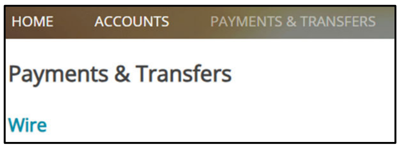
Wire Manager Reference Guide

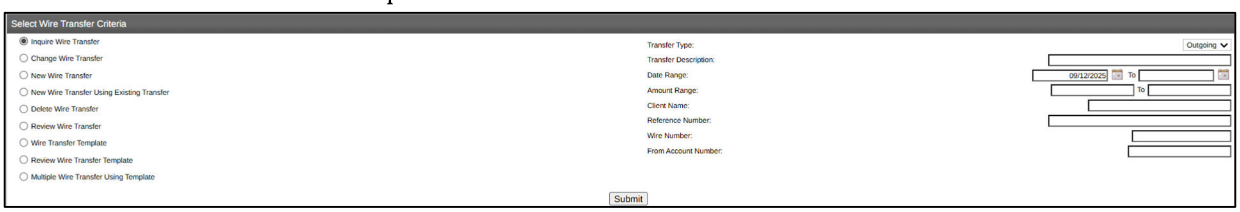
Accessing Wire Transfer Menu

- Navigate to Payments and Transfers.
- Select Wire to access wire transfer options.



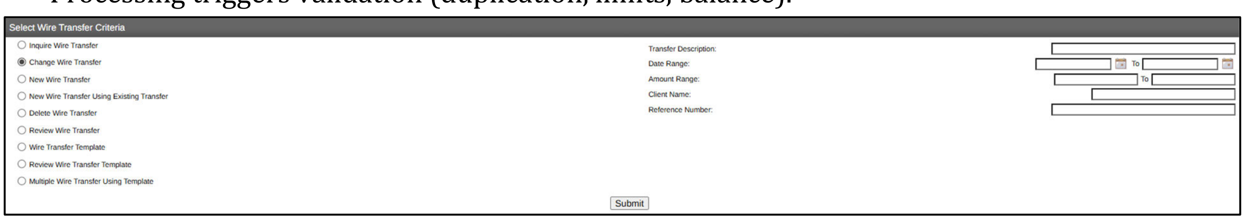
Inquire Wire Transfer

- Use the search function to track wire status by type, description, date range, amount range, client name, reference number, wire number or from account number.
- Submit search criteria to view matching wires and their statuses.
- Click on the transfer description for detailed information.



Change Wire Transfer

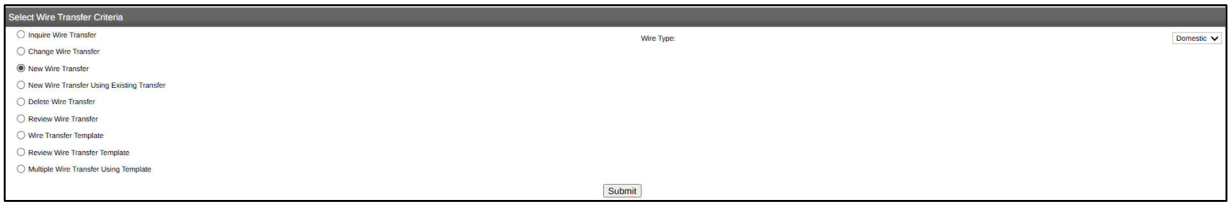
- Only pending transfers with status Saved can be changed.
- Select Change Wire Transfer and choose the transfer from the pending list.
- Editable fields include description, date, account, amount.
- Save or process the updated transaction.
- Processing triggers validation (duplication, limits, balance).

