



Wire Manager User Guide

Users can access Wire Manager through Capital Express Business Online and perform various wire functions.

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From the Main page, click **Management Tools>> Wire Manager**

	Home	Accounts	Management Tools	Administration	Account Services	Print
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The “**Select Wire Transfer Criteria**” page appears.

Select Wire Transfer Criteria

☐ Inquire Wire Transfer

☐ Change Wire Transfer

☒ New Wire Transfer

☐ New Wire Transfer Using Existing Transfer

☐ Delete Wire Transfer

☐ Review Wire Transfer

☐ Wire Transfer Template

☐ Review Wire Transfer Template

New Domestic Wire Transfer

1. Click **New Wire Transfer**
2. In the Wire Type list, select **Domestic**
3. Click **Submit**

Select Wire Transfer Criteria

☐ Inquire Wire Transfer

☐ Change Wire Transfer

☒ New Wire Transfer

☐ New Wire Transfer Using Existing Transfer

Wire Type:

None

None

Domestic

International

Submit

The New Domestic Wire Transfer page appears:

New Domestic Wire Transfer - Buffy Summers

* Transfer Description: Recurring Frequency:

* Transfer Start Date:

* Amount: * From Account:

Tax Identification Number:

Beneficiary

* Identification Type: Message To Beneficiary:

* Identification Number:

Name:

Address:

Beneficiary Reference:

Beneficiary Institution

* Identification Type: Fed Routing Number: * Name:

* Identification Number: Address:

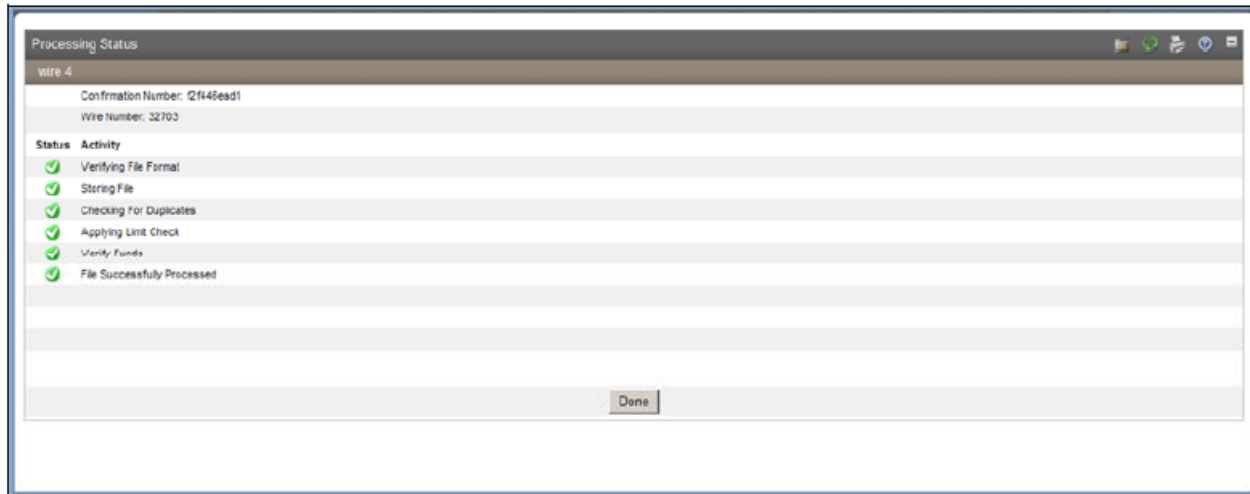
Receiving Institution

* Routing/Transit number:

Institution Name:

(* Indicates Required Fields)

