Wire Manager User Guide

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

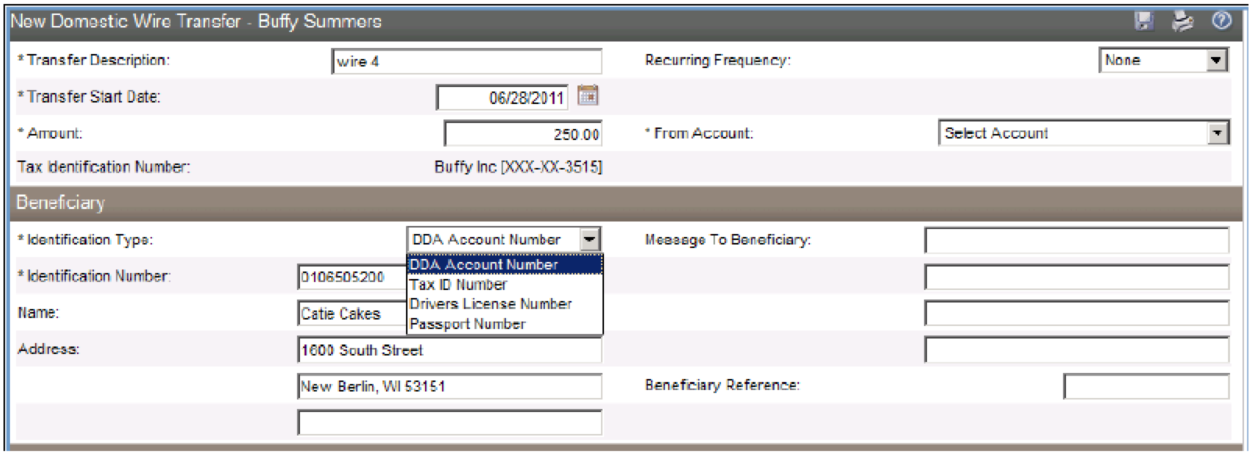
From the Main page, click **Management Tools**>> **Wire Manager**

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

New Domestic Wire Transfer

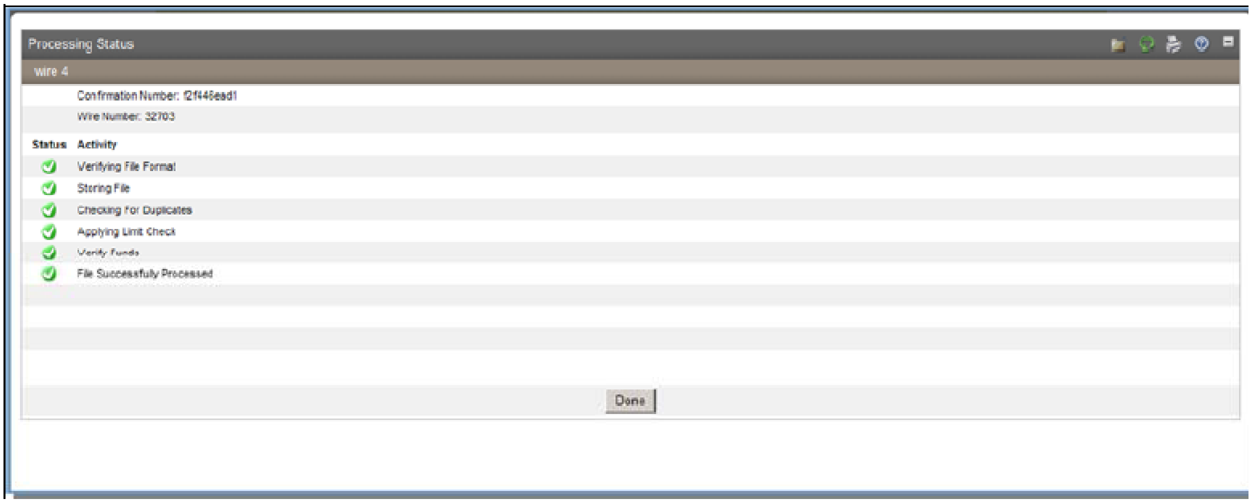
1. Click **New Wire Transfer**
2. In the Wire Type list, select **Domestic**
3. Click **Submit**

