



Wire Manager

How To Instructions

Wires Manager

Overview

Wires Manager provides you many options to help you control and manage outgoing wire funds transfers. Each section below will provide you step-by-step instructions on how to perform the tasks.

Schedule a Wire Transfer

View/Edit/Delete/Approve a Pending Wire Transfer

Wire Transfer Templates

General Info:

- You can **Save** or **Process** a Wire Transfer schedule. **Saved Transfers** can be changed or deleted.
- **Processed Transfers** cannot be changed in Business Online Banking. **Please contact the Bank for assistance if you need to cancel a wire transfer.**
- You can schedule a wire transfer up to 5 days in advance of the processing date.
- Business Online Banking supports domestic and international wires and remits funds in U.S. dollars only.

Go to **Management Tools** and click on **Wires Manager**.

Definitions: Select Wire Transfer Criteria Page

Inquire Wire Transfers: View, save, or print all wire transfers scheduled.

Change Wire Transfers: Change the information for a wire transfer that has not been processed.

New Wire Transfers: Create a new domestic or international wire transfer.

New Wire Transfers Using Existing Transfers: Schedule a wire transfer using the information from a past wire transfer sent.

Review Wire Transfer: Lists transfers requiring review before they can be processed.

Import Wire Transfer: Import a file created in Fedwire or Swift wire standards format.

Import Using Templates: Import a file, then create a new Template to download your file into.

Wire Transfer Template: Create a wire transfer template to save time when sending wires to the same beneficiary.

Review Wire Transfer Template: List templates created by your staff requiring your review and approval.

Scheduling a Wire Transfer

You can either *schedule a wire transfer in Business Online Banking (BOB)* or *import a file into BOB* to send your wire(s).

Schedule a wire transfer in BOB

- Schedule a new domestic wire
- Schedule a new international wire
- Send New Wire Transfer Using Existing Transfer Information
- Add a Wire Transfer Template

Or Import a Wire Transfer

Scheduling a New Domestic Wire

Complete the following if this is the first domestic wire transfer you are creating and there is no existing wire transfer that can be copied. If most of the information from an existing wire transfer can be used to process the new wire transfer, then use the Wire Funds Using the Existing Wire Transfer procedure.



From the **Select Wire Transfer Criteria** page:

1. Click the **New Wire Transfer** button.
2. Select **Domestic** from Wire Type. Click the **Submit** button. The New Domestic Wire Transfer page displays.

Note: The fields with an asterisk (), are required.*

3. In the **New Domestic Wire Transfer** section, complete the following in order:
 - a. **Transfer Description:** Enter a descriptive title for the Wire transfer.
 - b. **Transfer Start Date:** Enter the start date or select the date from the calendar. You may schedule up to 5 days in advance.
 - c. **Amount:** Enter the amount of the transfer.
 - d. **Recurring Frequency:** Select the frequency of the Wire transfer or leave as None for a one-time transfer.
 - e. **From Account:** Select the account to transfer funds from.

4. In the **Beneficiary** section, complete the following in order:
 - f. **Identification Type:** Do not complete: It should indicate DDA Account number or Savings Account number.
 - g. **Identification Number:** Enter the beneficiary's identification number. This is usually the account number.
 - h. **Name:** Enter the beneficiary's name.
 - i. **Address:** Enter the beneficiary's full address, including zip code.
 - j. **Message To Beneficiary:** Enter a message to the beneficiary (optional).
 - k. **Beneficiary Reference:** Enter a unique number for future reference (optional).

5. In the **Beneficiary Institution** section, enter the **Identification Number** that corresponds with the Identification Type (usually Federal Routing Number).



Or click on the search icon to find the Beneficiary's Institution's routing number.

6. Enter the **Name** of the beneficiary financial institution.
7. Enter the full **Address** of the beneficiary financial institution, including zip code.
8. In the **Receiving Institution** section, information entered in the Beneficiary Institution above will pre-fill this section.
9. Click the **Save** button to save the wire transfer and submit later or click the **Process** button to send the wire transfer. The Wire Confirmation page displays.

If you need to cancel the Wire Transfer, contact TSB immediately.

Note: If you are not prepared to send the wire transfer, click Save to save what you have entered and complete the wire transfer later.

