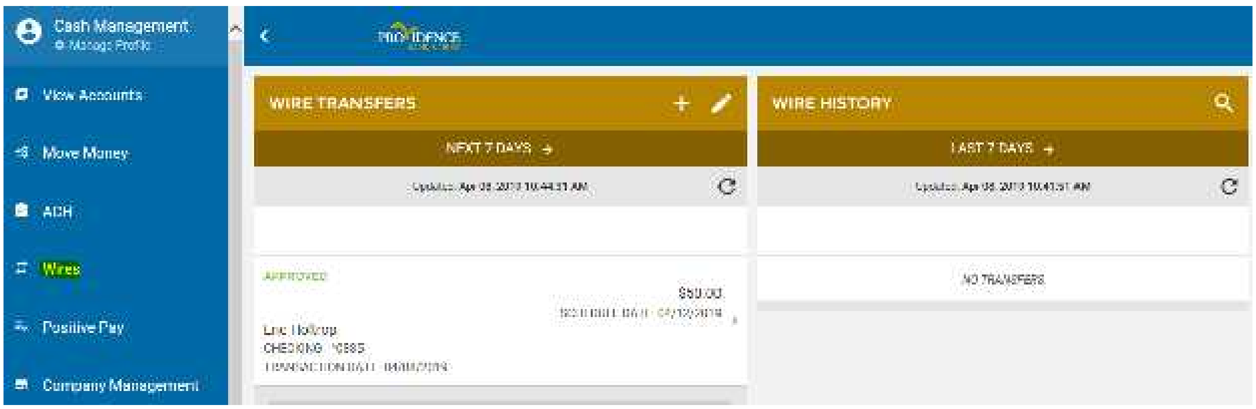
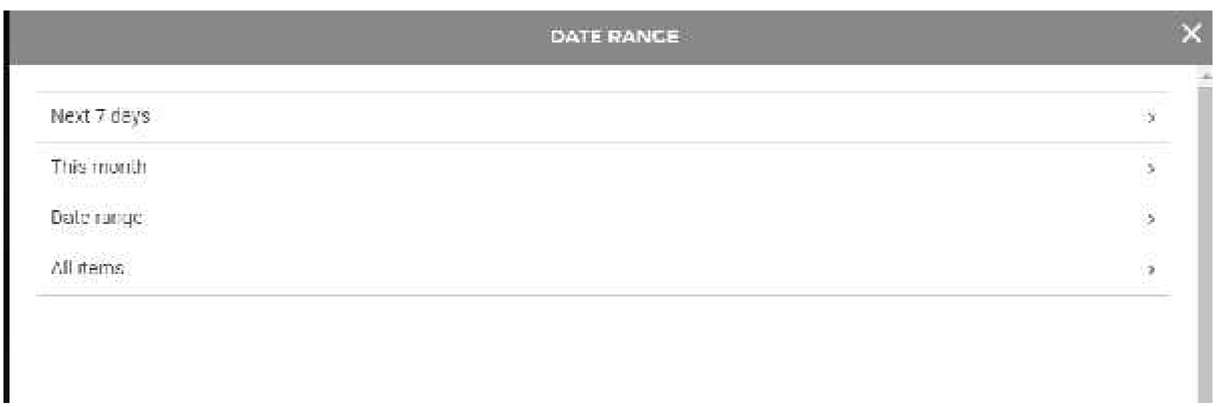
# Online Wire Transfers

## 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, and the scheduled date.




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

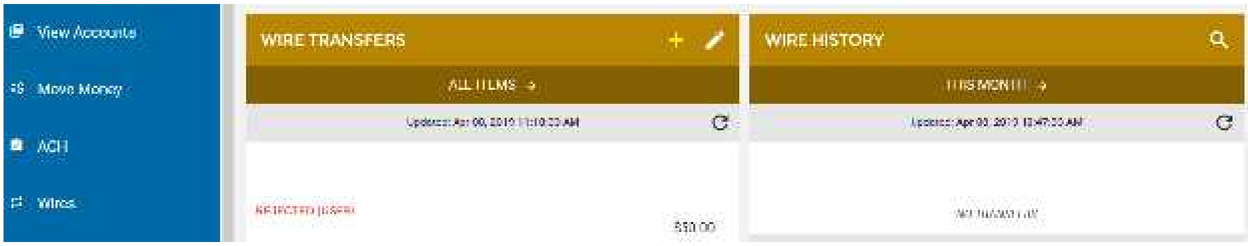



Clicking on a wire transfer from this list will take you to the **Wire Transfers Details** screen. Here, you can see the details of the wire selected. At the top of the screen, you will see the **Status** of the wire (approved/unapproved/rejected). You can change the status by clicking on it. This change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

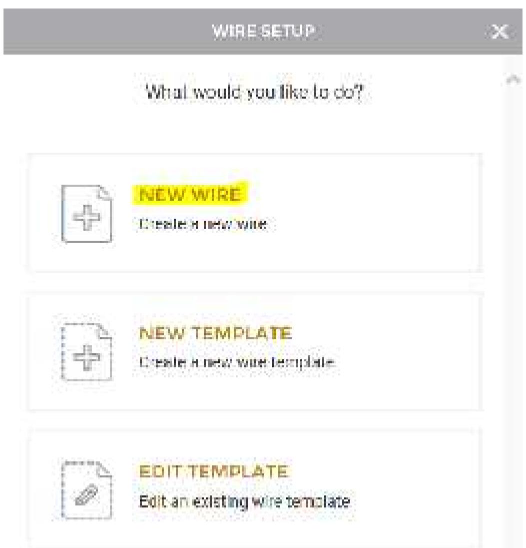
This screen also provides the user with the opportunity to edit, copy to new, or reject the wire.

