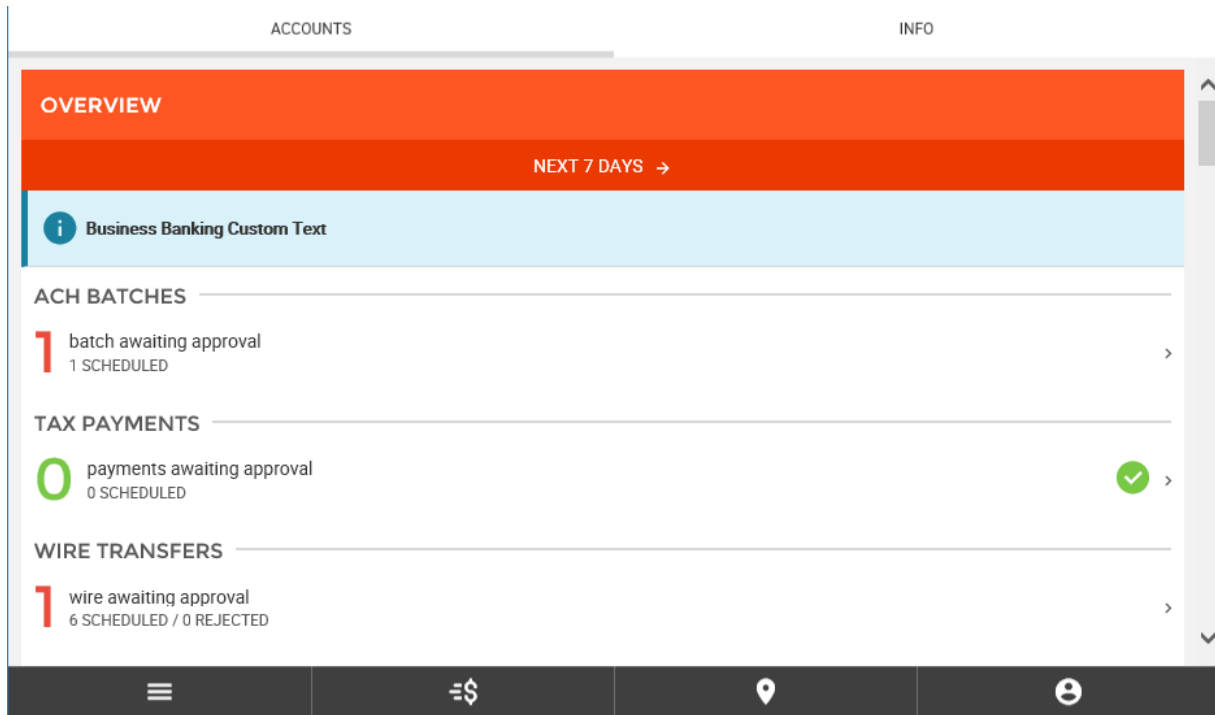
The screenshot shows a mobile application interface titled "EDIT TEMPLATE". At the top, there is a dark grey header with a back arrow on the left, the text "EDIT TEMPLATE" in the center, and a close "X" icon on the right. Below the header, the text "Choose a template to edit:" is displayed. A search bar with the placeholder text "SEARCH ANY FIELD" and a clear "X" icon is positioned below this text. To the right of the search bar is an upward-pointing arrow. Below the search bar, a red "Delete" button is visible. The main content area contains a list of templates, each with a pencil icon on the right for editing. The first template is "Weekly Wire" with the account type "Checking - \*8754" and the beneficiary "Beneficiary: Batt Toades INTERNATIONAL". The second template is "123 Template" with the account type "Checking - \*1168" and the beneficiary "DOMESTIC".

Template Name	Account Type	Beneficiary	Action
Weekly Wire	Checking - *8754	Beneficiary: Batt Toades INTERNATIONAL	
123 Template	Checking - *1168	DOMESTIC	

## New Wire from Template

To begin creating a new wire transfer using a pre-existing template, you can either click the **Wires** menu item within the menu on the left side of the screen, or by clicking on the **Wire Transfers** section of the Overview on the landing page.