Scheduling a New International Wire

Complete the following to send funds outside the United States (in US dollars) from one account to another. Use this procedure if this is the first international wire transfer you are creating and there is no existing wire transfer than can be copied. If most of the information from an existing wire transfer can be used to process the new wire transfer, then use the **Wire Funds Using the Existing Wire Transfer** procedure.

From the **Select Wire Transfer Criteria** page:

1. Click the **New Wire Transfer** button.
2. Select **International** from Wire Type drop-down menu.. Click the **Submit** button. The New International Wire Transfer page displays.

Note: The fields with an asterisk () are required.*

3. In the **New International Wire Transfer** section, complete the following in order:
 - a. **Transfer Description:** Enter a descriptive title for the Wire transfer.
 - b. **Transfer Start Date:** Enter the start date or select the date from the calendar. You may schedule up to 5 days in advance.
Note: This is the date the wire is to be sent.
 - c. **Amount:** Enter the amount of the wire transfer.
 - d. **Recurring Frequency:** Select the frequency of the Wire transfer or leave as None for a one-time transfer.
 - e. **From Account:** Select the account to transfer funds from.
4. In the **Beneficiary** section, complete the following in order:
 - a. **Identification Type:** Do not complete: It should indicate DDA Account number or Savings Account number.
 - b. **Identification Number:** Enter the beneficiary's identification number. This is usually an account number.
 - c. **Name:** Enter the beneficiary's name.
 - d. **Address:** Enter the beneficiary's full address, including zip code.
 - e. **Message To Beneficiary:** Optional -Enter a message to the beneficiary.
 - f. **Beneficiary Reference:** Optional -Enter a unique number for future reference.
5. In the **Beneficiary Institution** section, enter the **Identification Number** that corresponds with the Identification Type.
6. Enter the **Name** of the beneficiary financial institution.
7. Enter the full **Address** of the beneficiary financial institution, including zip code.
8. Click the **Save** button to save the wire transfer and submit later
or click the **Process** button to send the wire. The Wire Confirmation page displays.

Send New Wire Transfer Using Existing Transfer

Complete the following to wire funds from one account to another using an existing wire transfer. It is more efficient to use an existing wire transfer to create a new wire transfer if most of the information from the existing transfer can be used to process the new wire transfer.

From the **Select Wire Transfer Criteria** page:

1. Click the **New Wire Transfer Using Existing Transfer** button.
2. From the **Wire Type** drop-down menu, select **Domestic** or **International**.
3. Click the **Submit** button. The Wire List of existing wires displays.
4. Select the wire to use by clicking the name of the wire from the **Transfer Description** column. The **New Domestic (or International) Wire Using** page displays with the fields of the previous wire already filled.

5. Update the necessary fields. The fields with * are required.
6. Click the **Save** button to save the wire transfer and submit later.

Or click the **Process** button to send the wire transfer. The **Wire Confirmation** page displays.

Add a Wire Transfer Template

Complete the following to add a Wire Transfer Template. Create and save templates to alleviate file set up on future wire transfers. Permission may be given to select employees to create templates.

From the **Select Wire Transfer Criteria** page:

1. Click the **Wire Transfer Template** option.
2. Click the **Submit** button. The **Template List** page displays.
3. Click the **New** icon in the upper, right corner on the menu bar. The **New Template** page displays.



Menu Bar
Click on
New icon

4. Select **Domestic** or **International** from the **Wire Type** the drop-down menu.
5. Click the **Submit** button.

6. Enter a **Template Name**.

*Note: The fields with an * are required.*

7. Select the **From Account** for the new template that you will wire funds from.

8. Select a **Template Group** to organize your Wire templates. Or click the **New** Icon to create a new group name.

9. Select a **Recurring Frequency** or leave as **None**.

10. Enter a **Default Amount** for the new wire template or leave blank if it will vary.

11. Enter a **minimum amount** to allow for the wire transfers in the **Amount Range** text box.

12. Enter a **maximum amount** to allow for the wire transfers in the **To** text box.

13. In the **User Access** section, check the boxes associated with Users allowed to use this template or **Select All**.

