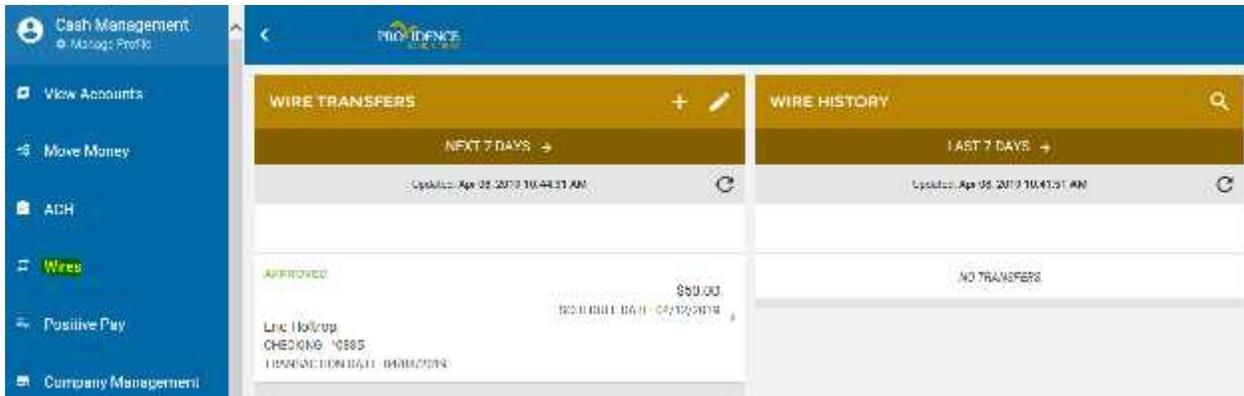


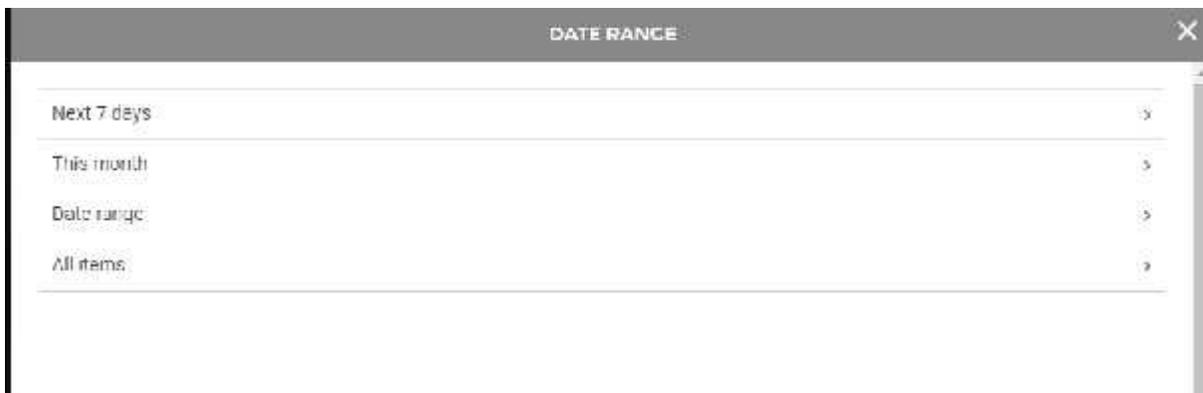
# Online Wire Transfers

## 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.

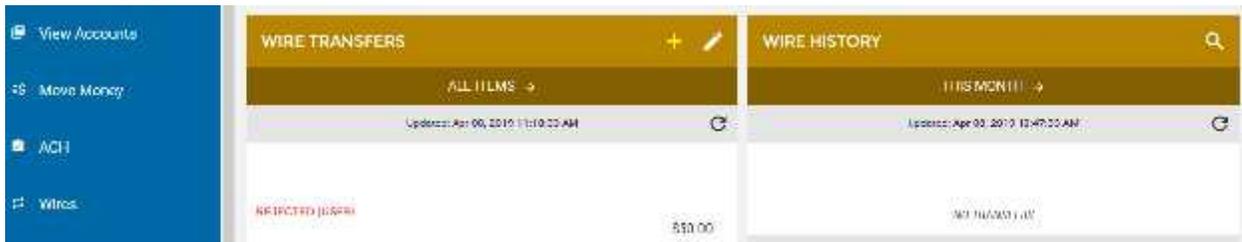


Clicking on a wire transfer from this list will take you to the **Wire Transfers Details** screen. Here, you can see the details of the wire selected. At the top of the screen, you will see the **Status** of the wire (approved/unapproved/rejected). You can change the status by clicking on it. This change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