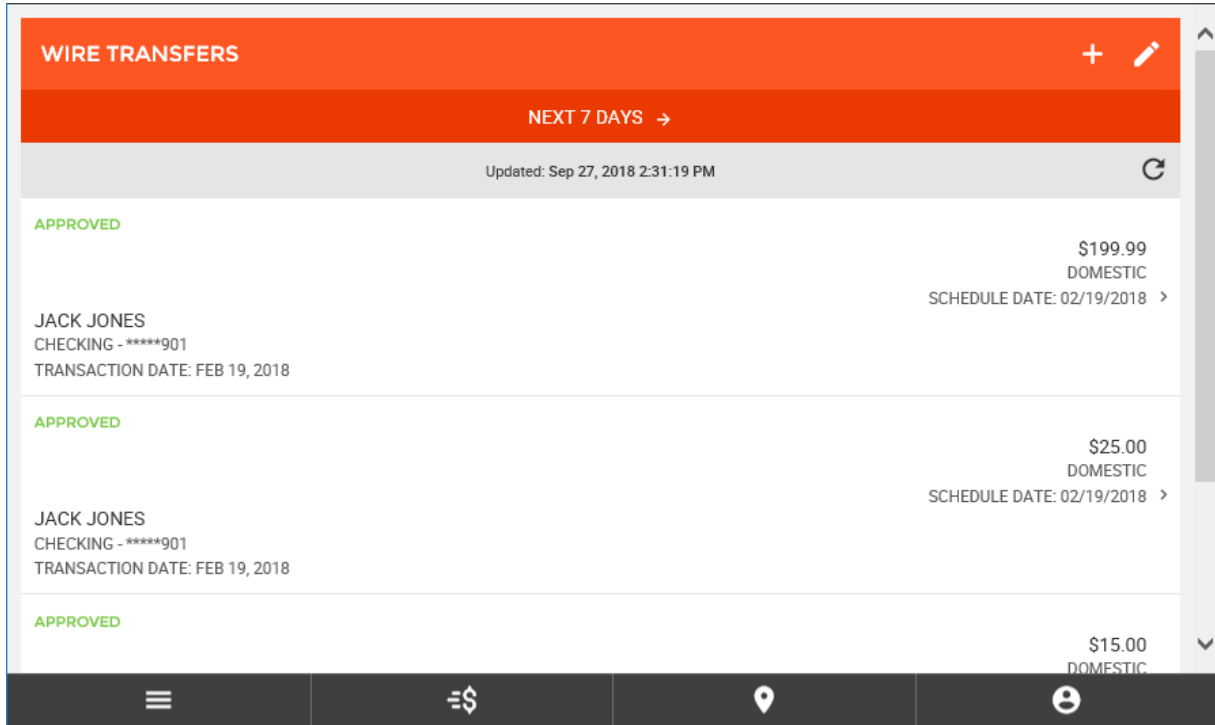




This will take you to a screen displaying all scheduled wires. To start the wire creation process, you will need to click the + button near the top of page. This will enable the wire transfer wizard, guiding you






through the new wire process. Clicking on the **New Wire** button will take you through the wire creation wizard.



WIRE SETUP




What would you like to do?

-  **NEW WIRE**  
Create a new wire
-  **NEW TEMPLATE**  
Create a new wire template
-  **EDIT TEMPLATE**  
Edit an existing wire template