14. In the **Beneficiary section**, enter the **Identification Number** (usually **account number**).

15. Enter the **Name** of recipient.

16. Enter the full **Address** of the recipient, including zip code.

17. Enter a **note to the recipient** in **Message to Beneficiary**.

18. Enter a **unique number** for future reference in **Beneficiary Reference**.

19. In the **Beneficiary Institution** section, enter the **Identification Number** that corresponds with the **Identification Type** (usually Federal Routing Number for domestic wires, Swift number of international wires).



Or click on the search icon to find the Beneficiary's Institution's routing number.

20. Enter the **Name** of the beneficiary's financial institution.

21. Enter the full **Address** of the beneficiary's financial institution, including zip code.

22. In the **Receiving Institution** section, information entered in the Beneficiary Institution above will pre-fill this section. Section not available for International wires.

23. Click the **Save** button to save the wire transfer template.

Import a Wire Transfer

Complete the following to import a wire transfer. Fed-formatted wires and non-Fed formatted wires may be imported.

From the **Select Wire Transfer Criteria** page:

1. Click the **Import Wire Transfer** button.
2. Click the **Submit** button. The Import page displays.
3. In the Step 1- File Selection, click **Browse** to locate the wire transfer file to import from your PC.
4. Click the **Next** button.
5. Make **changes** as needed.
6. Click the **Finish** button. A summary of the details for the selected file displays.
7. **Review** the import data.
8. Click the **Next** button. The Step 3 – Import Confirmation page displays.
9. Click the **Process** button to begin the import process.

Notes:

- Click **Save** to save what has been entered and process the import later.
- Click **Review** to review the details before processing.

10. Click the **Finish** button. A confirmation message displays.

View/Update/Delete/Approve a Wire Transfer

View a Wire Transfer

Complete the following to view, export, or print your wire transfer(s). All wire transfers are saved and may be viewed at any time.

From the **Select Wire Transfer Criteria** page:

1. Click the **Inquire Wire Transfer** button.
2. Any of the following information may be entered to locate a specific wire:
 - Transfer Description
 - Date Range
 - Amount Range
 - Confirmation Number
3. Or click the **Submit** button. The Wire List of existing wires displays.
4. Select the wire to view by clicking the **Transfer Description** from the Wire List. The detailed wire transfer information displays.

Export/Print Report

Click the **Export** icon to open or save the report a .csv Microsoft Excel spreadsheet

Or

Click the **Print** icon to open or save the report in a .pdf format.

Update or Change a Wire Transfer

Complete the following to update a wire transfer. All wire transfers are saved and may be updated at any time.

From the **Select Wire Transfer Criteria** page:

1. Click on **Change Wire Transfer** button.

Any of the following information may be entered to locate a specific wire:

- Transfer Description
- Date Range
- Amount Range

2. Or click **Submit**. The **Wire List** of existing wires displays.
3. Select the wire to view by clicking the **Transfer Description** from the Wire List. The detailed wire transfer information displays.
4. Update the Wire Transfer information then click on **Save** or **Process**.

The screenshot shows a web application interface for selecting wire transfer criteria. The main area contains a form with the following fields:

- Transfer Description: [Text Input]
- Date Range: [From:] To: []
- Amount Range: [From:] To: []
- Client Name: [Text Input]
- Reference Number: [Text Input]

Below the form is a 'Submit' button. Underneath is a 'Wire List - Clark Smith' table with the following data:

Transfer Description	Effective Date	Beneficiary	Amount	Status	Details
PC Equipment Rent - Citibank	07/08/10	Wing Bank - Citibank	\$1,000.00	Open	View Full Details Send To: Clark Smith From Account: General Purpose 1000 Reference Number: 0000000000

Delete Wire Transfer

Complete the following to delete a wire transfer. All wire transfers are saved and may be updated at any time.

From the **Select Wire Transfer Criteria** page:

1. Click on **Delete Wire Transfer**.

Any of the following information may be entered to locate a specific wire:

- Transfer Description
 - Date Range
 - Amount Range
2. Or click the **Submit** button. The **Wire List** displays.
 3. Select the wire transfer to delete by clicking the **Transfer Description** from the Wire List. The wire details page displays.
 4. On the Step 1-Domestic Wire Details page, click **Next**.
 5. On the Step 2- Warning page, click Finish to delete the wire.
 6. On the Step 3 – Delete Confirmation page, click **Done**.

