Wire Transfer User Guide

March 2021



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Introduction

Welcome to Bridgewater Bank Online Wire Transfer Services! Wire Transfers are the fastest and most convenient way to move funds. While traditional wire services are available at every branch, you can save time and money by initiating your own wire transfers online. Funds transferred by wire are considered collected funds and made available by the beneficiary bank at the time of posting which is typically on the same business day for domestic wires. International wires may take a little more time depending on the intermediary banks and time zone differences. Online Wire Transfer Services allow you to optimize the timing of payment and maintain better control over your funds.

Getting Started

General Information

- Contact the Business Services Team for technical support. They can be reached M – F, 8:30am-4:30pm at 952-542-5100 (ask for Business Services) or_ <u>hello@bridge2bwb.com</u>.
- Three different types of wire payments can be initiated from The Bridge:
 - Domestic USD wires sent in US funds to a beneficiary bank within the United States
 - International USD wires sent in US funds to a beneficiary bank outside of the United States
 - Foreign Exchange wires sent in foreign currency to a beneficiary bank outside of the United States
- The cutoff time for wires sent in USD is 4:00 pm CST and wires sent in foreign currency is 3:00 pm CST.
 - There is a notification at the top of the wire screens acknowledging the cutoff time. If wires are initiated past the cut, the next available payment date will be displayed.
- Bridgewater follows the Federal Reserve's processing dates. You can originate wires on holidays, but they will technically not be initiated until the following business day. For an up-to-date Federal Reserve Holiday calendar, reference_<u>http://www.federalreserve.gov/aboutthefed/k8.htm.</u>
- Bridgewater strongly recommends dual control for all online payments. For more information on user settings needed to establish this, reach out to Business Services.

Setup Out of Band

You will need to establish your Out of Band PIN prior to initiating wire transfers. This feature allows automated multi-layered security to ensure your funds are safe.

• Select My Settings – My Profile

My Settings
My Profile
My History
Secure Messaging
Subscriptions
File Vault
The Bridge CERT

• Select Credentials located on the right-hand side of the screen

My Settings	
My Profile	
Contact Information	
Credentials	¢

- Enter PIN
- Select Update Credentials

Reverification Out-of-Band	
Your PIN should be at least 6 characters and contain at least one letter and one number	
Enter PIN Confirm PIN	
Vpdate Credentials Keset	

Establish Payees

Prior to initiating your templated wires, you must ensure Payees are established. Payees are not required for one-time wires sent manually.

• Select Payee Maintenance under the Payments & Transfer Tab

Payments & Transfers
Payment Activity
ACH Payments
Wire Transfer
Account Transfer
Payee Maintenance
Import Maintenance
Mobile Deposit Capture

• Select *Create Payee*



- Enter the *Payee Information*
 - Payee Name: Enter Name of Payee
 - Payee ID: Enter ID associated with Payee
 - Payee Type: Enter if this Payee is a Business or Individual
 - o Display Name: Enter Nickname of Payee
 - Address (Optional): Enter Address of Payee
 - Email (Optional) Enter Email of Payee (this can be used to send receipt of payment)
- Select Add Account

Create Payee			
Payee Information			
* Payee Name	The Bridge	Display Name	The Bridge
* Payee ID	091017523	Address 1	4450 Excelsior Blvd
* Payee Type	Business v	Address 2	St. Louis Park MN 55416
		Address 3	
			Note: P.O. Boxes are not valid for Wire Transfers
		Email Address	hello@bridge2bwb.com
		ور مناوع مندور	and the second second
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	, ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	- Andan	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Add Account			

- Enter the *Account Information* 
  - o Account Name: Payee Name will flood over
  - **Beneficiary ID Type**: Select the correct Beneficiary ID Type (typically Account Number unless used for International Wires)
  - o Account Number: Enter the Account Number
  - Select the Wire information box
    - You can also select ACH Information if you intend to originate ACH transfers to this Payee. See the ACH User Guide for details.