# 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. If you want to create a wire template where the beneficiary's information would be saved for future wires, click New Template. Below is first how to build a wire without a template.



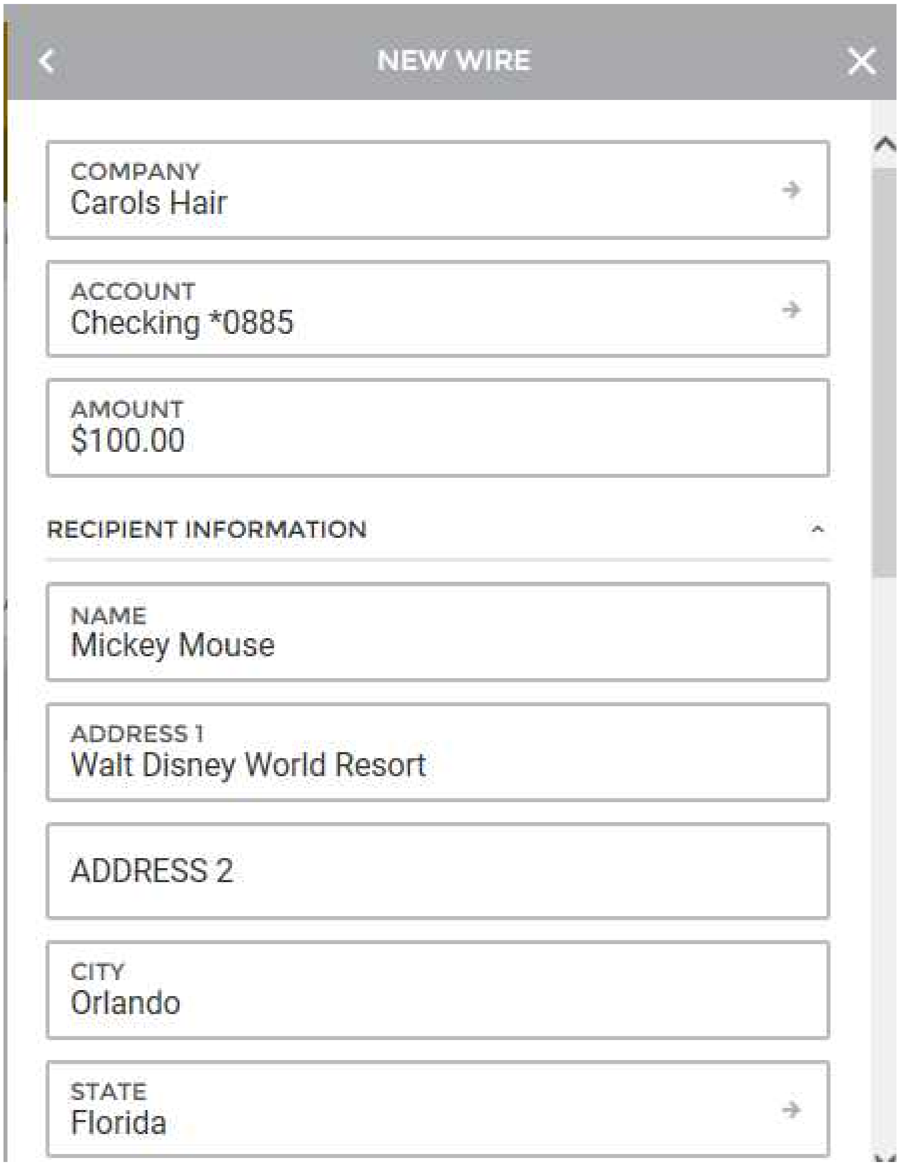


## New Wire Setup

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.



ZIP
32830

DESCRIPTION

BANK NAME
Providence Bank & Trust

BANK ROUTING #
71926375

ACCOUNT #

ACCOUNT TYPE
Checking →

BANK ADDRESS 1
630 E 162nd St

BANK ADDRESS 2

BANK CITY
South Holland

BANK STATE
Illinois →

BANK ZIP
60463

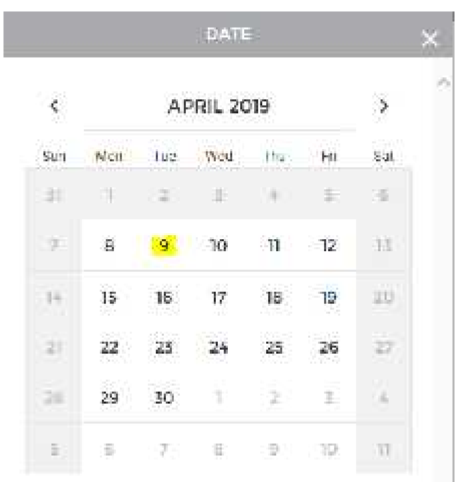
BENEFICIARY FINANCIAL INSTITUTION

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.