**Review/Approve Wire Transfer**

Complete the following to review/approve pending wire transfers. Only authorized Users are allowed to review/approve transfers.

From the **Select Wire Transfer Criteria** page:

1. Click on **Review Wire Transfer** button.

Any of the following information may be entered to locate a specific wire:

- Transfer Description
 - Date Range
 - Amount Range
2. Or click the **Submit** button. The **Review Transfers** page displays.
 3. From the Status column, select the **Approve All** link to approve all pending wires
Or Select the **Disapprove All** link to reject all pending wires
Or Select **Approve** or **Disapprove** a specific wire.
 4. Click the **Save** button.

Wire Transfer Templates

Add a Wire Template to send a Wire

Review /Approve a Wire Transfer Template

Delete a Wire Transfer Template

Import a Wire Transfer Using a New Template

Import a Wire Transfer Using an Existing Template

Delete an Imported Wire Transfer Template

Add a Wire Transfer Template to Send a Wire

Complete the following to add a Wire Transfer Template. Create and save templates to alleviate file set up on future wire transfers. Permission may be given to select employees to create templates.

From the **Select Wire Transfer Criteria** page:

1. Click the **Wire Transfer Template** option.
2. Click the **Submit** button. The **Template List** page displays.
3. Click the **New** icon in the upper, right corner on the menu bar. The **New Template** page displays.



Menu Bar
Click on
New icon

4. Select **Domestic** or **International** from the **Wire Type** drop-down menu.
5. Click the **Submit** button.

6. Enter a **Template Name**.

*Note: The fields with an * are required.*

7. Select the **From Account** for the new template that you will wire funds from.
8. Select a **Template Group** to organize your Wire templates. Or click the **New** Icon to create a new group name.
9. Select a **Recurring Frequency** or leave as **None**.
10. Enter a **Default Amount** for the new wire template or leave blank if it will vary.
11. Enter a **minimum amount** to allow for the wire transfers in the **Amount Range** text box.
12. Enter a **maximum amount** to allow for the wire transfers in the To text box.
13. In the **User Access** section, check the boxes associated with Users allowed to use this template or **Select All**.
14. In the **Beneficiary section**, enter the **Identification Number** (usually **account number**).
15. Enter the **Name** of recipient.
16. Enter the full **Address** of the recipient, including zip code.
17. Enter a **note** to the recipient in **Message to Beneficiary**.
18. Enter a **unique number** for future reference in **Beneficiary Reference**.

19. In the **Beneficiary Institution** section, enter the **Identification Number** that corresponds with the **Identification Type** (usually Federal Routing Number for domestic wires, Swift number of international wires)



Or click on the search icon to find the Beneficiary's Institution's routing number.



20. Enter the **Name** of the beneficiary's financial institution.
21. Enter the full **Address** of the beneficiary's financial institution, including zip code.
22. In the **Receiving Institution** section, information entered in the Beneficiary Institution above will pre-fill this section. Section not available for International wires.
23. Click the **Save** button to save the wire transfer template.

Review/Edit/Approve a Wire Transfer Template

Complete the following to review/approve a wire transfer template. All wire transfer templates must be reviewed and approved by an authorized employee before they become available for use.

From the **Select Wire Transfer Criteria** page:

1. Click the **Review Wire Transfer Template** option.
2. To search by description, enter a **Template name**
Or
To search by Wire Type, select the type from the drop-down list
Or
Click the **Submit** button. The **Review Wire Transfer Templates** page displays.
3. Click the **Approve check box** to approve the template.

Notes:

- *To review the template first, click the template name link to view the template details and click **Done** when finished.*
- *To change the template, click Edit to display the Change Wire Transfer Template page. Enter your changes and click **Save**.*

4. Click the **Submit** button.
5. Click the **Done** button.

Delete a Wire Transfer Template

Complete the following to delete a wire transfer template if you no longer wish to use it.

From the **Select Wire Transfer Criteria** page:

1. Click the **Wire Transfer Template** option.
2. To search for a specific template, search by:
 - Template Name
 - Wire Type
 - Template Group

Or

Click the **Submit** button. The **Template List** page displays.