Add Payee Account	
Account Information	
* Account Name (	The Bridge
* Beneficiary ID Type	Account Number 🔹
* Account Number (	
ACH Information Account can be used in ACH T	emplates and Batches
Wire Information Account can be used in Wire T	Templates and Transactions

- Enter the Beneficiary Information
  - o Beneficiary Bank ID
  - o Beneficiary Bank Name
  - o Beneficiary Bank Address
  - Beneficiary Bank Country
  - International Routing Number (if applicable)
  - o Beneficiary ID Type
  - Beneficiary ID
  - o Beneficiary
  - o Country
  - o (Optional) Contact Name
  - o (Optional) Phone Number
  - Correspondent Bank ID (if applicable)
  - Correspondent Bank ID Type (if applicable)
  - o Correspondent Bank Name (if applicable)
- Select Save

P Bank Lookup			Correspondent Bank Lookup	
Beneficiary Bank ID Type Beneficiary Bank ID Beneficiary Bank Name	None Selected		Correspondent Bank ID (For USD Wires Only) Correspondent Bank ID Type	None Selected V
Bank Address 1 Bank Address 2			Correspondent Bank Name (For USD Wires Only)	Intermediary Bank Lookup
Bank Address 3			Intermediary Bank ID	
International Bank			Intermediary Bank ID Type	None Selected T
* Beneficiary Bank Country ernational Routing Number	None Selected	•	Intermediary Bank Name	
* Beneficiary ID Type	Account Number			
* Beneficiary ID	1234			
* Beneficiary Country Contact Name Phone Number	None Selected	•		
Phone Number	L	J		

## **Payees Table**

The Payee Table displays summary information about payees and their accounts. Users can view payee details, edit or delete a payee, or make a payment from this location.

Search Payees	
Display Name	Payee ID
Payee Type All	Payee Name
Account Number	
Show 10 results per page, sorted by Display Name	in ascending order, including summary
🔎 Search Payees 🖨 Print 💿 Create Payee	•

- Each row of the table contains a summary of a single payee.
  - **Edit** Select Edit to edit the details of the Payee.
    - Note: The user will be notified the changes being saved will affect all future payments and may require approval for those utilizing dual control.
  - o **Make Payment** Select Make Payment to initiate a payment from the Payee section.
- Table data can be sorted by clicking on the table headings *Display Name*, *Payee ID*, *Payee Name*, and *Payee Type*. The heading which is currently being used to sort the table will display a triangle to the right. Selecting the triangle will change the order from ascending to descending.

## Create a Wire

The creation of a wire occurs in four steps (*Select, Request, Review, Complete and Release*).

• Select Wire Transfer under the Payments & Transfer tab

Payments & Transfers
Payment Activity
ACH Payments
Wire Transfer
Account Transfer
Payee Maintenance
Import Maintenance
Mobile Deposit Capture

## Create a Free Form Wire

#### 1.) Select

• Select Single Free-Form Wire

Create	
Single Free-Form Wire	
Multi-Template Wires	

To view how to setup templates, go to Manage Wire Templates section

**NOTE**: The application saves a draft every 20 seconds while creating or editing a batch or template and displays a notification banner to advise the user of this action.

#### 2.) Request

- Enter the Account Information
  - Select Payment Date
    - Wires can be initiated 10 days in advance
  - Select Debit Account
  - o Originator Name will flood from the Company
    - Note: Origination information will be sent with information on the actual account which may differ from how the online banking profile is titled.
  - o Originator Address will flood from the Company
  - Select the appropriate payment currency
  - o Enter the dollar amount

Account Information	
* Payment Date (	02/25/2021 🔂
* Debit Account	Q
* Originator Name	The Bridge
* Originator Address 1	4450 Excelsior Blvd
* Originator Address 2	St. Louis Park, MN 55416
Originator Address 3	
* Payment Currency	R
* Amount	