The New Domestic Wire Transfer page appears:



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



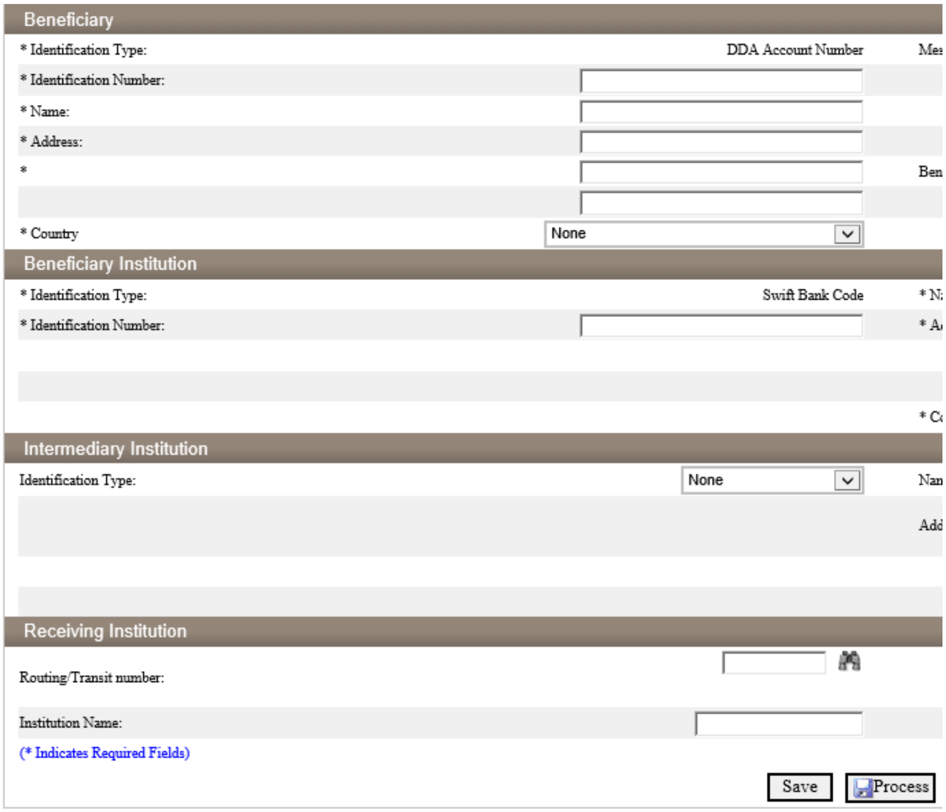
12. When the processing is complete**, click Done**

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
* Identification Number:
* Name:
* Address:
*
* Country None
Beneficiary Institution
* Identification Type: Swift Bank Code
* Identification Number:
Intermediary Institution
Identification Type: None
Receiving Institution
Routing/Transit number:
Institution Name:
(* Indicates Required Fields)
Save Process

4. **In the Beneficiary section:**
    a. In the **Identification Number** box, type a DDA Account Number
        i. 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/
    b. In the **Name box,** type the Beneficiary Name
    c. In the **Address box,** type the address of the beneficiary
        i. Use the dropdown box to select the **beneficiary Country**
    d. 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**
    a. 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

    b. 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.