3. Select Delete Template (X) for the template that should be deleted.



4. On the **Delete Domestic or International Wire Transfer Template** page, verify that this is the Template that should be deleted.
5. Click the **Delete** button.

Import a Wire Transfer Using a New Template

Complete the following to import a wire transfer using a new template. Templates for importing files can be used to alleviate repetitive file set up. Fed Formatted wires and Non-Fed formatted wires may be imported.

From the **Select Wire Transfer Criteria** page:

1. Click the **Import Wire Using Template** button.
2. Click the **New Template** button.
3. Click the **Submit** button. The **Import** page displays.
4. In the **Step 1 - File Selection** section, click **Browse** to locate the wire transfer file to import.
5. Click the **Next** button. The **Step 2 - Template Details** page displays.
6. Select the **Wire Transfer Type**.
7. Enter the **Template Description**.
8. Enter the **Tax Identification Number**.
9. Enter the **Number of Header Rows to Exclude** from the beginning of the file layout.
10. Enter the **Number of Footer Rows to Exclude** from the end of the file layout.
11. Select **Yes** or **No** from **Insert Decimal into Amounts** to indicate if decimals needs to be inserted into the amounts in the file.
12. Select **Delimited** in the format used to transfer the file into a wire file format.
13. Select **Fixed Width** for a specific number of characters in the wire file.
14. Click the **Next** button. The **Step-3 - Field Definitions** page displays.
15. For Columns 1 through 5, select options to match the specific file layout. Select **Exclude Column** from the column drop-down list to disregard that column. An option can only be selected once, except for the **Exclude Column** option.
16. Click the **Next** button. The **Step 4 - Data Mapping** page displays.
17. Enter the **Template name**.
18. Select the **Wire Type**.
19. Click the **Next** button. The **Step 5 - Import** page displays.
20. **Review** the import details.
21. Click the **Finish** button. The **Step 6 - Import** confirmation page displays and indicates the file successfully imported.
22. Click the **Process** button.

Import a Wire Transfer Using an Existing Template

Complete the following to import a wire transfer using an existing transfer template. Templates for importing files can be used to alleviate repetitive file set up. Fed Formatted wires and Non-Fed formatted wires may be imported.

From the **Select Wire Transfer Criteria** page:

1. Click the **Import Wire Using Template** button.
2. Click the **Existing Template** button.
3. Click the **Submit** button. The **Import** page displays.
4. In the **Step 1 - File Selection** section, click **Browse** to locate the wire transfer file to import.
5. Click the **Next** button. The **Step 2 - Template Details** page displays.
6. Select the **Wire Transfer Type**.
7. Enter the **Template Description**.
8. Enter the **Tax Identification Number**.
9. Enter the **Number of Header Rows to Exclude** from the beginning of the file layout.
10. Enter the **Number of Footer Rows to Exclude** from the end of the file layout.
11. Select **Yes** or **No** from **Insert Decimal into Amounts** to indicate if decimals needs to be inserted into the amounts in the file.
12. Select **Delimited** in the format used to transfer the file into a wire file format.
13. Select **Fixed Width** for a specific number of characters in the wire file.
14. Click the **Next** button. The **Step-3 - Field Definitions** page displays.
15. For Columns 1 through 5, select options to match the specific file layout. Select **Exclude Column** from the column drop-down list to disregard that column. An option can only be selected once, except for the **Exclude Column** option.
16. Click the **Next** button. The **Step 4 - Data Mapping** page displays.
17. Enter the **Template name**.
18. Select the **Wire Type**.
19. Click the **Next** button. The **Step 5 - Import** page displays.
20. **Review** the import details.
21. Click the **Finish** button. The **Step 6 - Import** confirmation page displays and indicates the file successfully imported.
22. Click the **Process** button.

Delete an Imported Wire Transfer Template

Complete the following if you no longer wish to use an imported wire transfer template.

From the **Select Wire Transfer Criteria** page:

1. Click the **Import Wire Using Template** button.
2. Click the **Delete Template** button.
3. Select the **Submit** button. The **list of wire transfer templates** displays.
4. In the **Template Selection** section, click **Delete (X)** that corresponds with the **Template Name** to delete.

Connect With Us

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