- Enter the Beneficiary Information
  - o Enter Beneficiary Name
  - o Select the Beneficiary Account Type
  - Enter the Beneficiary ID
  - o Enter the Beneficiary Address
  - o Select the Beneficiary Country
  - o (Optional) Enter the Beneficiary Contact Name
  - o (Optional) Enter the Beneficiary Contact Phone Number

Beneficiary / Payee Infor	mation
* Name	
* Beneficiary ID Type	Account Number
* Beneficiary ID	
* Address 1	
* Address 2	
Address 3	
	Note: P.O. Boxes are not valid
* Beneficiary Country	
None Selected	T
Contact Name	
Phone Number	

- Enter the Beneficiary Bank Information
  - Select Bank Lookup to search for the Beneficiary Bank by Bank Name, Bank ID, City, or State Abbreviation
  - o Enter the Beneficiary Bank Name
  - Select the **Bank ID Type**
  - o Enter the Beneficiary Bank ID
  - o Enter the Beneficiary Bank Address
  - Select International Bank if applicable
  - o Select the Beneficiary Bank Country
  - Enter the International Routing Number if applicable

Beneficiary Bank Informa	ation	
<i>"</i>		
Bank Lookup		
Name		
Beneficiary Bank ID Type	None Selected ▼	
Beneficiary Bank ID		
Address 1		
Address 2		
Address 3		
International Bank		
* Beneficiary Bank Country		
None Selected	▼	
Intl Routing Number		

- If a Correspondent Bank is required, expand Additional Bank Information
- Enter the Correspondent Bank details
  - Select Bank Lookup to search for the Correspondent Bank by Bank Name, Bank ID, City, or State Abbreviation
  - o Select Correspondent Bank ID Type
  - o Enter Correspondent Bank ID
  - o Enter Correspondent Bank Name

Correspondent Bank Lookup	
Correspondent Bank ID Type	None Selected *
rrespondent Bank ID (For USD Wires Only)	
orrespondent Bank Name (For USD Wires Only)	

- Enter Additional Reference Information if applicable
  - o (Optional) Enter Purpose of Payment
  - o (Optional) Enter Additional Information to Beneficiary
    - □ Note: Do not use the 4th field if Purpose of Payment is entered. This information will not be sent.

Additional Reference Information		
Purpose Of Payment		
Additional Information For Beneficiary		
	Note: Do not use the 4th Additional Information For Beneficiary section if Purpose of	Payment is entered.

- (Optional) Save As Repetitive Wire the payment will be saved as a repetitive template
  - Note: Repetitive templates allow for the creation of a wire with the exact same details including dollar amount. No modifications can be made.

- (Optional) Save As Payee the beneficiary information will be saved as a Payee to use for future payments
- (Optional) Select Notify Me to receive notifications on this particular wire. Status changes include:
  - Pending Actions (recommended) Action needed
     The wire may require approval or modifications.
  - System Events The wire has been delivered to the financial institution.
  - **Complete Unsuccessful (recommended)** The wire delivery attempt failed.
  - Complete Successful (recommended) The wire delivery attempt was successful.
  - **Early Action Taken** The wire is dated for the future and was approved prior to the day it is scheduled to be sent to the financial institution.
  - **Early Action Removed** The wire is part of a recurring series or is dated for the future and transaction information, such as a payee, has been canceled or deleted.
  - **Expired (recommended)** The wire has expired.