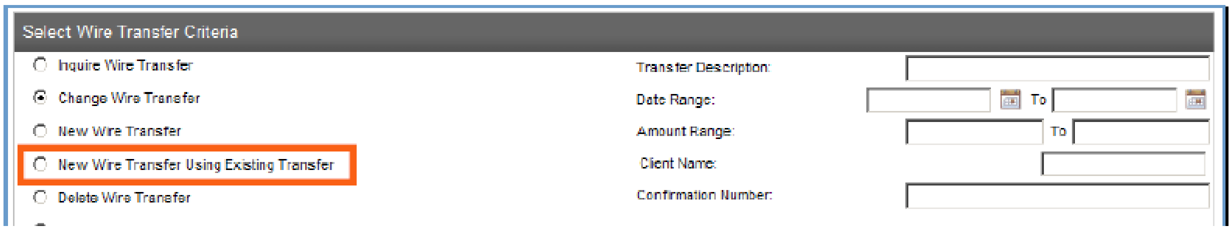
New Wire Transfer Using Existing Transfer

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**.



3. To search for a specific wire transfer, enter any search criteria:
   - **For a complete list:** Leave search criteria blank.

4. Click **Submit**.

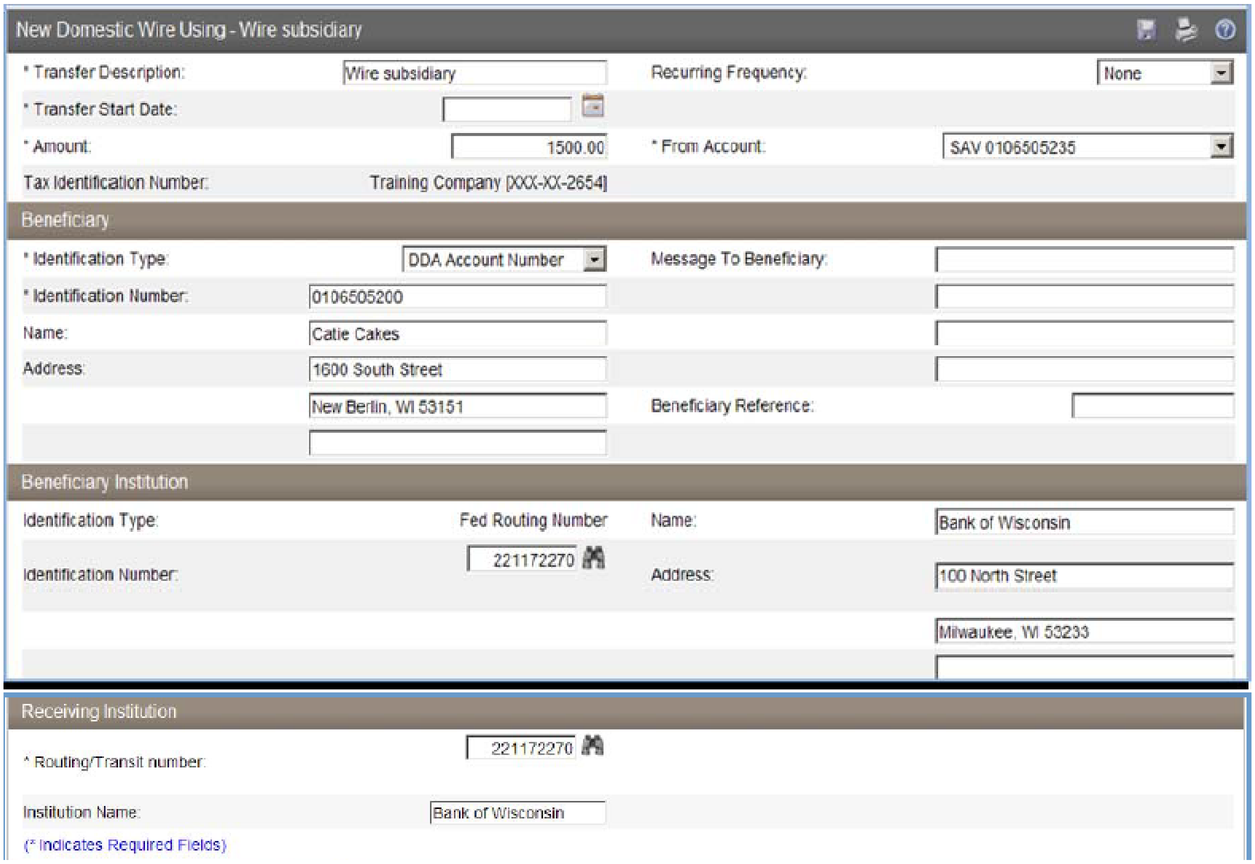
   The **Wire List** section appears.