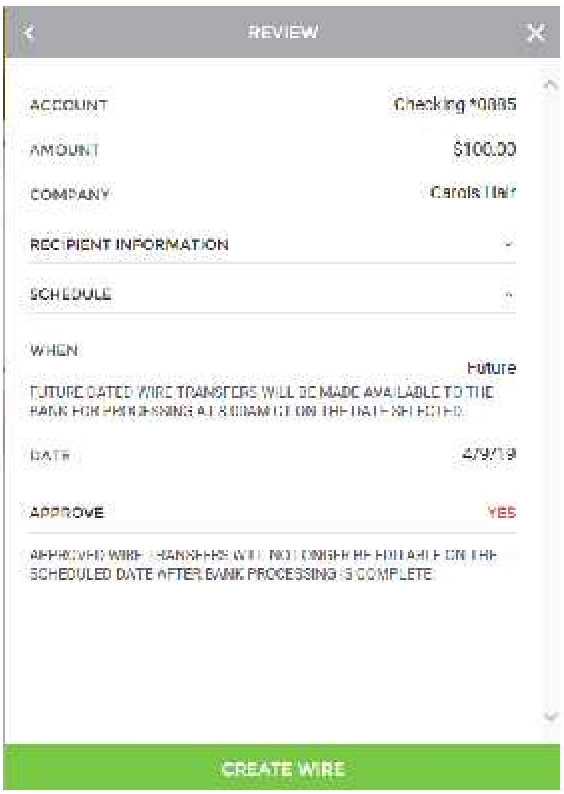

Clicking within the **Date** field will bring up a calendar that can be used to select the effective date.



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:

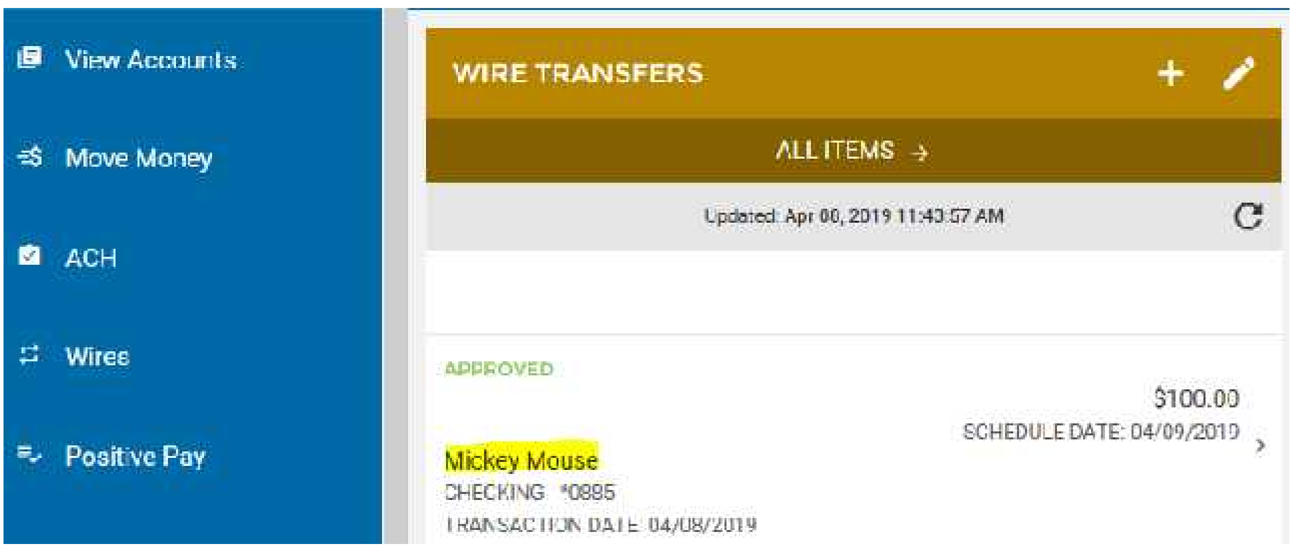
- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status