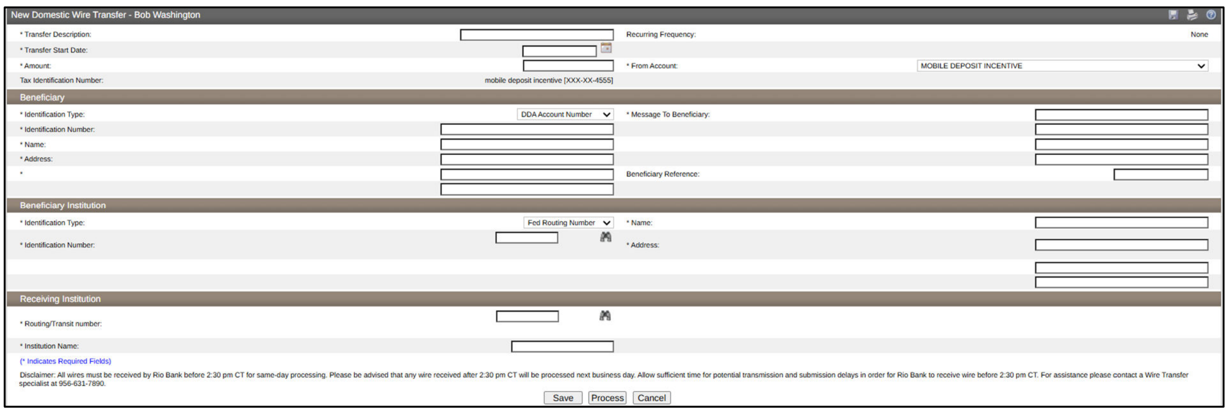


New Wire Transfer

- Select New Wire Transfer from the Wire menu.
- Choose wire type and submit.
- Enter description, transfer date (cutoff: 2:30 PM CT), source account, amount, beneficiary account and physical address.
- Enter message to beneficiary along with purpose of wire.
- Enter beneficiary institution details (ID, name, address, routing/SWIFT code).

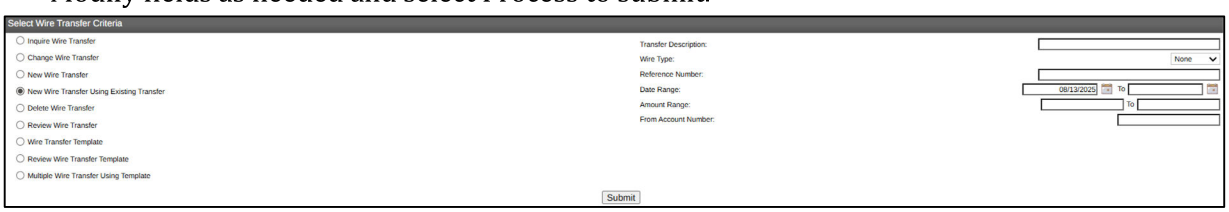
- Use search icon to find institution info if incomplete.
- Enter receiving institution details if different.
- Choose to Save (stores as pending) or Process (submits wire).
- Use Digipass app: One-Time Password or digital signature.
- Dual control users receive yellow warning; others see green.
- Confirmation by email notification follows submission.





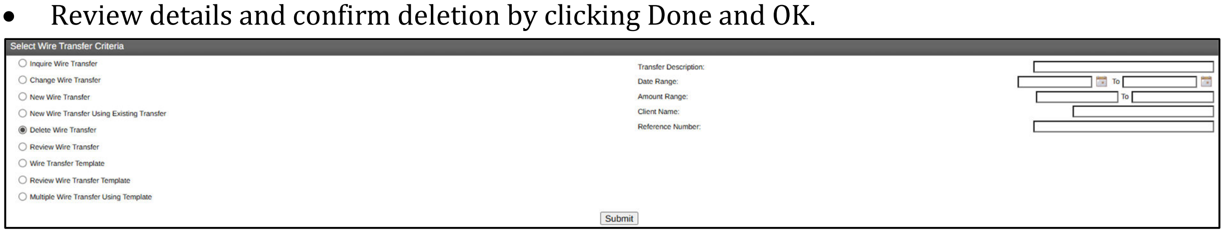
New Wire Transfer Using Existing

- Select New Wire Transfer Using Existing Transfer.
- Choose an existing wire to pre-fill form.
- Modify fields as needed and select Process to submit.