Save As Repetitive Template	
Save As Payee	
	Pending Actions: Notify via EMAIL Pending Release: Notify via EMAIL System Events: Notify via EMAIL Complete - Unsuccessful: Notify via EMAIL Complete - Successful: Notify via EMAIL Early Action Taken: Notify via EMAIL Early Action Removed: Notify via EMAIL Expired: Notify via EMAIL

• Select Request Transfer

✔ Request Transfer 🛛 🗶 Cancel

#### 3.) Confirm

• Review the transfer details and select confirm

🗸 Confirm 🛛 🥜 Edit 🛛 💥 Cancel

#### • Complete the Out of Band Reverification

Please Reverify	×
Please enter your OOB PIN ••••••••	
Please enter your one time passcode	
Submit Cancel	

#### 4.) Approve and Release

- Go to Payments & Transfers Payment Activity
- Select the box on the left-hand side of the appropriate transfer
- Select Release
  - Those under dual control will need to Approve and Release

Prev	1 Next Go to page 1 Showing 1 - 10 of	10		Items to display: 10 20 50
+ / -	Approve Release Approve And Release	ise		
	🧚 DWR-00000820	\$1.00	Pending Release	Diew View Release X Cancel
	Payment Date: 01/16/202	20		CONTRACTOR AND A CONTRACTOR OF A DESCRIPTION
	Originator: CERT BSD (0910175)		- Checking (BRID	GEWATER BANK) - Bridgewater Bank CERT
	Beneficiary: Testing B	usiness - Accoun	t Number *2345	

• Confirm the Approval

## Create a Wire from an Existing Template

Wires can be created from existing templates.

#### 1.) Select

- Enter any portion of the template name in the Select Template field
- Select the appropriate template
  - Each transfer will have the two template types on the right-hand side of the name
    - **Repetitive Template** will populate with information defined within the template and only allow the date field to be edited
    - Semi-Repetitive Template (more commonly used) will populate with information defined within the template and allow specific fields, such as the dollar amount, to be edited each time.

Select existing wire transfer instruction template.

#### 2.) Request

• Enter all required fields that are editable

Q

- (Optional) Select Notify Me to be notified of wires on this template
  - **Pending Actions (recommended)** Action needed
    - The wire may require approval or modifications.
  - System Events The wire has been delivered to the financial institution.
  - **Complete Unsuccessful (recommended)** The wire delivery attempt failed.
  - Complete Successful (recommended) The wire delivery attempt was successful.
  - **Early Action Taken** The wire is dated for the future and was approved prior to the day it is scheduled to be sent to the financial institution.
  - **Early Action Removed** The wire is part of a recurring series or is dated for the future and transaction information, such as a payee, has been canceled or deleted.
  - **Expired (recommended)** The wire has expired.
- (Optional) Select Recurring Options
  - o Select the Start Date
  - Select End Date
    - Transaction Repeats Indefinitely wire will continue until terminated by the user

•	Transaction Repeats Until End Date - wire will continue for a
	limited time defined by the End Date selected by the user

- Fixed Number of Transactions wire will continue for a fixed number of transactions which will need to be defined by the user
- Select Transfer Frequency
  - Daily user can select Monday thru Friday or specific days
  - Weekly user can select the specific day of the week
  - Bi-Weekly user can select specific date of the transfer every other week
  - Semi-monthly user can select the two times each month the transfer will take place
  - Monthly user can select the specific day each month
  - Annually user can select the specific date each year
- o Select Save

Recurring	Options							×
	n-calculated and other s	"First Paymer	n on a future date nt Date" to ensure ne selected day of less day.	e timely prod	cessing base	d on your	specified "Sta	
	isaction Repe	ats Indefinitely ats Until End D						
Daily	Weekly	Bi-weekly	Semi-monthly	Monthly	Annually			- 1
-	ch business ( ecific days of		hrough Friday )					
								•
Save Ca	incel							

o Enter a Recurring Series Name

Recurring Series Name Domestic Wire - Test

• Select Request

✓ Request Transfer X Cancel

#### 3.) Confirm

• Review the transfer details and select confirm

🖌 🗸 Confirm 🛛 🖉 🖉 Edit 🖉 🗶 Cancel

#### 4.) Approve and Release

- Go to Payments & Transfers Payment Activity
- Select the box on the left-hand side of the appropriate transfer
- Select Release
  - Those under dual control will need to Approve and Release