Wire List

Transfer Activity	Next Transfer Date	Amount	Transfer Status	Details
Wire subsidiary	05/31/2012	$1500.00	Processed	Issued By: Trainer 3 Confirmation: 13d462eb9e
Domestic (2).wire	05/22/2012	$2.55	Processed	Issued By: ACH User30 Confirmation: 1534b288a3
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.



6. Make Changes as needed**.**

7. Click Process

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

Delete Wire Transfer

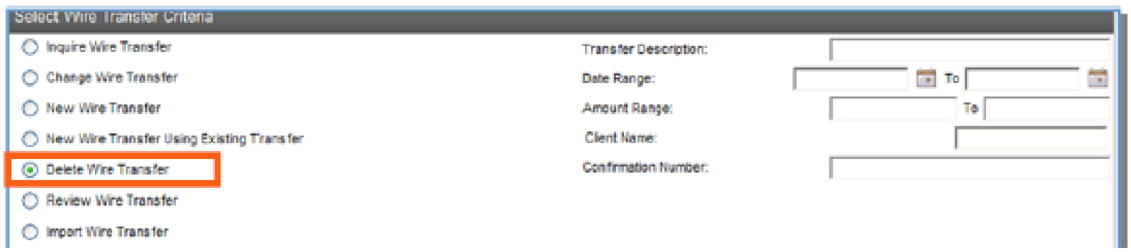
Use the Delete Wire Transfer function to delete a file **before it processes.** This function is not available for wires that have been submitted to the Bank for processing.

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**.



3. Click **Submit**.

   The **Wire List** page appears.

4. Select the desired file to delete.

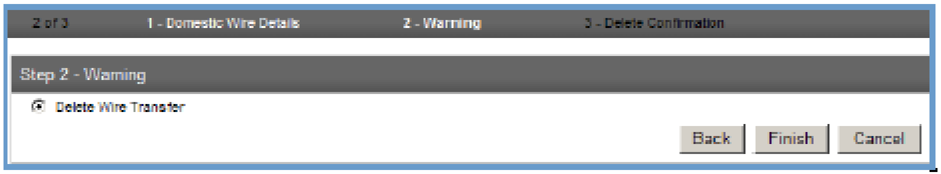
5. Click **Next**.

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

6. Review the transfer details.

7. Click **Next**.

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



8. Click **Finish**.

Review a Wire Transfer

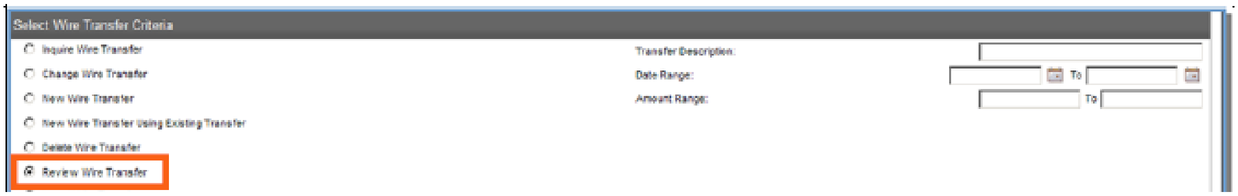
Use this procedure to review and/or approve a wire transfer. Dual Approval must be enabled in order to use this function.

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.