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

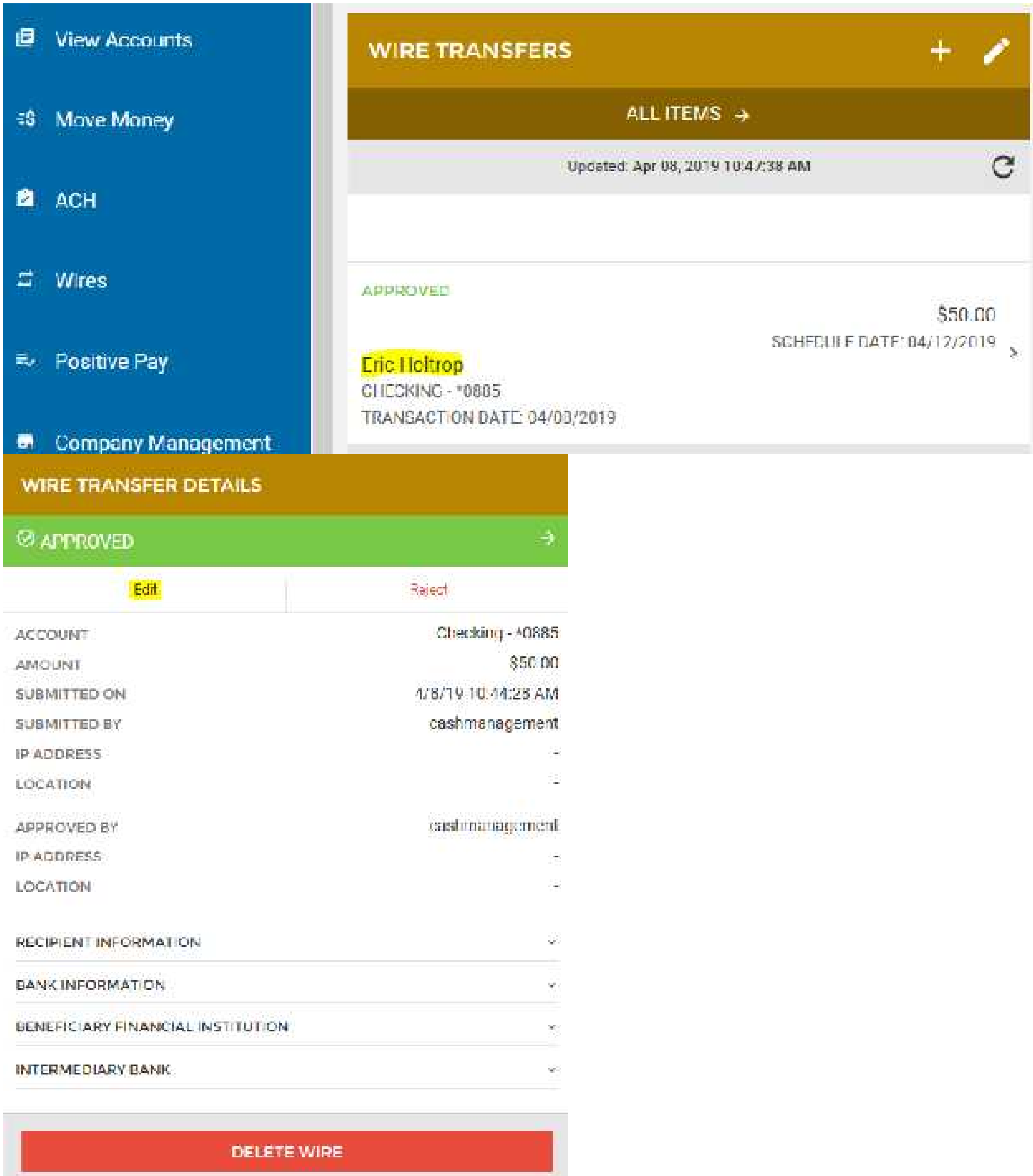
From this screen, you can **save the wire as a template**, **set up a new wire** transfer, or **close the window** to exit the wizard.


The approved wire will be shown on the main wire page.  It can be edited by selecting it.



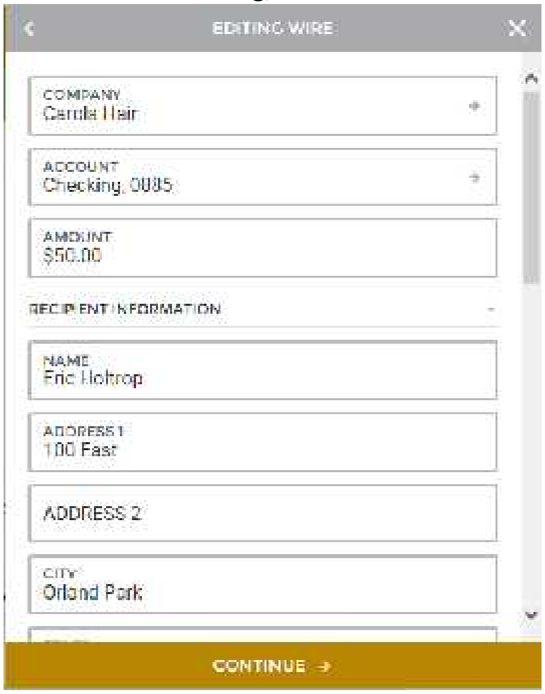
# Editing a Wire Transfer

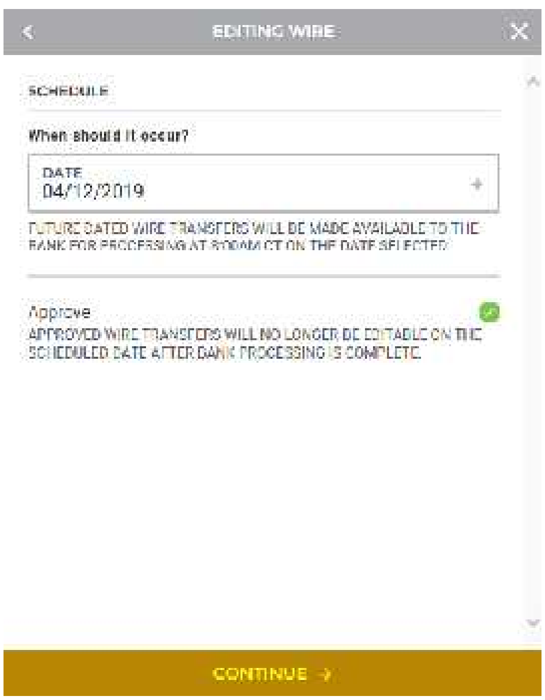
Clicking the **Edit** option when viewing wire transfer details will bring up the edit screen. Here, users will have the option to edit wire information. You will see **Required** on fields that must be completed.