Prev	1 Next Go to page 1 Showing 1 - 10 of 10			Items to display: 10 20 50
+ / -	Approve Release			
1	DWR-00000820 \$	1.00	Pending Release	🔎 View ✔ Release 🔀 Cancel
	Payment Date: 01/16/2020			
	Originator: CERT BSD Internal (091017523)	Test	- Checking (BRIDGE	WATER BANK) - Bridgewater Bank CERT
	Beneficiary: Testing Business - 4	ccoun	t Number *2345	

• Confirm the approval

## Create a Wire from a Payee

#### 1.) Select

• Enter any portion of the payee name in the Select Payee field

Select Payee
Create new set of wire transfer instructions for an existing payee.
Continue

#### 2.) Request

- Information associated with the Payee will flood over
- Enter all required fields that are editable
- (Optional) Select Notify Me to be notified of wires on this particular template
  - **Pending Actions (recommended)** Action needed
    - The wire may require approval or modifications.
  - System Events The wire has been delivered to the financial institution.
  - **Complete Unsuccessful (recommended)** The wire delivery attempt failed.
  - Complete Successful (recommended) The wire delivery attempt was successful.
  - **Early Action Taken** The wire is dated for the future and was approved prior to the day it is scheduled to be sent to the financial institution.
  - **Early Action Removed** The wire is part of a recurring series or is dated for the future and transaction information, such as a payee, has been canceled or deleted.
  - **Expired (recommended)** The wire has expired.
- Select Request

#### ✓ Request Transfer ) X Cancel

3.) Confirm

• Review the transfer details and select confirm

Confirm	🖉 Edit 🕽	🗙 Cancel
---------	----------	----------

#### 4.) Approve and Release

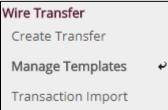
- Go to Payments & Transfers Payment Activity
- Select the box on the left-hand side of the appropriate transfer
- Select Release
  - Those under dual control will need to **Approve and Release**

Prev	1 Next Go to page 1 Showing	) 1 - 10 of 10		Items to display: 10 20 50
+ / -	Approve Release Approve	And Release		
	🌾 DWR-00000820	\$1.00	Pending Release	🔎 View 🖌 🖋 Release 🗶 Cancel
	Payment Date:	01/16/2020		
	Originator:	CERT BSD Internal Test (091017523)	- Checking (BRIDO	GEWATER BANK) - Bridgewater Bank CERT
	Beneficiary:	Testing Business - Accoun	t Number *2345	

## Manage Wire Templates

View, create, edit, and delete wire templates from *Manage Templates*.

• Select Manage Templates on the right-hand side of the screen



## **Create Templates**

Select Create Template			
Search Templates Create Template			
Free Form Template – Create			
Free-Form Template			
Create new set of stored wire transfer instructions.			
Create			

- Select the appropriate template setting
  - **Repetitive Template** information defined within the template is hard-coded, the only field that can be edited it the date.
  - Semi-Repetitive Template information defined within the template with specific fields allowed for editing, such as the dollar amount
- Enter the **Template Name**
- Enter the Account Information
  - Select Payment Date
    - Wires can be initiated 10 days in advance
  - Select Debit Account
  - Originator Name will flood from the Company

- Note: Origination information will be sent with information on the actual account which may differ from how the online banking profile is titled.
- Originator Address will flood from the Company
- Select the appropriate payment currency
- Enter the dollar amount

Account Information	
* Payment Date 02/25/2021	
* Debit Account	Q
* Originator Name The Bridge	
* Originator Address 1 4450 Excelsior Blvd	
* Originator Address 2 St. Louis Park, MN 55416	
Originator Address 3	
* Payment Currency	
* Amount	

- Enter the Beneficiary Information
  - Enter Beneficiary Name
  - Select the Beneficiary Account Type
  - Enter the Beneficiary ID
  - Enter the Beneficiary Address
  - Select the Beneficiary Country
  - (Optional) Enter the Beneficiary Contact Name
  - (Optional) Enter the Beneficiary Contact Phone Number