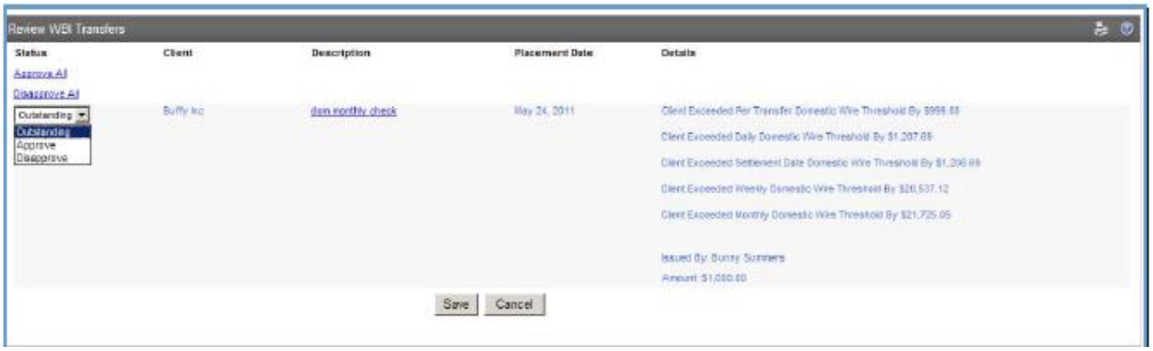
   To search by amount:

   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.



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**.

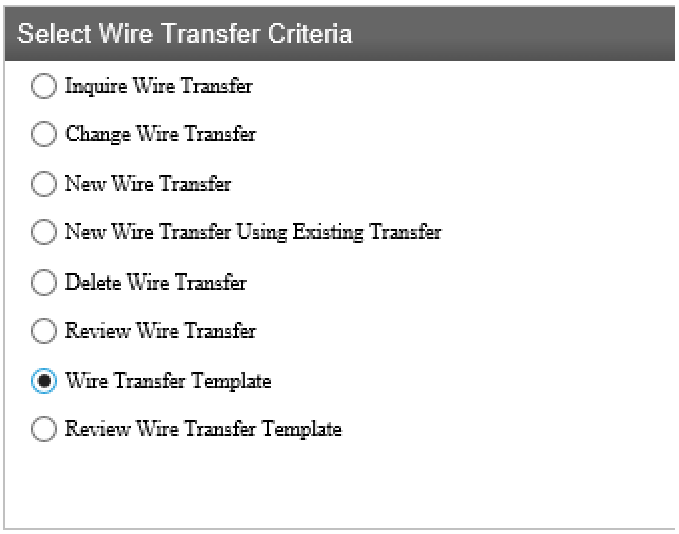
Add a New Wire Transfer Template

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.

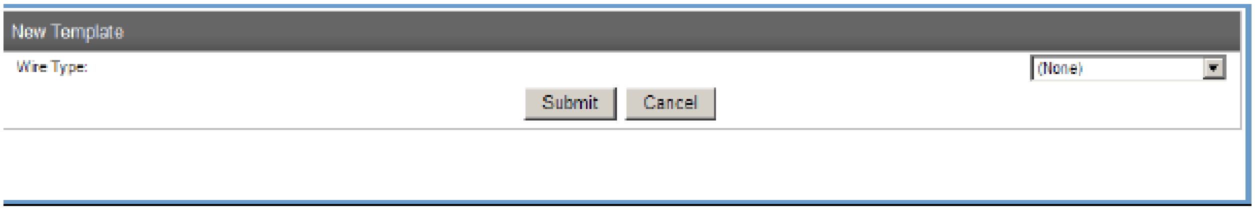
2. Click **Wire Transfer Template**.



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

4. Click the icon for **New**

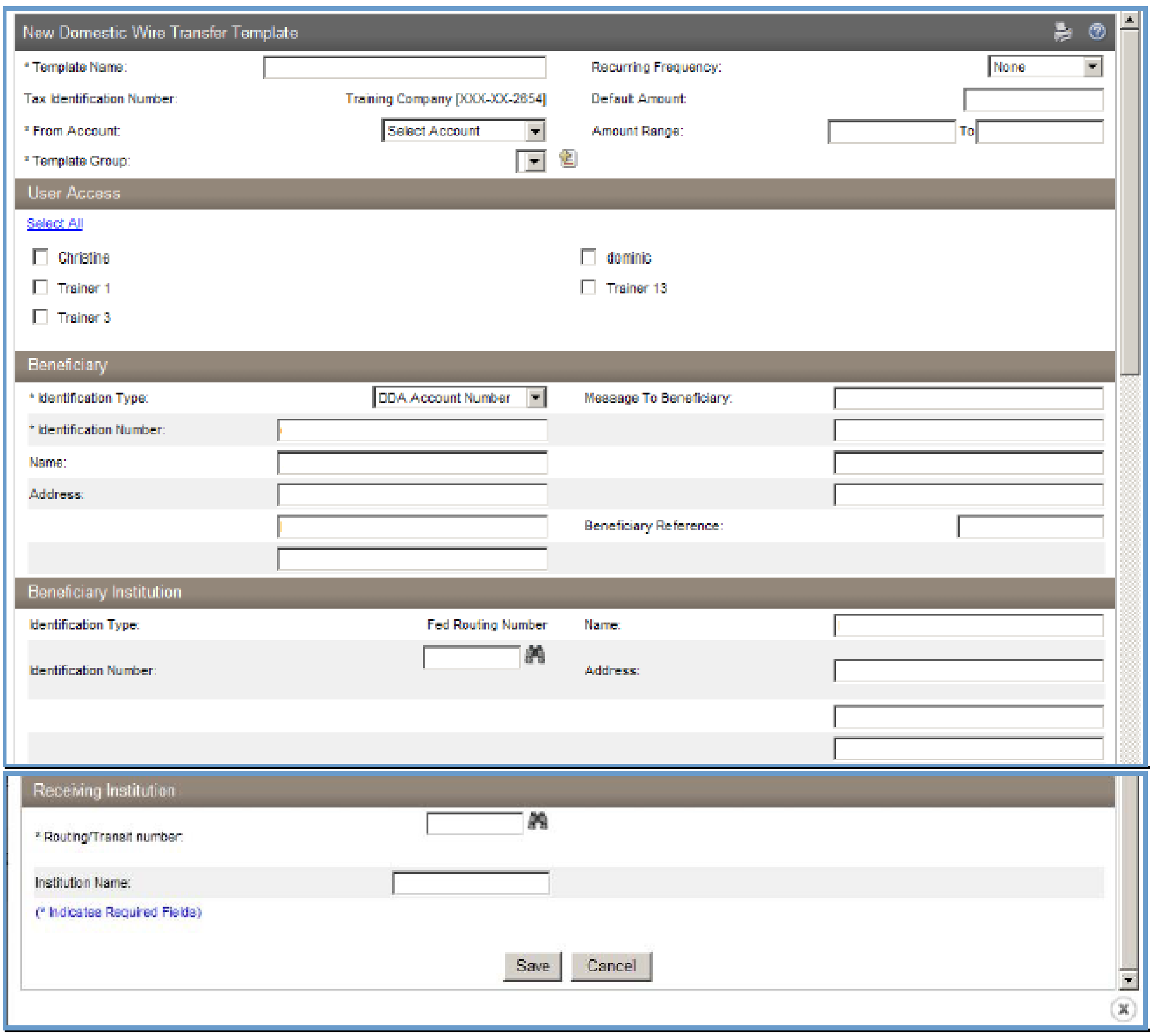
The **New Template** page appears.



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

Click **Submit**.

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



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**.