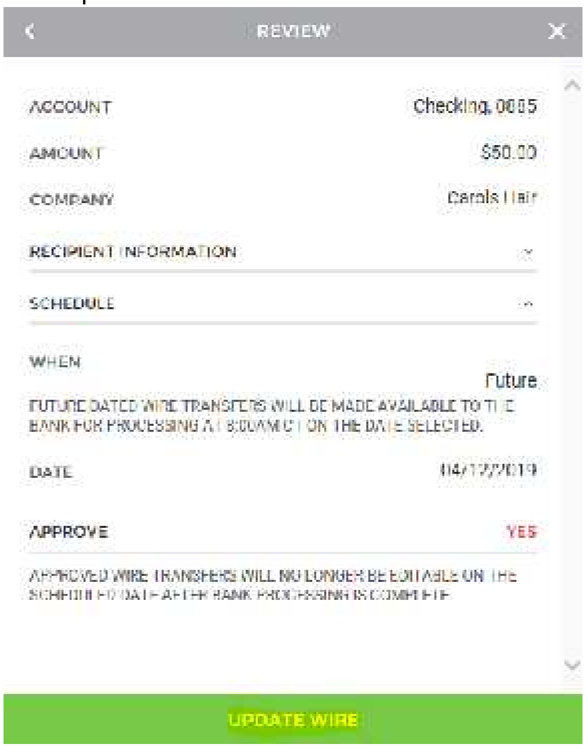
**Edit** mode will allow wires to be deleted, approved, or unapprove.

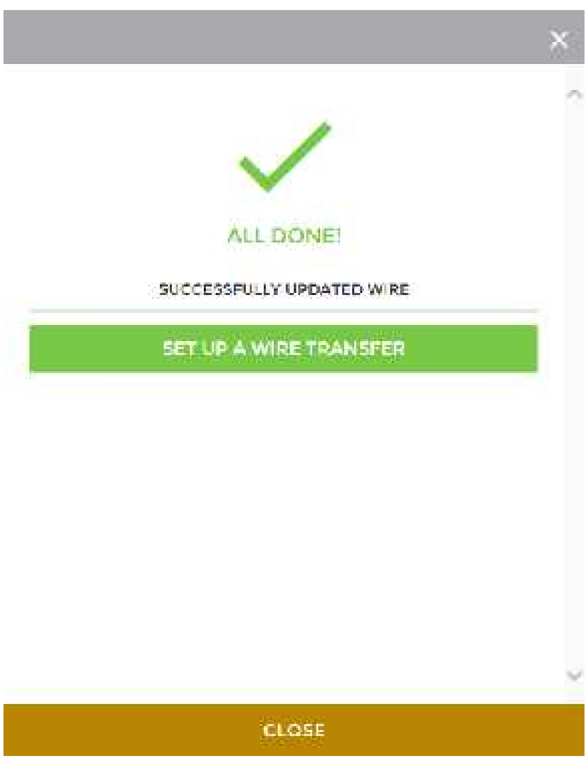
When finished editing, click Continue and it will require you Schedule the Wire



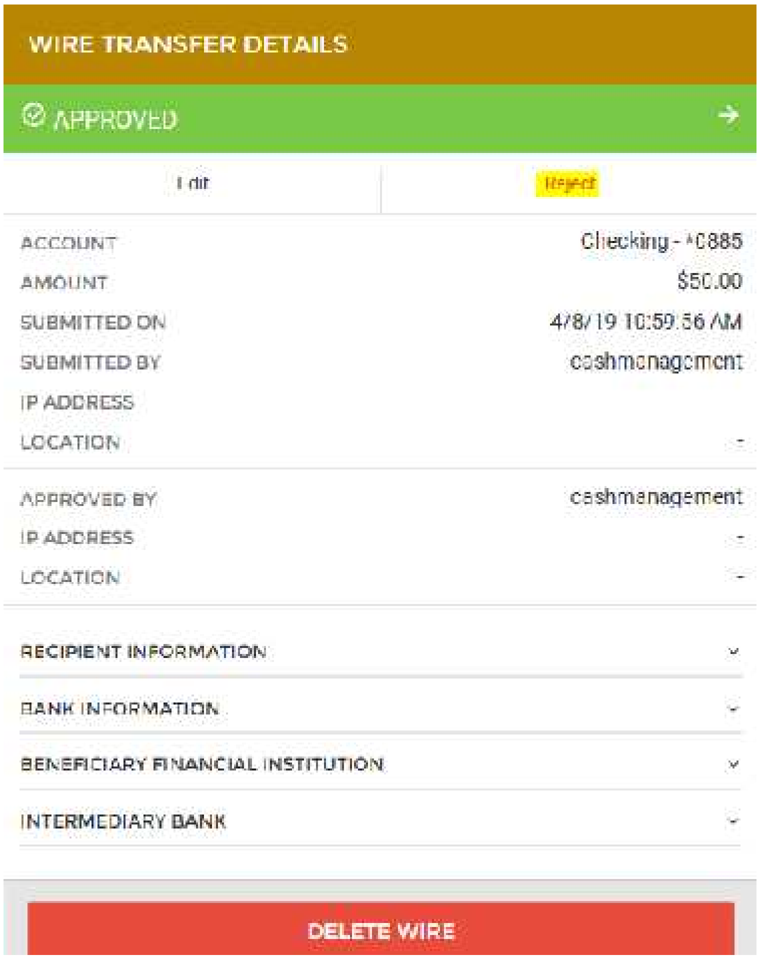
After all information has been updated correctly and you are ready to submit the wire request to PB&T, click Update Wire.