Beneficiary / Payee Infor	mation
* Name	
* Beneficiary ID Type	Account Number
* Beneficiary ID	
* Address 1	
* Address 2	
Address 3	
	Note: P.O. Boxes are not valid
* Beneficiary Country	
None Selected	▼
Contact Name	
Phone Number	

- Enter the Beneficiary Bank Information
  - Select Bank Lookup to search for the Beneficiary Bank by Bank Name, Bank ID, City, or State Abbreviation
  - Enter the Beneficiary Bank Name
  - Select the Bank ID Type
  - Enter the Beneficiary Bank ID
  - Enter the Beneficiary Bank Address
  - Select International Bank if applicable
  - Select the Beneficiary Bank Country
  - Enter the International Routing Number if applicable

	-
Beneficiary Bank Informa	ation
<i>"</i>	
Bank Lookup	
Name	
Beneficiary Bank ID Type	None Selected ▼
Beneficiary Bank ID	
Address 1	
Address 2	
Address 3	
International Bank	
* Beneficiary Bank Country	
None Selected	▼
Intl Routing Number	

- $\circ$   $\:$  If a Correspondent Bank is required, expand Additional Bank Information
- Enter the Correspondent Bank details
  - Select Bank Lookup to search for the Correspondent Bank by Bank Name, Bank ID, City, or State Abbreviation
  - Select Correspondent Bank ID Type
  - Enter Correspondent Bank ID
  - Enter Correspondent Bank Name

Correspondent Bank Lookup	
Correspondent Bank ID Type	None Selected
Correspondent Bank ID (For USD Wires Only)	
Correspondent Bank Name (For USD Wires Only)	

- o Enter Additional Reference Information if applicable
  - (Optional) Enter Purpose of Payment

- (Optional) Enter Additional Information to Beneficiary
  - Note: Do not use the 4th field if Purpose of Payment is entered. This information will not be sent.

Additional Reference Information	
Purpose Of Payment	
Additional Information For Beneficiary	
	Note: Do not use the 4th Additional Information For Beneficiary section if Purpose of Payment is entered.
	<ul> <li>Select Save Template</li> </ul>
🖌 Save Template	]

## **Maintenance Templates**

- Select Manage Batch Templates
- Select Edit to edit details within the template
  - Note: Edits to the template will affect all future and recurring payments initiated from the template and may need to be reapproved
- Select the Red X on the left-hand side of the template to Delete

Prev 1 Nex	Go to page 1	Showing 1 - 4 of 4	Items	s to display: 10 20 50
🗙 🦑	Domestic Wire - Test	None Selected	Semi-Repetitive Last Used : Never	6 Edit

#### **Search Templates**

- Enter the search criteria to locate a specific template.
  - o Note: If all fields are left blank, all available templates will be displayed
  - Enter any portion of the Template Name
  - Enter Correspondent Bank ID
  - o Enter Amount
  - Select the appropriate Debit Account
  - o Enter Beneficiary Bank Name
  - o Enter Beneficiary Bank ID
  - o Enter Beneficiary Bank Name
  - o Enter Beneficiary ID

#### • Select Search Templates

Wire Transfer : Ma	anage Templates			
Search Templates				
Template Name		Beneficiary Bank Name		
Correspondent Bank ID		Beneficiary Bank ID		
Amount		Beneficiary Name		
Debit Account		Beneficiary ID		
Show 10 results per page, sorted by Template Name in ascending order, including summary				
Search Templates Oreate Template Aprint Report				
Prev 1 Next Go to page	Showing 1 - 4 of 4		Items to display: 10 20 50	
🔀 🌾 Domestic Wi	re - Test None Selec	ted Semi-Repetitive Last Used : N	lever 🖉 Edit	

- Templates can be maintenance from this screen
  - Select Edit to edit details within the template
    - Note: Edits to the template will affect all future and recurring payments initiated from the template and may need to be reapproved

- o Select the Red X on the left-hand side of the template to **Delete**
- $\circ~$  Note users who only have auditing capabilities will have the option to select  $\ensuremath{\textit{View}}$

## **Payment Activity**

The Payment Activity function allows users to see information related to all payment types (ACH, Wires, Account Transfers.

