

# Business Online Banking Quick Reference Guide



## Wire Transfers

The Wire Transfer service provides secure wire transfer capabilities with a streamlined, easy-to-use web browser interface. Depending on your configuration, wire transfer features allow you to:

- Create wires using a variety of templates that simplify the data entry process.
- Review and manage wires using the Transaction List screen.
- Correct wire errors using the Revision List screen.
- Review released wires using the History List screen.
- Approve wire templates.

## Wire Templates

The Wire Templates setup function allows you to save wire data entry information in templates that you can use to create wire transactions. A template stores information and reuses it each time a you send a wire. Wire templates can be set up for repetitive and semi-repetitive wire applications.

## Steps to Set up Wire Templates

1. Click **Setup** on the Service Menu and then click **Manage Wire Templates**. The Manage Wire Templates screen displays.
2. The Wire Template list screen shows all of the Active templates. To search for a specific template, or for all templates associated with a particular Application Type, enter the criteria and click Search.
3. To create a new template, click **Add Template**. The Add Template screen displays.
4. Select the Application Type from the Application dropdown and click **Continue** . The Template Settings screen displays.
5. Enter the information in the data fields and click **Save** or click **Add Another Template** to create a new template for the selected Application.
6. When you click **Save**, a confirmation message displays.
7. Return to the Wire Template list screen to view the new template entry. You can change the Amount Limit for the template to set it lower than the maximum allowed or you can click the **Template ID** to reopen the Template Settings screen and edit entries.

**Note:** If there are templates requiring approval the Approve Templates list will display first. To access the Template list, click the Wire Templates tab.

## Steps to Set up Wire Groups

You can create a group of frequently used wires and wire templates that can be saved for future batches.

### From the Batch Summary Screen:

1. On the Batch Summary screen, review the list of templates or wires in the batch and click **Save as New Wire Group**. The Wire Group pop-up window opens.
2. Enter a Wire Group Name and Description and click **Save**
3. The templates or wires that have been selected for the batch will be saved as a new wire group. The next time you create a batch you can select the group from the Batch Wire Selection screen.

## From the Wire Groups Tab in Manage Templates:

1. Click **Setup** on the Service Menu and then click **Manage Wire Templates**.
2. Click the **Wire Groups** tab to display the Group List.
3. Click **Add Group** to display the Add Group List Builder.
4. Select an **Application Type** in the Application dropdown. A list of templates for that application will display in the Available Templates box.
5. Select the templates you wish to add to the group and click the right arrow button. The templates will be copied to the Group Templates box.
6. Enter a **Group Name** of up to 16 characters.
7. Enter a **Group Description** of up to 32 characters.
8. Click **Save Group**. The list builder window closes and the Wire Groups screen displays a confirmation message. The new group appears in the Group List.
9. Enter a Wire Group Name and Description and click **Save**.
10. The templates or wires that have been selected for the batch will be saved as a new wire group. The next time you create a batch you can select the group from the Batch Wire Selection screen.

**Note:** Only Active templates can be added to a group.

## Single Wires

Single wires are single payment transactions, created individually. Single wires are typically used when you are wiring funds to a single beneficiary. Single wires can be set up to use non-repetitive, semi-repetitive, and repetitive wire applications.

## Steps to Initiate a Single Wire

1. Click **Single Wire** on the Function menu and then click the wire application you want to use.
2. Complete the wire entry fields and click **Queue** to send the wire to the Transaction List screen.
3. Click **Transaction List** on the Function menu to view the wire. To release the wire for processing, select the wire and click Release.
4. After the Wire End of Day cut off time, click **Wire History** on the Function menu to view statuses as the wire goes through processing.

## Reviewing and Approving Wires

If a wire requires approval, it cannot be released until the approval has been made. Once it is approved the wire status changes and it can be released.

### Steps to Review and Approve Wires

1. Once wires have been queued, review them from the Transaction List screen prior to approving or releasing them to German American for processing. Click **Approve** to approve wires and batches from the Transaction List.
2. You can also approve wires from the Detail or Batch Transaction Summary screens by clicking the **Amount** link for the batch or wire.
3. On the Detail or Batch Transaction Summary screen, click **Approve** or **Approve 2** depending on your level of approval.
4. If you do not approve all wires, the batch will have a status of "Part Approve." The entire batch must be approved to release the batch.