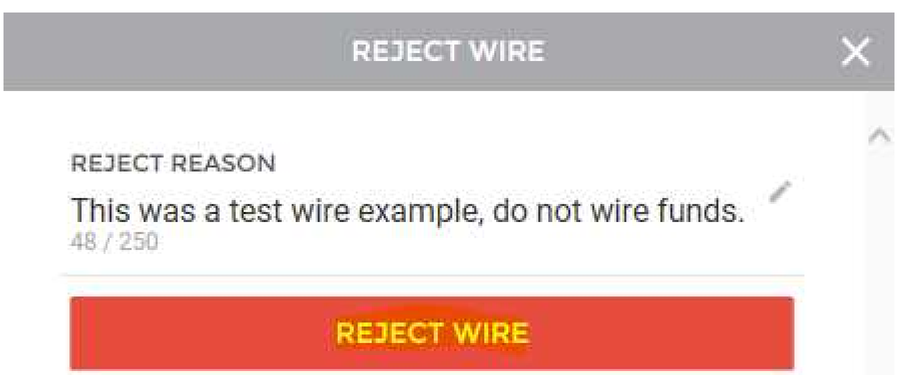



## Rejecting Wires

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.

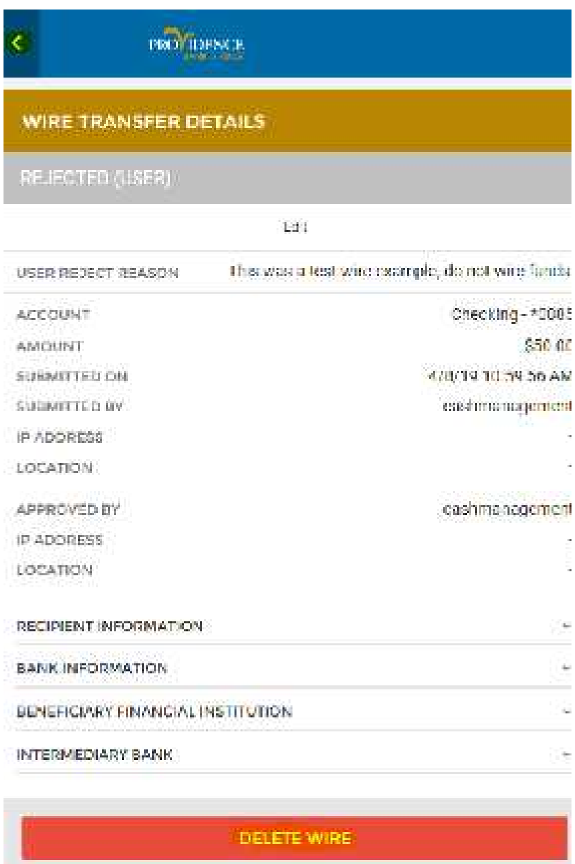



A reason must be entered in order to activate the **Reject Wire** button.