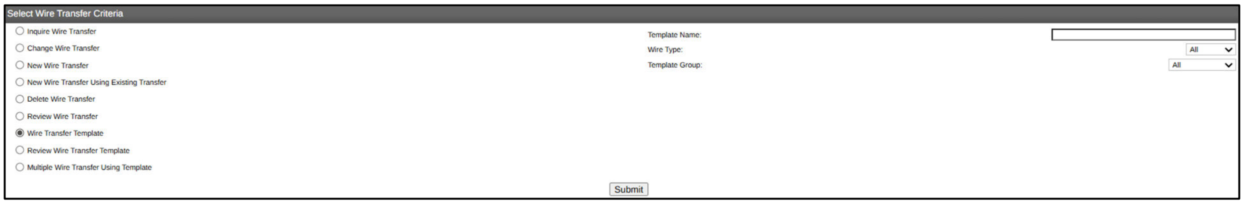
Delete Wire Transfer

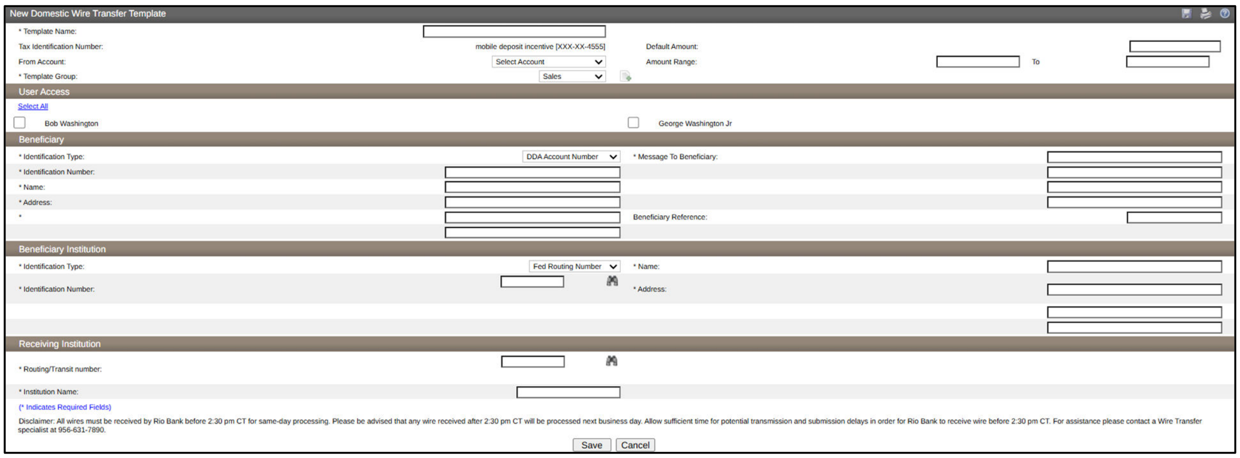
- Select Delete Wire Transfer and find the pending transfer.
- Review details and confirm deletion by clicking Done and OK.



Wire Transfer Templates

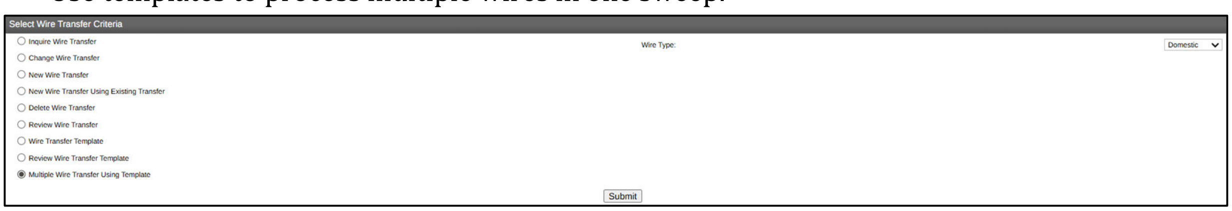
- Templates save time by storing wire instructions.
- View list of templates with group, name, type, and status.
- Options: initiate a new transfer, edit template, delete template.
- Create new template: choose wire type, assign users, enter instructions and save.

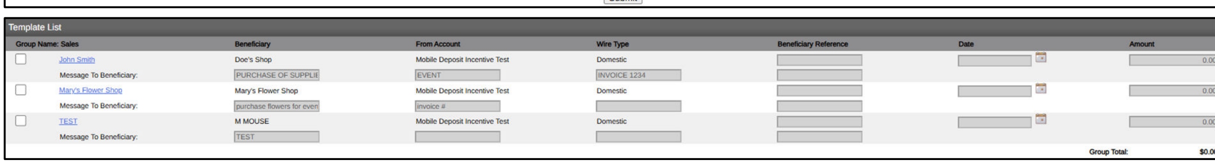




Multiple Wire Transfers Using Template

- Select wire type and submit.
- Use templates to process multiple wires in one sweep.





Review Wire Transfer / Template

- Only used if instructed.
- Provided on a case-by-case basis.