4. In the **Transfer Description** box, type a name for the transfer
5. Click the **Transfer Start Date** Calendar button, and select a transfer date
6. In the **Amount** box, type the amount of the wire transfer
7. In the **From Account** list, select the debit account from the dropdown
8. If multiple entities, **Select the Tax Identification number** associated with the debit account
9. In the **Beneficiary** section:
 - a. In the **Identification Number** box, type a DDA Account Number
 - b. In the **Name** box, type the Beneficiary Name
 - c. In the **Address** box, type the address of the beneficiary
 - d. If desired, use the **Message to Beneficiary and/or Beneficiary Reference** fields to include a special message to the recipient
10. In the **Beneficiary Institution** section:
 - a. In the **Identification Number** box, enter the Routing /ABA number for the beneficiary Financial Institution. **To search** for the recipient Institution click the Search button (Binoculars) and enter the R/T number or Institution Name.
 - b. **If a valid** Routing Number is entered, **the Institution Name** will automatically populate, along with the **Institution's City and State**
 - c. The **Receiving Institution** section is used for a correspondent Bank. If there is no Correspondent Bank, the Receiving Institution is the name as the Beneficiary Institution.
11. Click **Process**
 - a. The Processing Status page appears




12. When the processing is complete, **click Done**

Note: A warning message is displayed when approval is required or limitations are exceeded.

New International Wire Transfer

1. Click **New Wire Transfer**
2. In the Wire Type list, select **International**
3. Click **Submit**

(Follow Steps 4 through 8 under Domestic Wire Transfer above)

Beneficiary		
* Identification Type:	DDA Account Number	Message
* Identification Number:	<input type="text"/>	
* Name:	<input type="text"/>	
* Address:	<input type="text"/>	
*	<input type="text"/>	Beneficiary
* Country	None	<input type="button" value="v"/>
Beneficiary Institution		
* Identification Type:	Swift Bank Code	* N:
* Identification Number:	<input type="text"/>	* A:
		* C:
Intermediary Institution		
Identification Type:	None	Name
		Address
Receiving Institution		
Routing/Transit number:	<input type="text"/>	
Institution Name:	<input type="text"/>	
(* Indicates Required Fields)		
		<input type="button" value="Save"/> <input type="button" value="Process"/>

4. In the Beneficiary section:

- In the **Identification Number** box, type a DDA Account Number
 - If the Beneficiary uses an International Bank Account Number (**IBAN**) enter that number here. **IBAN's** can be **validated** by visiting <http://www.ibancalculator.com/>
- In the **Name** box, type the Beneficiary Name
- In the **Address** box, type the address of the beneficiary
 - Use the dropdown box to select the **beneficiary Country**
- If desired, use the **Message to Beneficiary and/or Beneficiary Reference** fields to include a special message to the recipient

5. In the Beneficiary Institution section

- In the **Identification Number** box, enter the **SWIFT** code for the beneficiary Financial Institution.

* The search feature is not available for **Foreign Bank Identifiers**, a **SWIFT** code can be **validated** by visiting <https://www2.swift.com/bsl/index.faces>
- Enter the **Beneficiary Institution Name** and **Address** including the **Country**.

6. Use the **Intermediary Institution** section if using a correspondent Bank for the International wire transfer. If there is no Correspondent Bank, leave this section blank and proceed to Step 8.
 - a. Select the **Identification Type** from the drop down -Fed Routing Number, Swift Bank Code or DDA Account Number
 - b. In the **Identification Number box** -Enter the corresponding number
 - c. Enter the **Beneficiary Institution Name** and **Address**
7. Use the **Receiving Institution** section if using a second correspondent Bank for the International wire transfer. If there is no Correspondent Bank, leave this section blank and proceed to Step 8.
8. **Click Process**
 - a. The Processing Status page appears
9. When the processing is complete, **click Done**

Note: A warning message is displayed when approval is required or limitations are exceeded.

New Wire Transfer Using Existing Transfer

To initiate a new wire transfer using an existing transfer:

1. On the **Management Tools** menu, click **Wire Manager**.

The **Select Wire Transfer Criteria** page appears.