• Go to Payments & Transfers - Payment Activity

Payments & Transfers
Payment Activity
ACH Payments
Wire Transfer
Account Transfer
Payee Maintenance
Import Maintenance
Remote Deposit Capture

## **Current Activity**

- The user is brought to the **Current Activity** page which provides the following information
  - o Dollar amounts of payments
  - Ability to view details of specific transactions
  - Status of transactions
  - o Option to Edit
  - o Approval needs

Payment Activity : C	urrent Activity			
Γ	ACH Payments	Wire Transfers	Account Transfers	ALL TRANSACTIONS
PENDING	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
COMPLETE	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
ALL	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
🔎 <u>Show Status Detail</u>				🏟 <u>Refresh</u>
NOTICE: You have 9 expired pa	yments totalling \$31.40 for previo	ous business days that req	uire attention!	
<ul> <li>Search Transactions</li> </ul>				
Prev 1 Next Go to page 1	Showing 1 - 9 of 9			Items to display: 10 20 50
+ / - Approve Release	ase 🖌 🖌 Approve And Release			
		\$2.00 Expired - 0	01/09/2020	View 🖉 Edit 🔀 Cancel
	Payment Date: 01/09/2020			

## Wire Search Results

- The Wire Search Results include the following details
  - Pending dollar amount and number of all pending Wire transfers
  - Completed options dollar amount and number of all completed Wire transfers
  - All dollar amount and number of all Wire activity which will be delivered to the Bank
  - Show Status Detail provides a more granular view of the pending and completed transactions
    - Pending Approval dollar amount and number of wire transactions pending approval
    - Pending Release dollar amount and number of wire transactions pending release
    - Other Pending wire transactions that are pending delivery to the bank
    - Successful dollar amount and number of all completed wire payments delivered to the Bank
    - Unsuccessful dollar amount and number of Wire transactions which failed their delivery to the Bank.

PENDING
Pending Approval
Pending Release
Other Pending
COMPLETE
Successful
Unsuccessful
ALL
🔎 <u>Hide Status Detail</u>

- Refresh select refresh if the user made any changes and would like to update the dashboard
- Enter Search criteria
  - Note: If all fields are left blank, all available templates will be displayed
  - Enter any portion of the Tran Number (Transaction ID) affiliated with the wire
  - Enter any portion of the Name of the Recurring Series
  - Enter the Amount
  - Select the Status
  - Select the Entry Method manual or imported
  - Enter the Import File name

- Enter any portion of the **Payee**
- Enter any portion of the **Beneficiary** Name
- Enter any portion of the **Originator**'s Name
- Enter the Correspondent Bank ID
- Enter the **Debit Account**
- Enter the Sender's Reference
- Select Recurring Payments Only

#### o Select Search

<ul> <li>Search Transaction</li> </ul>	IS				
ALL TRANSACTIONS	ACH Payments	Wire Transfers	Account Transfers		
Tran Numi Na Amo Sta Entry Meth Import I Recurring Payments O	me		Or Correspondent	Account	
Show 10 results per pa	ge, sorted by Trans	saction Number in de	escending order		

## **Activity Table**

The *Activity Table* displays summary information about current day wire transfers.

- **Approve** approve wire transfer is under dual control and requires approval.
  - Note: All wires must also be Released
  - Note: You can bulk approve by selecting multiple boxes of the corresponding payments and selecting Approve
- Release allows the wire to be released to the Bank
- Approve and Release wires under dual control can be approved and released in one step

Prev 1 Next Go to page 1	Showing 1 - 9 of 9	Items to display: 10 20 50
+ / - Approve Release	Approve And Release	

- View Allows the user to view the content of the wire transaction.
  - Users under dual control can **Reject** the transfer from this option to require the transfer to be edited
- Approve approve Wire Transfers under dual control
- Edit Allows the user to edit wire transactions with the status of Rejected or Pending Approval.
- Cancel Allows the user to cancel the Wire transactions.
  - **Note**: Because of how quickly wires are sent, contact Business Services if you need to cancel a wire.