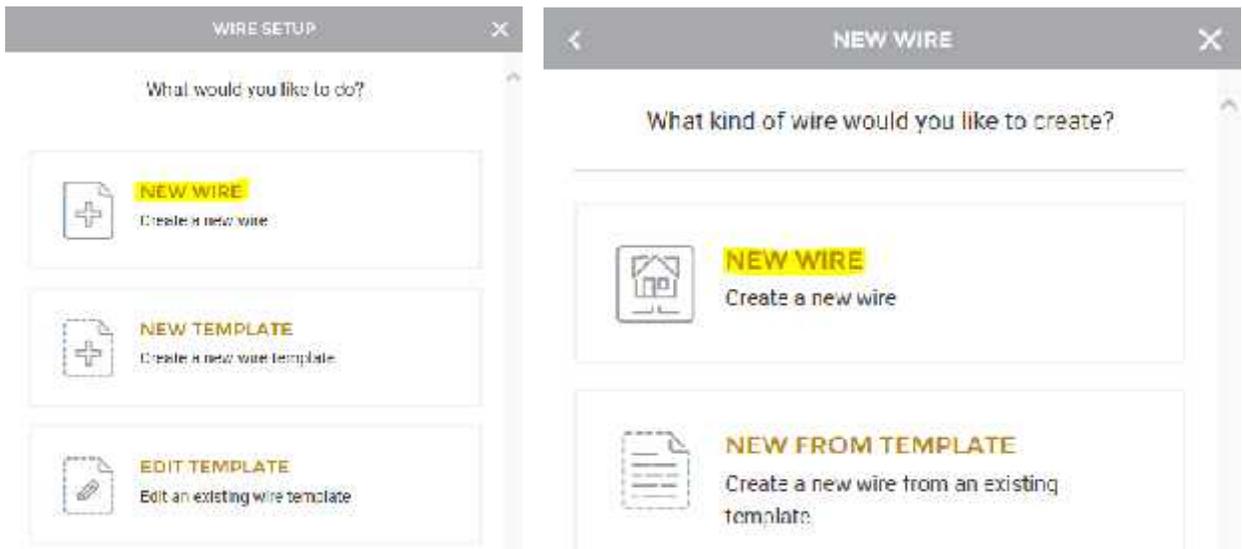
This screen also provides the user with the opportunity to edit, copy to new, or reject the wire.

## 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.

The image shows a mobile application screen titled "NEW WIRE". The screen contains several input fields for wire transfer details. The fields are as follows:

- COMPANY:** Carols Hair (with a right-pointing arrow)
- ACCOUNT:** Checking \*0885 (with a right-pointing arrow)
- AMOUNT:** \$100.00
- RECIPIENT INFORMATION:** A section header with a downward-pointing arrow, followed by:
  - NAME:** Mickey Mouse
  - ADDRESS 1:** Walt Disney World Resort
  - ADDRESS 2:** (empty field)
  - CITY:** Orlando
  - STATE:** Florida (with a right-pointing arrow)

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.

The screenshot shows a mobile application interface for creating a new wire transfer. The title bar at the top is labeled "NEW WIRE" and includes a back arrow on the left and a close "X" icon on the right. Below the title bar, the "SCHEDULE" section is visible, starting with the question "When should it occur?". A date input field contains the text "DATE" and the date "4/9/19", with a right-pointing arrow icon. Below the date field, a note states: "FUTURE DATED WIRE TRANSFERS WILL BE MADE AVAILABLE TO THE BANK FOR PROCESSING AT 6:00AM CT ON THE DATE SELECTED." Below this note is an "Approve" section, which includes a green checkmark icon and the text: "APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE." At the bottom of the screen is a prominent yellow button labeled "CONTINUE +" with a right-pointing arrow.