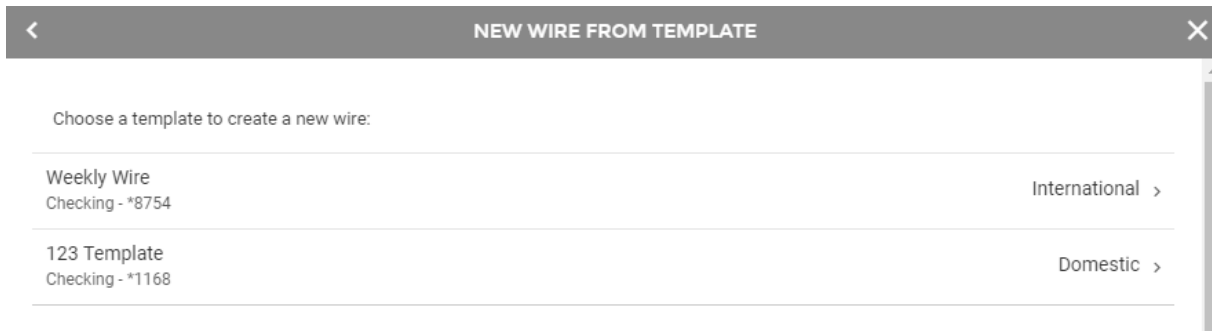
The next step is to click the **New from Template** button.

NEW WIRE

What kind of wire would you like to create?

-  **DOMESTIC WIRE**  
Create a new domestic wire
-  **INTERNATIONAL WIRE**  
Create a new international wire
-  **NEW FROM TEMPLATE**  
Create a new wire from an existing template

You will then select the template you wish to use.



The screenshot shows a mobile application interface titled "NEW WIRE FROM TEMPLATE". Below the title bar, there is a prompt: "Choose a template to create a new wire:". Two template options are listed in a scrollable list:

Template Name	Account Type	Wire Type
Weekly Wire	Checking - *8754	International >
123 Template	Checking - *1168	Domestic >

Since you are using a template, all fields that were filled out for the template will be automatically filled out in this step. After selecting your template, you will next see all the necessary header information, including:

- Company
- Account
- Amount
- Recipient Name
- Recipient Bank Name
- Recipient Bank Routing Number
- Recipient Account Type

Once all required fields have been filled out and reviewed, you can click **Continue** at the bottom of the screen to proceed to the next step.

< NEW DOMESTIC WIRE X

COMPANY  
VAN R US →

ACCOUNT  
123 Checking 2, 4401 →

AMOUNT  
\$453.00

RECIPIENT INFORMATION ^

NAME REQUIRED

ADDRESS 1

ADDRESS 2

CITY

STATE →

CONTINUE →

The next step is to schedule the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to **Approve** the wire at this time.

The screenshot shows a mobile application interface for scheduling a wire transfer. At the top, there is a dark blue header with a back arrow on the left, the text "NEW DOMESTIC WIRE" in the center, and a close "X" icon on the right. Below the header, the word "SCHEDULE" is displayed. Underneath, the question "When should it occur?" is followed by a date selection field containing "DATE 9/26/18 (Immediately)" and a right-pointing arrow. A line of text below the field reads: "FUTURE DATED WIRE TRANSFERS WILL BE MADE AVAILABLE TO THE BANK FOR PROCESSING AT 11:59PM CT ON THE DATE SELECTED." Below this, the word "Approve" is shown next to an unchecked radio button. A line of text below the radio button reads: "APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE." At the bottom of the screen, there is a prominent orange bar with the text "CONTINUE" and a right-pointing arrow.

When finished, you can click the **Continue** button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