2. Click **New Wire Transfer Using Existing Transfer**.

Select Wire Transfer Criteria

☐ Inquire Wire Transfer

☒ Change Wire Transfer

☐ New Wire Transfer

☒ New Wire Transfer Using Existing Transfer

☐ Delete Wire Transfer

Transfer Description:

Date Range: To

Amount Range: To

Client Name:

Confirmation Number:

3. To search for a specific wire transfer, enter any search criteria:

- **For a complete list:** Leave search criteria blank.

4. Click **Submit**.

The **Wire List** section appears.

Wire List				
Transfer Activity	Next Transfer Date	Amount	Transfer Status	Details
Wire subsidiary	05/31/2012	\$1500.00	Processed	Issued By: Trainer3 Confirmation: 13d462eb9e
Domestic (2).wire	05/22/2012	\$2.55	Processed	Issued By: ACH User30 Confirmation: 1534b286a3
DDA Corres Dom in AM	05/16/2012	\$43.00	Processed	Issued By: ACH User30 Confirmation: 8fd43408e8

5. Click the desired **Transfer Activity** link.

The **Wire** page for the selected transfer appears.

New Domestic Wire Using - Wire subsidiary			
* Transfer Description:	Wire subsidiary	Recurring Frequency:	None
* Transfer Start Date:			
* Amount:	1500.00	* From Account:	SAV 0106505235
Tax Identification Number:	Training Company [XXX-XX-2654]		
Beneficiary			
* Identification Type:	DDA Account Number	Message To Beneficiary:	
* Identification Number:	0106505200		
Name:	Catie Cakes		
Address:	1600 South Street		
	New Berlin, WI 53151	Beneficiary Reference:	
Beneficiary Institution			
Identification Type:	Fed Routing Number	Name:	Bank of Wisconsin
Identification Number:	221172270	Address:	100 North Street
			Milwaukee, WI 53233
Receiving Institution			
* Routing/Transit number:	221172270		
Institution Name:	Bank of Wisconsin		

(* Indicates Required Fields)

6. Make Changes as needed.

7. Click Process

- a. The Processing Status page appears, when completed, click **Done**

Delete Wire Transfer

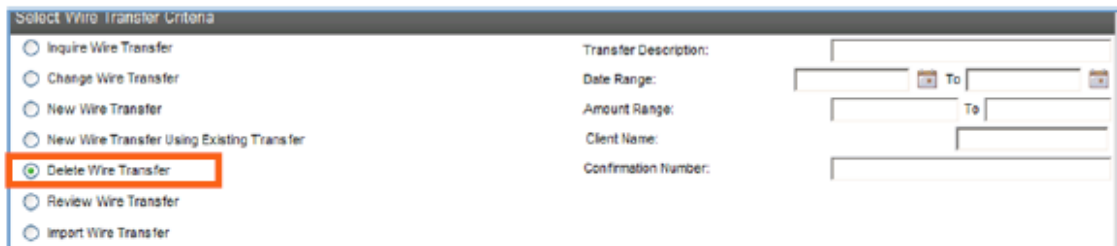
Use the Delete Wire Transfer function to delete a file **before it processes**. This function is not available for wires that have been submitted to the Bank for processing.

To delete a Wire transfer:

1. On the **Management Tools** menu, click **Wire Manager**.

The **Select Wire Transfer Criteria** page appears with **Inquire Wire Transfer** selected.

2. Click **Delete Wire Transfer**.



Select Wire Transfer Criteria

- ☐ Inquire Wire Transfer
- ☐ Change Wire Transfer
- ☐ New Wire Transfer
- ☐ New Wire Transfer Using Existing Transfer
- ☒ Delete Wire Transfer
- ☐ Review Wire Transfer
- ☐ Import Wire Transfer

Transfer Description:

Date Range: To

Amount Range: To

Client Name:

Confirmation Number:

3. Click **Submit**.

The **Wire List** page appears.

4. Select the desired file to delete.

5. Click **Next**.

The **Delete Wire Step 1 – Transfer Details** page appears.