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

The screenshot shows a date picker interface titled "DATE" with a close "X" icon. The calendar is for the month of "APRIL 2019". The days of the week are listed as Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are arranged in a grid. The date "9" is highlighted in yellow, indicating it is the selected date. The calendar also shows the previous month (March) and the following month (May) with arrows.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

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

The screenshot shows a mobile application interface titled "REVIEW" with a close button (X) in the top right corner. The screen displays the following information:

- ACCOUNT:** Checking \*0005
- AMOUNT:** \$100.00
- COMPANY:** Carols Hair
- RECIPIENT INFORMATION:** (collapsed section)
- SCHEDULE:** (collapsed section)
- WHEN:** Future
- DATE:** 4/9/19
- APPROVE:** YES

Below the "APPROVE" section, there is a warning message: "APPROVED WIRE TRANSFERS WILL NOT BE AVAILABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COMPLETE".

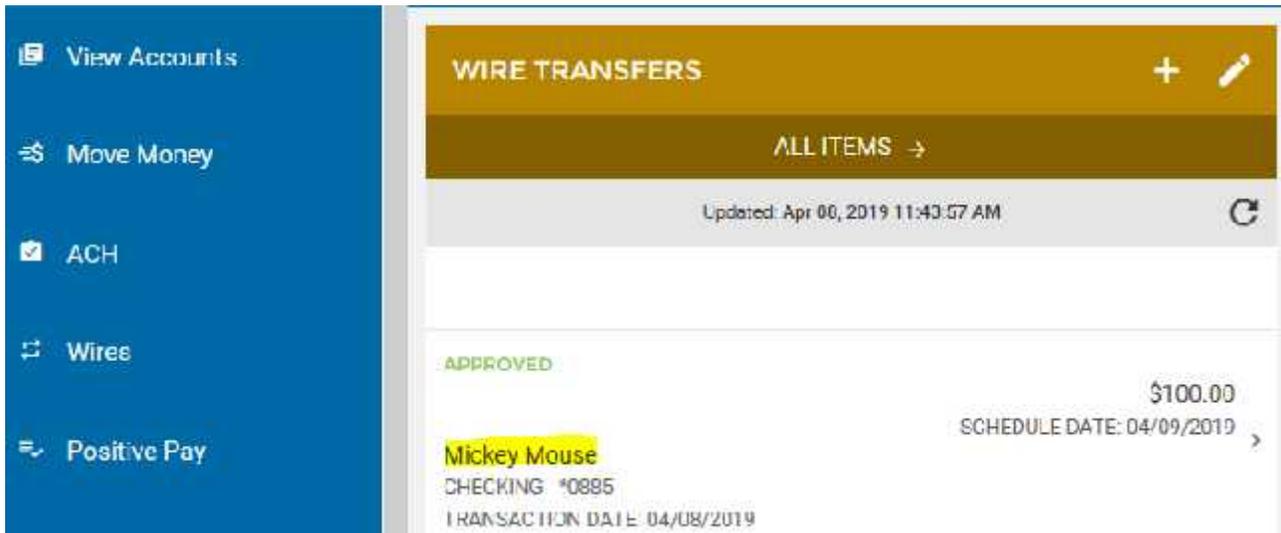
At the bottom of the screen, there is a green button labeled "CREATE WIRE".

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.



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.

The screenshot displays a user interface for managing wire transfers. On the left is a blue sidebar with navigation options: View Accounts, Move Money, ACH, Wires, Positive Pay, and Company Management. The main content area is titled 'WIRE TRANSFERS' and includes a '+', an edit icon, and a link to 'ALL ITEMS'. It shows an update timestamp of 'Apr 08, 2019 10:47:38 AM' and a refresh icon. A list of wire transfers is shown, with one entry highlighted: 'APPROVED' status, amount '\$50.00', scheduled date '04/12/2019', recipient 'Eric Holtrop', account 'CHECKING - \*0885', and transaction date '04/03/2019'. Below this is a 'WIRE TRANSFER DETAILS' section with an 'APPROVED' status bar and 'Edit' and 'Reject' buttons. The details are organized into sections: ACCOUNT (Checking - \*0885), AMOUNT (\$50.00), SUBMITTED ON (4/8/19 10:44:28 AM), SUBMITTED BY (cashmanagement), IP ADDRESS, LOCATION, APPROVED BY (cashmanagement), IP ADDRESS, LOCATION, RECIPIENT INFORMATION, BANK INFORMATION, BENEFICIARY FINANCIAL INSTITUTION, and INTERMEDIARY BANK. A red 'DELETE WIRE' button is at the bottom.

ACCOUNT	Checking - *0885
AMOUNT	\$50.00
SUBMITTED ON	4/8/19 10:44:28 AM
SUBMITTED BY	cashmanagement
IP ADDRESS	-
LOCATION	-
APPROVED BY	cashmanagement
IP ADDRESS	-
LOCATION	-
RECIPIENT INFORMATION	-
BANK INFORMATION	-
BENEFICIARY FINANCIAL INSTITUTION	-
INTERMEDIARY BANK	-

**DELETE WIRE**

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

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

The screenshot shows a mobile application interface for editing a wire transfer. At the top, there is a header bar with a back arrow on the left, the text "EDITING WIRE" in the center, and a close "X" icon on the right. Below the header, there are several input fields: "COMPANY" with the value "Carole Hair", "ACCOUNT" with "Checking, 0085", and "AMOUNT" with "\$50.00". A section titled "RECIPIENT INFORMATION" is expanded, showing fields for "NAME" (Eric Holthrop), "ADDRESS 1" (100 East), "ADDRESS 2" (empty), and "CITY" (Orland Park). At the bottom of the screen is a prominent orange button labeled "CONTINUE" with a right-pointing arrow.

This screenshot shows the same "EDITING WIRE" screen but at the scheduling stage. The header bar remains the same. Below it, a section titled "SCHEDULE" is visible. It asks "When should it occur?" and has a "DATE" field with the value "04/12/2019". Below the date field, there is a note: "FUTURE DATED WIRE TRANSFERS WILL BE MADE AVAILABLE TO THE BANK FOR PROCESSING AT 9:00AM CT ON THE DATE SELECTED". There is a green checkmark icon to the right of the text. At the bottom of the screen is another orange button labeled "CONTINUE" with a right-pointing arrow.

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

REVIEW

ACCOUNT: Checking, 0005

AMOUNT: \$50.00

COMPANY: Carols Hair

RECIPIENT INFORMATION

SCHEDULE

WHEN: Future

FUTURE DATED WIRE TRANSFERS WILL BE MADE AVAILABLE TO THE BANK FOR PROCESSING AT 8:00AM CDT ON THE DATE SELECTED.

DATE: 04/17/2019

APPROVE: YES

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

UPDATE WIRE

ALL DONE!

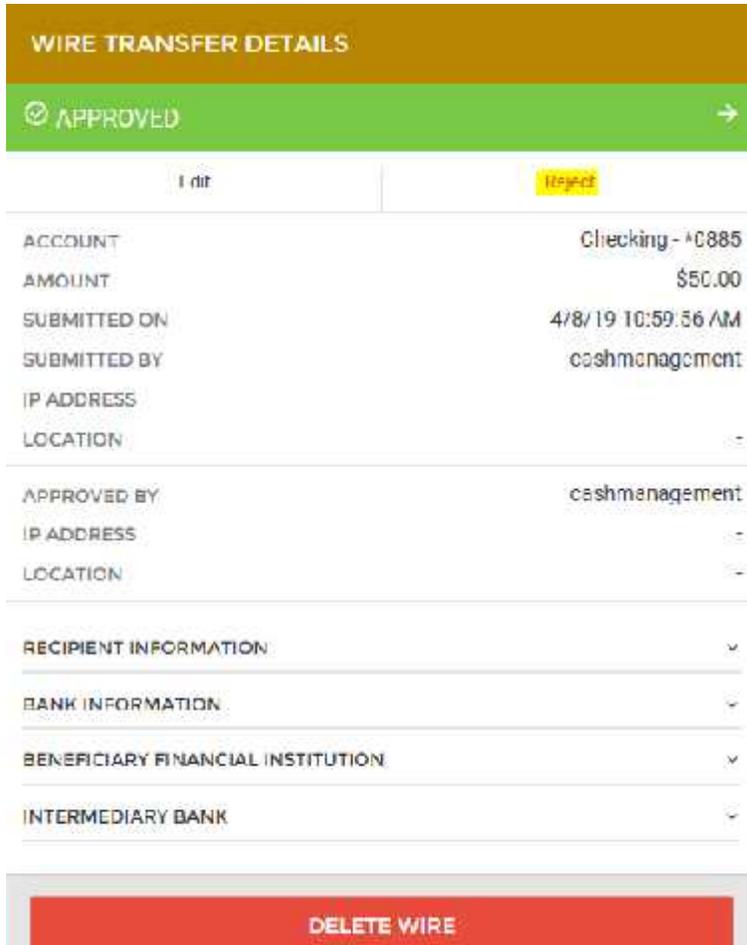
SUCCESSFULLY UPDATED WIRE

SET UP A WIRE TRANSFER

CLOSE

## 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.



The screenshot shows the 'WIRE TRANSFER DETAILS' interface. At the top, there is a green bar with a checkmark icon and the word 'APPROVED' followed by a right-pointing arrow. Below this, there are two buttons: 'Edit' and 'Reject' (highlighted in yellow). The main content area is a table with the following details:

ACCOUNT	Checking - ^C885
AMOUNT	\$50.00
SUBMITTED ON	4/8/19 10:59:56 AM
SUBMITTED BY	cashmanagement
IP ADDRESS	-
LOCATION	-
APPROVED BY	cashmanagement
IP ADDRESS	-
LOCATION	-
RECIPIENT INFORMATION	▼
BANK INFORMATION	▼
BENEFICIARY FINANCIAL INSTITUTION	▼
INTERMEDIARY BANK	▼

At the bottom of the screen, there is a red button labeled 'DELETE WIRE'.

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

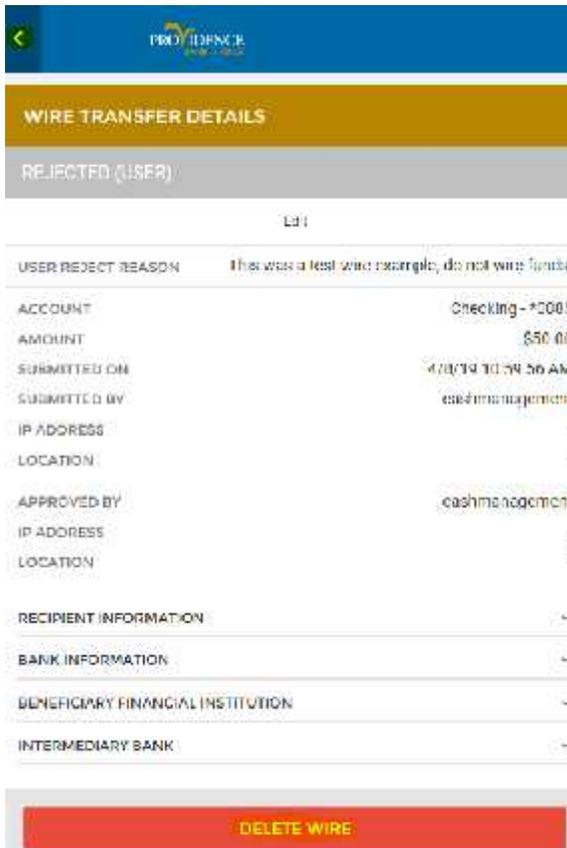


The screenshot shows the 'REJECT WIRE' dialog box. The title bar is grey with the text 'REJECT WIRE' and a close button (X). Below the title bar, there is a text input field with the label 'REJECT REASON'. The text entered in the field is 'This was a test wire example, do not wire funds.' and the character count '48 / 250' is displayed below the text. At the bottom of the dialog box, there is a red button labeled '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.



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.

**WIRE TRANSFERS**  

**ALL ITEMS** →

Updated: Apr 08, 2019 11:18:33 AM 

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**REJECTED (USER)**

Eric Holtrop  
CHECKING - \*0885  
TRANSACTION DATE: 04/08/2019

\$50.00  
SCHEDULE DATE: 04/12/2019 >

**APPROVE ALL**

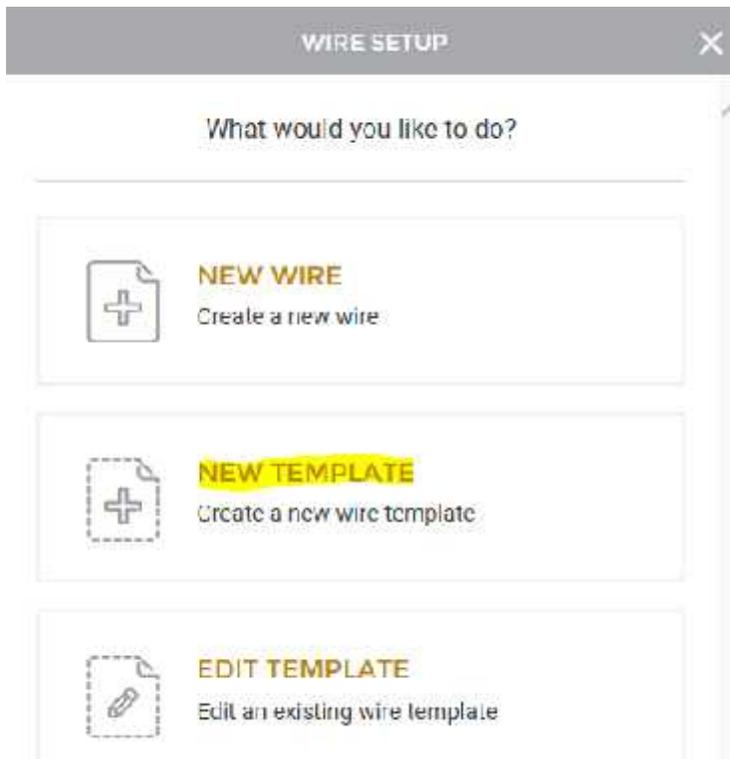
## Creating a Wire Template

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.

The screenshot shows a mobile application interface for creating a new wire template. The title bar at the top is grey and contains a back arrow on the left, the text "NEW WIRE TEMPLATE" in the center, and a close "X" icon on the right. Below the title bar, there are several input fields, each with a label and a value. The "COMPANY" field contains "Carols Hair" and has a right-pointing arrow. The "ACCOUNT" field contains "Checking \*0885" and has a right-pointing arrow. The "AMOUNT" field is empty. Below these is a section header "RECIPIENT INFORMATION" with a small upward-pointing arrow. Under this section are five more fields: "NAME" with "Eric Example", "ADDRESS 1" with "111 West", "ADDRESS 2" which is empty, "CITY" with "Orland Park", and "STATE" with "Illinois" and a right-pointing arrow. A vertical scrollbar is visible on the right side of the form.

COMPANY	Carols Hair	→
ACCOUNT	Checking *0885	→
AMOUNT		
RECIPIENT INFORMATION ^		
NAME	Eric Example	
ADDRESS 1	111 West	
ADDRESS 2		
CITY	Orland Park	
STATE	Illinois	→

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 screenshot shows a mobile application interface for creating a new wire template. At the top, there is a header bar with a back arrow on the left, the text "NEW WIRE TEMPLATE" in the center, and a close "X" icon on the right. Below the header, the text "SAVE AS A TEMPLATE" is displayed. Underneath, there is a text input field labeled "TEMPLATE NAME" containing the text "Eric Example". At the bottom of the screen, there is a prominent orange button with the text "CONTINUE" and a right-pointing arrow.

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 10888

COMPANY Cardie Hair

RECIPIENT INFORMATION

SAVE AS A TEMPLATE

NAME eric example

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

CREATE TEMPLATE

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

ALL DONE!

SUCCESSFULLY CREATED NEW TEMPLATE

SET UP A WIRE TRANSFER

CLOSE

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