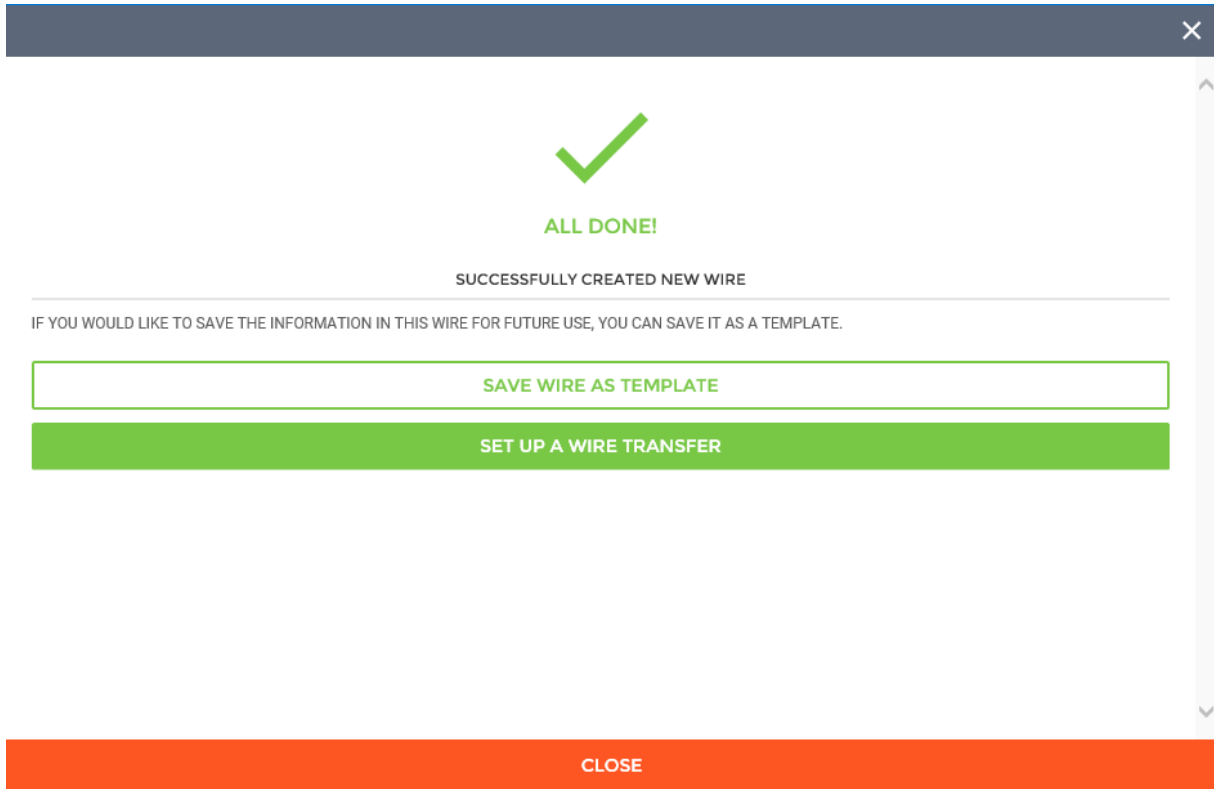
- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Beneficiary Financial Institution (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to **Create Wire** to complete the wire creation process.

REVIEW	
ACCOUNT	123 Checking 2, 4401
AMOUNT	\$453.00
COMPANY	VAN R US
RECIPIENT INFORMATION	^
NAME	TEST NAME
BANK NAME	TEST BANK
BANK ROUTING #	111300958
ACCOUNT #	454656
ACCOUNT TYPE	Checking
SCHEDULE	^
WHEN	Now
APPROVE	NO
APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE.	
<b>CREATE WIRE</b>	

Upon finishing the process, you will see a **Success** message, letting you know that the wire was created properly.

From this screen, you can save the wire as a template, setup a new wire transfer, or close the window to exit the wizard.



A success dialog box with a dark blue header bar containing a close button (X). The main content area is white and features a large green checkmark icon. Below the icon, the text "ALL DONE!" is displayed in green. Underneath, "SUCCESSFULLY CREATED NEW WIRE" is written in black. A horizontal line separates this from the text "IF YOU WOULD LIKE TO SAVE THE INFORMATION IN THIS WIRE FOR FUTURE USE, YOU CAN SAVE IT AS A TEMPLATE." Below this text are two buttons: "SAVE WIRE AS TEMPLATE" (white with a green border) and "SET UP A WIRE TRANSFER" (solid green). At the bottom of the dialog is a solid orange bar with the text "CLOSE" in white. A vertical scrollbar is visible on the right side of the dialog.