🔎 View 🕜 Approve 🥜 Edit 🗙 Cancel

## **Payment Statuses**

- **Canceled** The wire transaction has been canceled by a user and not sent to the Bank.
- **Completed** The wire transaction was successful delivered to the Bank.
- **Expired** The wire transaction was under dual control, not approved prior to the cut-off time, and not delivered to the Bank.
- **Pending Delivery** The wire transaction has been completed by the user and is pending delivery to the Bank.
- **Pending Approval** The wire transaction requires approval by another user with approval entitlements.
- **Pending Release** The wire transaction must be released to be sent to the Bank.
- **Rejected** The wire transaction has been rejected by the approver and is able to be edited by the initiator. Once the modifications are complete, the initiator can resubmit the payment.
- **Reversed** The wire transaction was reversed.
- **Unsuccessful** The wire transaction was not delivered to the Bank.

## **Future Payments**

• Under Payment Activity, select Future Payments on the right-hand side of the screen



- A calendar will display the transactions that will process on that day
- Select the Forward Arrow on the left-hand side to advance to the next month
- Select the Week option to view transactions in weekly increments

Payment Activity : Future Payments

 January 2020
 month
 week

- Select a single transaction on the calendar by clicking on the transaction name or ID.
- If there are multiple transactions in the day, click on the white space of that date to view the additional transactions.
- Recurring transactions will have an icon of a calendar and clock. Hovering over this icon will show the details of the recurring frequency.

## **Filter Transactions**

- Expand the Filter Transactions section to filter future dated transaction activity.
  - Product select the payment type
  - Included Transactions all, recurring, or one-time
  - Entry Method manual or imported files
  - Import File enter a portion of the name of the imported file
- The information will display immediately beneath this section

<ul> <li>Filter Transactions</li> </ul>			
Product	ALL TRANSACTIONS V	Entry Method	All 🔻
Included Transactions	All Transactions <ul> <li>Image: Transaction Image: Transaction Imag</li></ul>	Import File	

## **Payment History**

• Under Payment Activity, select Payment History



### **Search Transactions**

- Select the Wire Transfers tab
- Enter the Search Criteria
  - Enter Search criteria
    - Note: If all fields are left blank, all available templates will be displayed
    - Enter any portion of the Tran Number (Transaction ID) affiliated with the wire
    - Enter any portion of the **Name** of the Recurring Series
    - Enter the Amount
    - Select the Status
    - Select the Entry Method manual or imported
    - Enter the Import File name
    - Enter any portion of the **Payee**
    - Enter any portion of the **Beneficiary** Name
    - Enter any portion of the **Originator**'s Name
    - Enter the Correspondent Bank ID
    - Enter the **Debit Account**
    - Enter the Sender's Reference
    - Select Recurring Payments Only
  - o Select Search
  - o User can also Print or Export this information

## **Recurring Transfers**

• Under Payment Activity, select Recurring Transfers

## Payment Activity Current Activity Future Payments

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Payment History

Recurring Transfers

• Select the Wire Transfers tab

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- Enter the Search Criteria
  - $\circ$   $\;$  Name enter any portion of the transaction's name  $\;$
  - o Amount enter the amount of the transaction
  - Status select the status of the transaction
  - o Beneficiary enter a portion of the beneficiary's name
  - Originator enter the originating account
- Select Search

Payment Activit	y : Recurrin	g Transfers				
ALL TRANSACTIONS	ACH Payments	Wire Transfers	Account Transfers			
Name Amount Status	T	Beneficiary Originator				
Show 10 results per pa	_	is in descending orde	er			