## Revising Wires

If wire information is not correct, you can revise (repair) the wire on the Revision list.

### Steps to Revise a Wire

1. On the Transaction List screen, click **Revise** to send it to the Revision List for repair.
2. Or, to revise a wire in a batch, click the Amount link for the batch and click **Revise** on the Batch Transaction Summary screen.
3. Navigate to the Revision List by selecting **Wire Repair** from the top menu.
4. Click the **Amount** hyperlink for the wire to display the Wire Detail screen.
5. Make changes in the detail screen and click **Queue** to re-queue the wire

**Important Note:** If you are changing the Template ID on the Revision List, you must change the Template ID, and then click **Save** before the new template information displays.

## Releasing Wires

1. To release a wire, select the check box next to the wire or batch in the Transaction List, and then click **Release**.
2. You will be prompted for your one time password - also known as your token code.
3. Review wire status to confirm that the wires were released.

## Viewing Wire History and Running Wire Reports

You can run reports on the wires and batches that are displayed on the Transaction List. Use the History List screen to review wire transactions at the end of the day and verify if the system accepted transactions. At the end-of-day time set by your financial institution, wires are moved from the Transaction List to the History List screen.

### Steps to View a Totals Report

Totals Reports provide a quick summary of the wires you originate on the Wire Transaction List Screen or the Wire Transaction Summary Screen at any point during the day. All wires and batches on the Wire Transaction List screen or Wire Transaction Summary screen appear in the report regardless of their status.

1. On the Transaction List click the **Totals Report** button.
2. The Totals Report displays the status and total of all wires on the Transaction List. To print the report click **Print**.

### Steps to View a Summary Report

The Summary Report displays summary data for all wire transactions selected by a user on the Transaction List screen.

1. On the Transaction List select the check box beside the transactions for which you want to view a report and then click **Summary Report**.
2. The Summary Report displays summary information for the wire or batch you selected. To print the report click **Print**.

### Steps to View a Detail Report

1. The Detail Report provides the detailed information shown on the wire detail screen for each individual wire transaction in a batch and/or a list of selected single wires.
2. On the Transaction List select the check box beside the transactions for which you want to view a report and then click **Detail Report**.
3. The Detail Report displays detail information for the wire or batch you selected. To print the report click **Print**.

### Steps to View a Wire Template Report

The Wire Template Detail Report provides detailed information for the information entered in each field of a template.

1. Click **Setup** on the Service Menu and then click **Manage Wire Templates**. The Manage Wire Templates screen displays.

2. Select the check box beside the template you would like to include in the report and then click **Run Template Report**.
3. The Wire Template Detail Report displays the template information. To print the report, click **Print**.

## Steps to View a Wire Group Report

The Wire Group Report provides detailed information for each template in the group.

1. On the Manage Wire Templates screen, click the **Wire Groups** tab to display the Group List.
2. Select the check box beside the group you would like to include in the report and then click **Run Group Report**.
3. The Detail Report displays the template information. To print the report, click **Print**

## Steps to View Wire History

The Wire History screen provides an easy way to track wire history by separating the current business day's work from the previous day's work. Wires remain on the History List screen until the end of the retention period.

1. Navigate to the Wire History screen by selecting **Wire History** from the top menu.
2. Enter your search criteria and click **Search** to display the list of wires you want to view. The search results display on the screen.
3. To view Wire Details: Click the **Amount** link to display the Wire Detail or History Summary List.
4. To generate a report: Select a wire or batch and click **Report** to display the History Summary Report.
5. The Wire History Summary List displays summary data for each individual wire in a batch. To view the wire detail click the **Amount**.
6. The Wire History Summary Report provides a summary of all the wires that have been processed.

## **Wire Statuses**

### **Entered**

Initial status when a wire is created.

### **Approved**

First-level approval completed. (optional security control)

### **Approved2**

Second-level approval completed. (optional security control)

### **Released**

Wire was sent to bank wire processing system.

### **Pending Release**

Wire is in process of being sent to bank for processing.

### **Processed**

Network Reference No. has been received. For Fedwires, this indicates the Fed has successfully received the message.

### **Rejected**

Bank processing system (or network) sent rejection.

### **Voided**

Unexecuted wire/batch has been voided by the system after the end of day. This status appears on the Wire History List only.