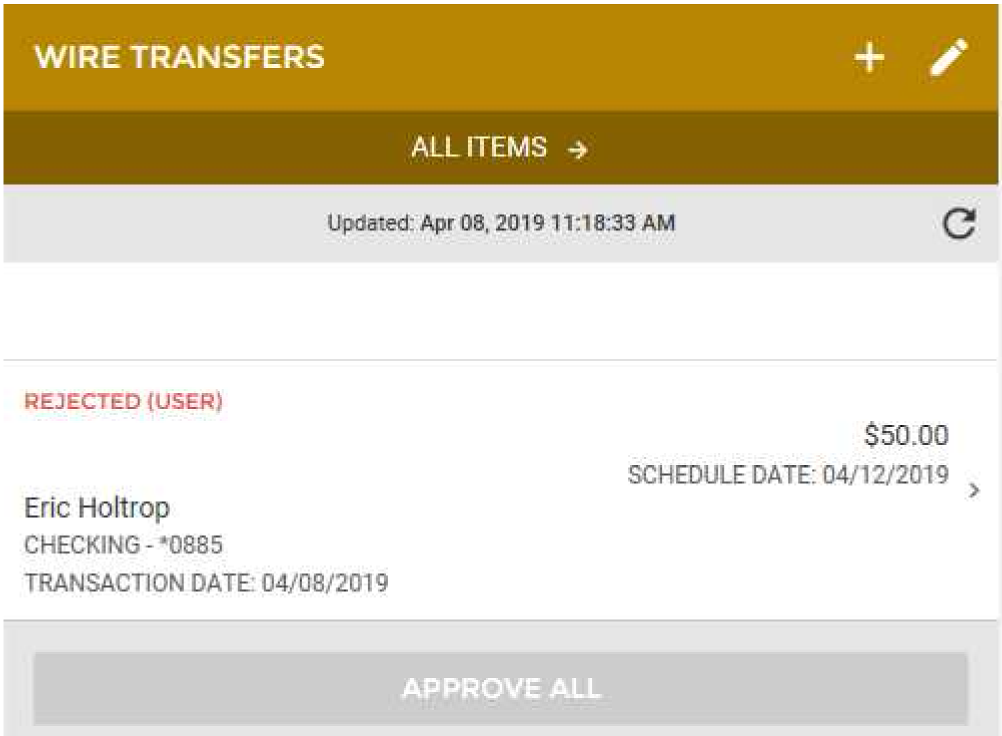


At this point, you must confirm the action.  Click **Reject** to reject the wire.  If you no longer wish to reject the wire, you can click the **Cancel** button to return to the **Reject Wire** screen where you can then exit.


You have the option to Delete the Wire (Select Delete Wire) or return to the main wire screen (Select Back Arrow)



The Rejected Wire will remain on the Wire Page unless it was deleted.

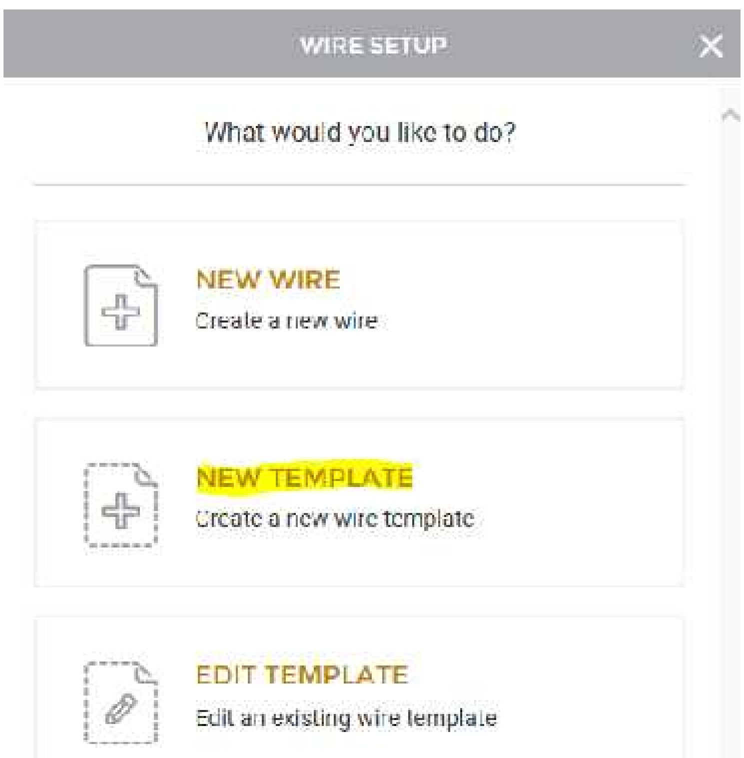


# Creating a Wire Template

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.

To create a new template or edit an existing template, you will need to click the **+** button near the top of the page.