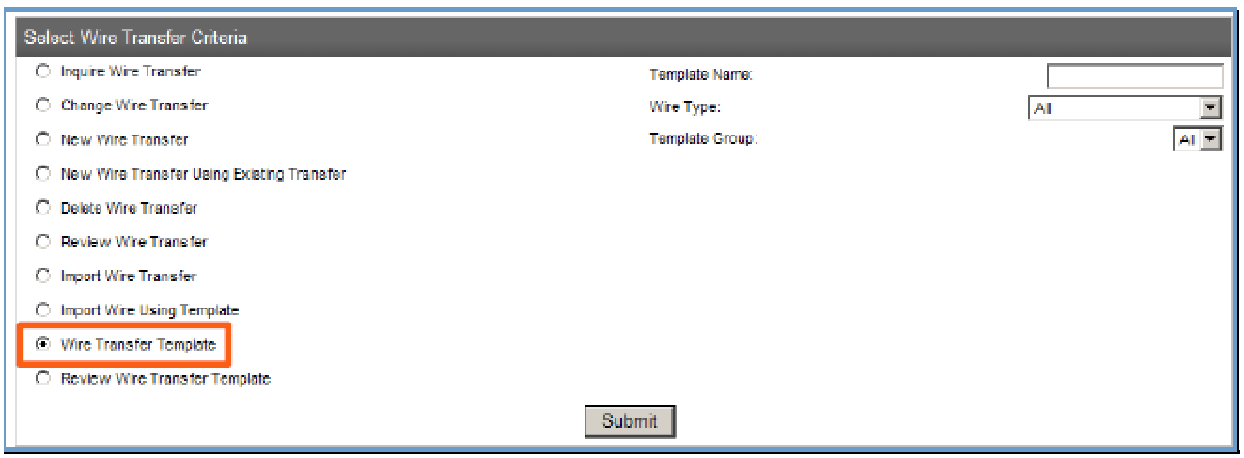
New Wire using Wire Transfer Template

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:

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

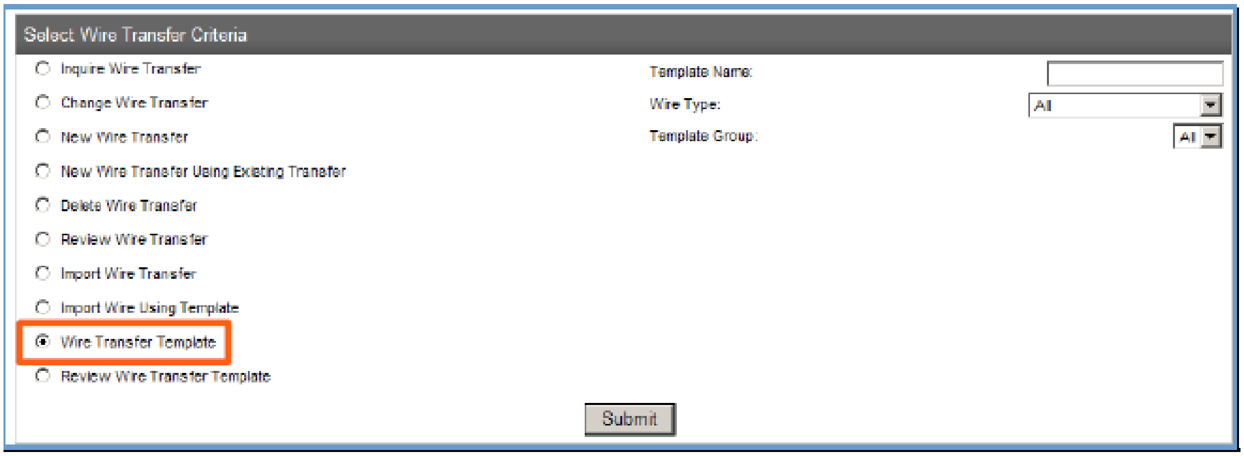
Click **Process.** After validating is complete Click **Done.**

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:

- **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**.