Step 1 - Domestic Wire Details

Domestic (2) wire			
Transfer Description:	Domestic (2) wire	Recurring Frequency:	None
Transfer Start Date:	06/25/2013		
Amount:	\$2.55	From Account:	Working Fund
Tax Identification Number:	30063064587		
Transfer Status:	Saved		

Beneficiary

Beneficiary Type:	DDA Account Number	Message to Beneficiary:	
Beneficiary Number:	046993074		
Name:	George Washington		
Address:	The White House		
	1600 Pennsylvania Av	Beneficiary Reference:	
	Washington, DC 20503		

Beneficiary Institution

Beneficiary Type:	Fed Routing Number	Name:	UNION BANK AND TRUST COMPANY
Beneficiary Number:	164910795	Address:	Suite 7032
			7500 Pleasant
			Lincoln, NE 68510

6. Review the transfer details.

7. Click **Next**.

The **Delete Wire Transfer – Warning** page appears.



The screenshot shows a multi-step wizard interface. At the top, a progress bar indicates the current step: '2 of 3', with sub-steps '1 - Domestic Wire Details', '2 - Warning', and '3 - Delete Confirmation'. Below this, a header bar reads 'Step 2 - Warning'. The main content area contains a single option, 'Delete Wire Transfer', which is selected with a radio button. At the bottom right, there are three buttons: 'Back', 'Finish', and 'Cancel'.

8. Click **Finish**.

Review a Wire Transfer

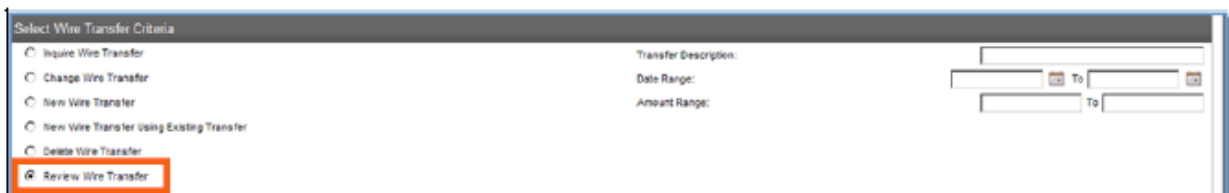
Use this procedure to review and/or approve a wire transfer. Dual Approval must be enabled in order to use this function.

To review a wire transfer:

1. On the **Management Tools** menu, click **Wire Manager**.

The **Select Wire Transfer Criteria** page is displayed with **Inquire Wire Transfer** selected.

2. Click **Review Wire Transfer**.



3. To search by description:

- In the **Transfer Description** box, type a descriptive title of the ACH transfer you want to locate.

To search by date:

- a. In the **Date Range** box, type a beginning date to search for a transfer.
- b. In the **To** box, type an ending date to search for a transfer.

To search by amount:

- a. In the **Amount Range** box, type a minimum amount to search for.
- b. In the **To** box, type the maximum amount to search for.

To search for all wire transfers:

- Leave search criteria boxes blank.

4. Click **Submit**.

The **Review Wire Transfers** page appears.

Status	Client	Description	Placement Date	Details
Approve All Disapprove All Outstanding ▾ Outstanding Approve Disapprove	Buffy Inc	dom monthly check	May 24, 2011	Client Exceeded Per Transfer Domestic Wire Threshold By \$998.88 Client Exceeded Daily Domestic Wire Threshold By \$1,207.88 Client Exceeded Settlement Date Domestic Wire Threshold By \$1,298.88 Client Exceeded Weekly Domestic Wire Threshold By \$20,537.12 Client Exceeded Monthly Domestic Wire Threshold By \$21,725.05 Issued By: Sunny Summers Amount: \$1,000.00

Definitions

- Status** Indicates the status of the transfer. Values are:
- Outstanding** – The transfer is in review.
 - Approve** – The transfer is approved and will be processed.
 - Disapprove** – The transfer is not approved and will not be processed.
 - Approved All** – All the transfers are approved and will be processed.
 - Disapproved All** – All the transfers are not approved and will not be processed.

5. In the **Status** column:

To approve all pending wires: Click **Approve All**.

To reject all pending wires: click **Disapprove All**.

To approve or reject a specific wire: In the **Status** list, click Approve or Disapprove for the wire.

6. Click **Save**.

Add a New Wire Transfer Template

To add a new wire transfer template:

1. On the **Management Tools** menu, click **Wire Manager**.

The **Select Wire Transfer Criteria** page is displayed with **Inquire Wire Transfer** selected.

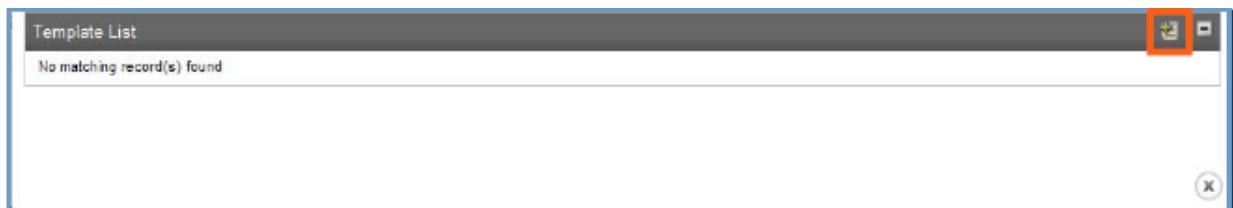
2. Click **Wire Transfer Template**.



A dialog box titled "Select Wire Transfer Criteria" with a dark header. It contains a list of radio button options. The option "Wire Transfer Template" is selected, indicated by a blue dot in the radio button.

- ☐ Inquire Wire Transfer
- ☐ Change Wire Transfer
- ☐ New Wire Transfer
- ☐ New Wire Transfer Using Existing Transfer
- ☐ Delete Wire Transfer
- ☐ Review Wire Transfer
- ☒ Wire Transfer Template
- ☐ Review Wire Transfer Template

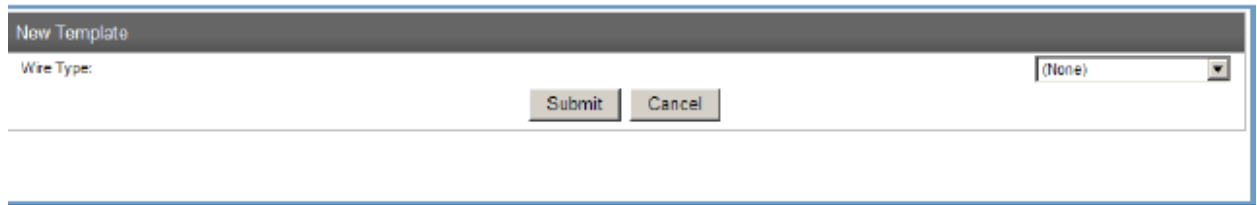
3. Click **Submit**- The **Template List** section appears



A window titled "Template List" with a dark header. The main content area is empty, displaying the text "No matching record(s) found". A red box highlights a small icon in the top right corner of the window. A close button (X) is visible in the bottom right corner.

4. Click the icon for **New**

The **New Template** page appears.

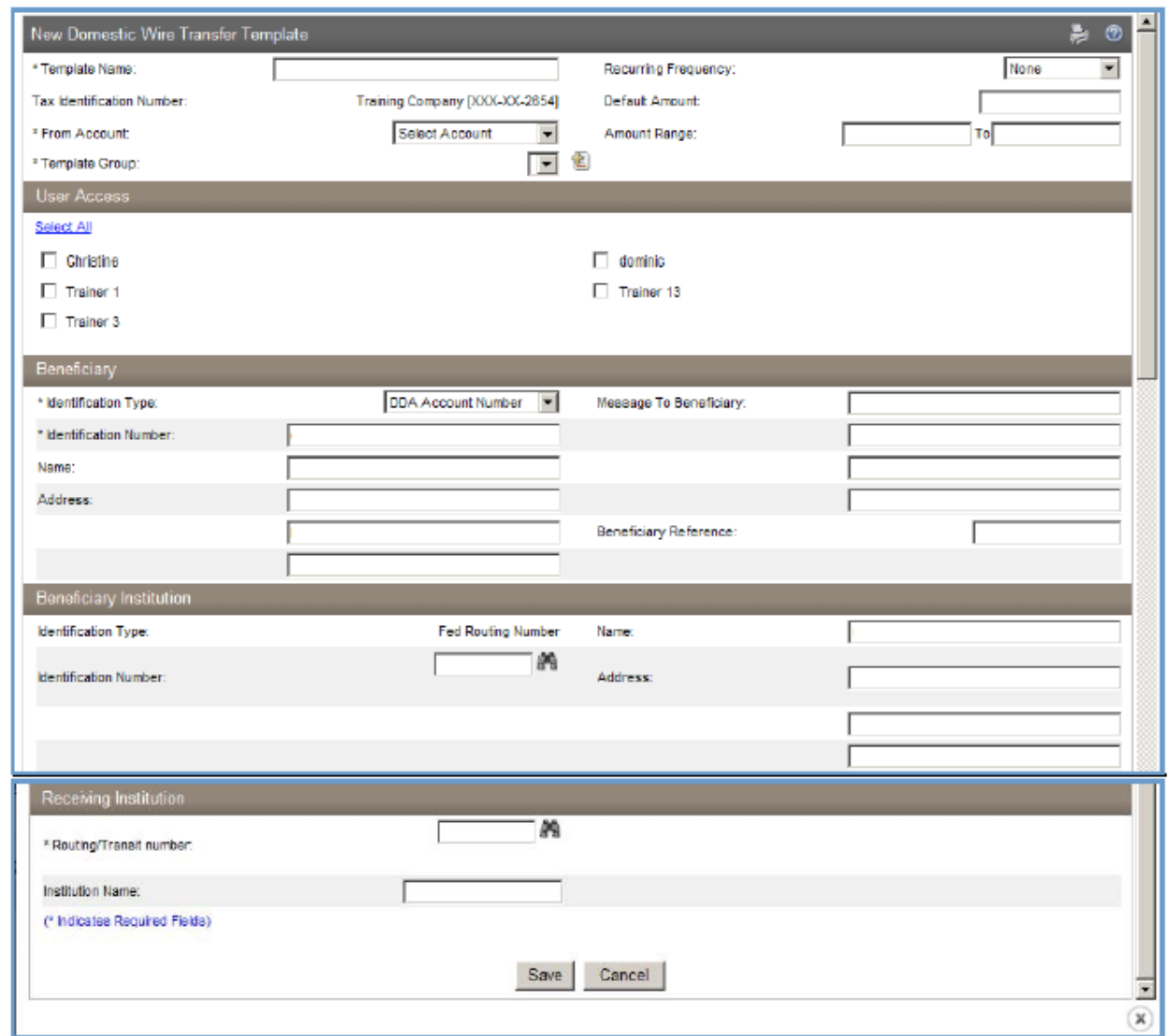


The 'New Template' page is a simple form with a title bar 'New Template'. Below the title bar, there is a 'Wire Type:' label followed by a dropdown menu currently showing '(None)'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

1. In the **Wire Type** list, click the wire type.

2. Click **Submit**.

The **New Template** page is displayed for the wire type selected.



The 'New Domestic Wire Transfer Template' page is a complex form with multiple sections. The title bar says 'New Domestic Wire Transfer Template'. The form is divided into several sections:
 - **Form Fields:** Includes 'Template Name' (text box), 'Tax Identification Number' (text box with 'Training Company (XXX-XXX-2854)' pre-filled), 'From Account' (dropdown menu with 'Select Account'), 'Template Group' (dropdown menu), 'Recurring Frequency' (dropdown menu with 'None'), 'Default Amount' (text box), 'Amount Range' (text box with 'To' and another text box), 'User Access' (checkboxes for 'Christine', 'Trainer 1', 'Trainer 3', 'dominis', 'Trainer 13'), 'Beneficiary' (fields for 'Identification Type' (dropdown with 'DDA Account Number'), 'Identification Number', 'Name', 'Address', 'Message To Beneficiary', 'Beneficiary Reference'), 'Beneficiary Institution' (fields for 'Identification Type', 'Fed Routing Number', 'Name', 'Address'), and 'Receiving Institution' (fields for 'Routing/Transit number', 'Institution Name').
 - **Buttons:** 'Submit' and 'Cancel' are at the bottom of the first section. 'Save' and 'Cancel' are at the bottom of the 'Receiving Institution' section.
 - **Other:** There is a 'Select All' link under 'User Access' and a note '(* Indicate Required Fields)' under 'Institution Name'.

In the **Template Name** box, type a name to assign to the template.

In the **Default Amount** box, type an amount.

In the **From Account** list, click the donor account number.

In the **Template Group** list, click a group.

Note: To create a new group name, click the **New** button.

In the **Beneficiary Institution** section:

- a. In the **Identification Type** list, click the routing/ABA number type of the receiving financial institution.
- b. In the **Identification Number** box, click the **Search** button (binoculars) to determine the receiving financial institution's ID number.
- c. In the **Name** box, type the receiving financial institution name for the account.
- d. In the **Address** box, type the financial institution street address of the recipient account.
- e. In the **City State Zip** box, type the financial institution city, state and ZIP Code of the recipient account

In the **User Access** section, select one or more check boxes associated with users to allow them use of the template.

In the **Beneficiary** section:

- a. In the **Account Type** list, click the type of account to transfer funds to.
- b. In the **Identification Number** box, type the recipient account number.
- c. In the **Name** box, type the name of the recipient.
- d. In the **Address** box, type the street address of the recipient.
- e. In the **City State Zip** box, type the city, state and ZIP Code of the recipient.
- f. In the **Message To Beneficiary** box, type a note to the recipient.

The **Receiving Institution** section auto fills with the information from the **Beneficiary Institution** section.

Click **Save**.

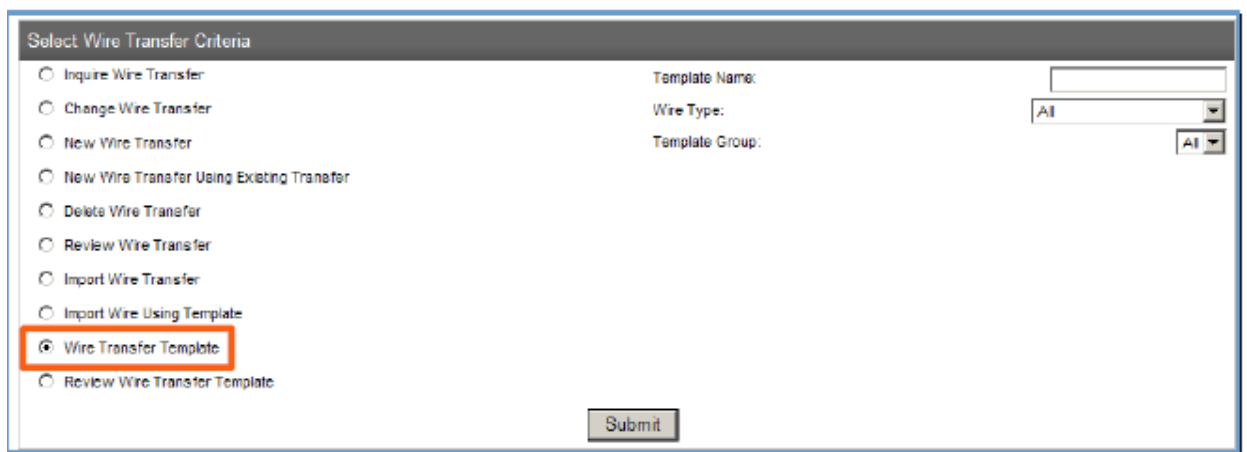
New Wire using Wire Transfer Template

To initiate a Wire Using an Existing Wire Template

On the **Management Tools** menu, click **Wire Manager**.

The **Select Wire Transfer Criteria** page is displayed with **Inquire Wire Transfer** selected.

Click **Wire Transfer Template**.



To search for a specific wire template, **enter any search criteria**:

For a **complete list of Templates**- Leave search criteria blank

Click **Submit**.

The **Template List** section appears:

Template List			
Template Name	New Transfer	Edit Template	Delete Template
TEST TEMPLATE			

Click the **New Transfer icon** next to the desired template

The **Wire page** for the selected template appears

Make **changes as needed**- such as Transfer Date and Amount

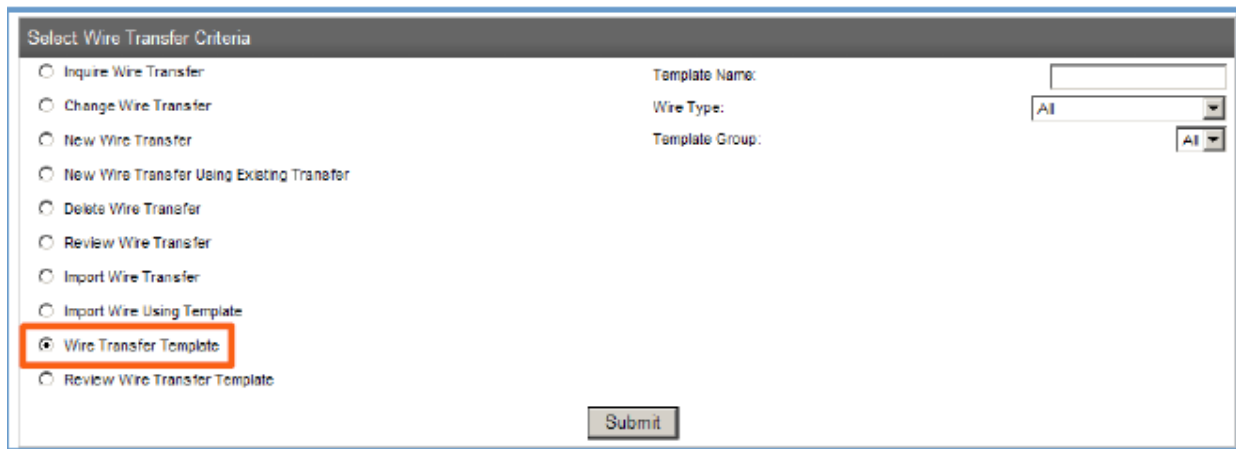
Click **Process**. After validating is complete Click **Done**.

Change or Delete a Wire Transfer Template

On the **Management Tools** menu, click **Wire Manager**.

The **Select Wire Transfer Criteria** page is displayed with **Inquire Wire Transfer** selected.

Click **Wire Transfer Template**.



To search for a specific wire template, **enter any search criteria**:

For a **complete list of Templates**- Leave search criteria blank

Click **Submit**.

The **Template List** section appears:

Template List			
Template Name	New Transfer	Edit Template	Delete Template
TEST TEMPLATE			

- **To change a wire transfer template:** Click the **Edit** button for the template, make changes on the **Change Wire Transfer Template** page, and click **Save**.
- **To delete a wire transfer template:** Click the **Delete** (X) button for a template, and then on the **Delete Wire Transfer Template** page, click **Delete**.