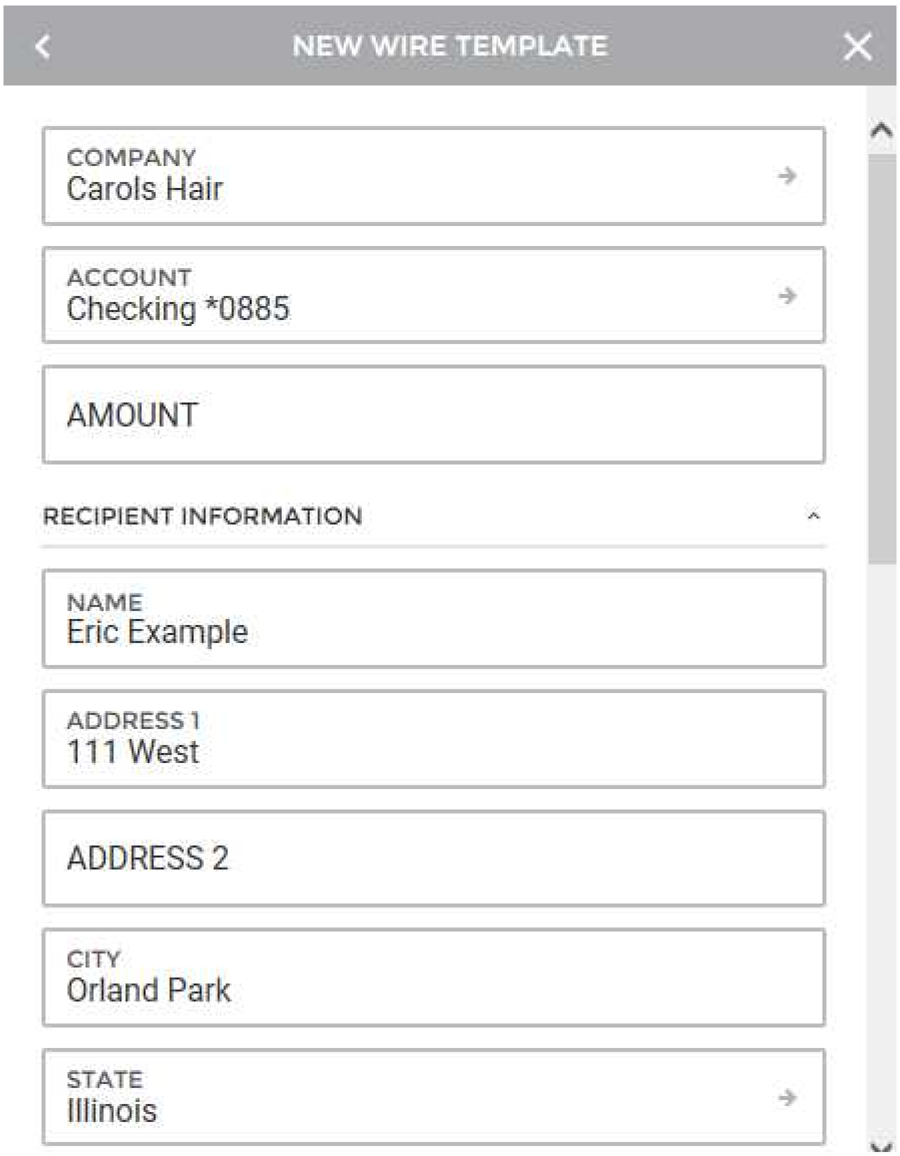

This will enable the **Wire Setup** wizard.  Clicking the **New Template** button will guide you through the process of creating a new wire template.



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.



ZIP
60487

DESCRIPTION

BANK NAME
PB&T

BANK ROUTING #
071926375

ACCOUNT #

ACCOUNT TYPE
Checking

BANK ADDRESS 1
630 E 162nd St

BANK ADDRESS 2

BANK CITY
South Holland

BANK STATE
Illinois

BANK ZIP
60463

BENEFICIARY FINANCIAL INSTITUTION

INTERMEDIARY BANK

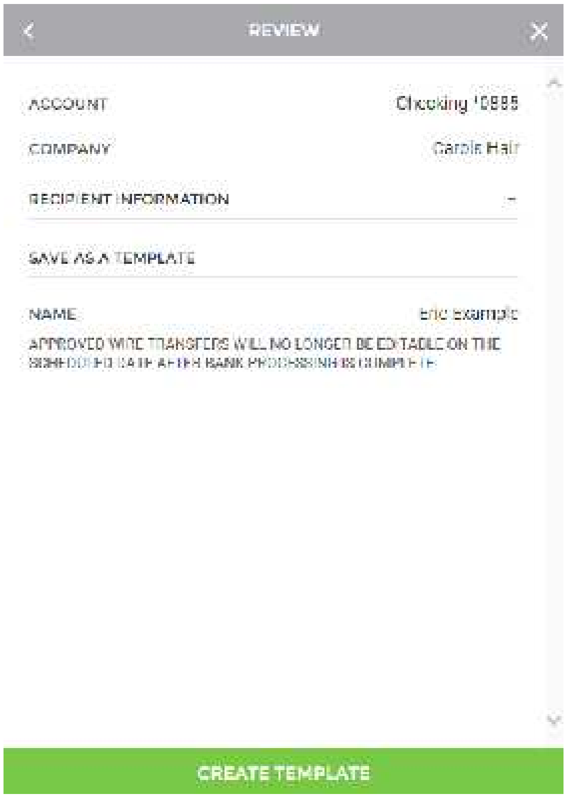
CONTINUE →

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.

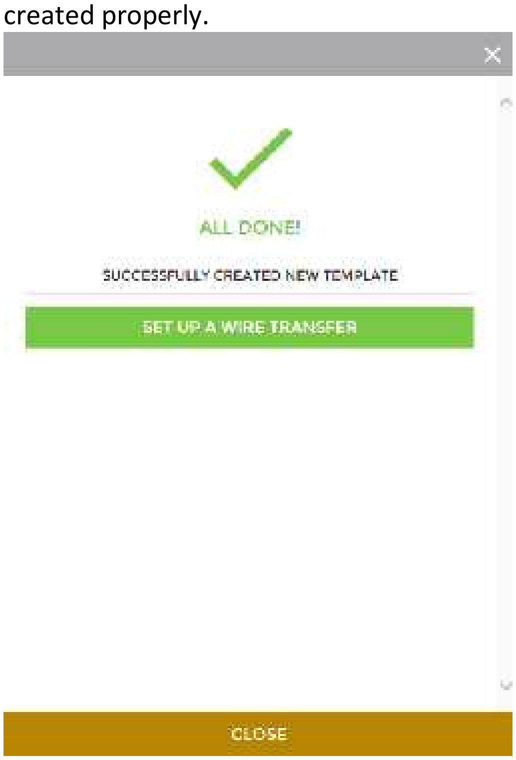

The review screen will display all details provided for the new template.  This includes:

- 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**.




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



Now that a Template has been created, you may use it to send wires: