

Associated Connect[®]

Reference Guide: Wires



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Wires

The Wires service provides secure wire transfer capabilities with a streamlined, easy-to-use web browser interface. Wires 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
- Create groups of wires

Basic Features and Terms

The definitions below describe features and terms for wires.

Approvals – Wires generally require one or two approvals before they can be released to the bank.

- **Release:** Wires must be released before a wire will advance to the wire system.
- **Dual Control:** Associated Bank requires one person to enter and/or approve a wire and another person to release the wire. Two users must still process the transaction even if both users have all permissions.

Batches – Groups of individual transactions with the same assigned application, value date and currency.

Holiday Table – Wire transactions are not processed on bank holidays. The holiday table provides a list of holiday dates when Associated Bank does not process transactions. Though you can create and release transactions on these dates, you cannot assign effective dates for dates listed in the holiday table.

Host Repetitive/Semi-Repetitive Wires – These wire applications are for repetitive or semi-repetitive wires maintained by the bank. They can be added or changed only by sending a maintenance request to the bank.

Acknowledged – After the wire is released, the status of the wire in the transaction list will update to Acknowledged when the wire system has received the wire.

Processed – Wire is completed by the Wire Center and the Fed Reference number or Payment Network Reference number has been received and displays in the transaction list. For example, if it is a Fed wire, this indicates the Fed network has successfully received the message.

Queuing – Once you enter a wire, you move (queue) it to the Transaction List, where it is approved and reviewed by other users before it is released to Associated Bank for processing.

Templates – Templates allow you to store payment data for wire transfers you make on a repetitive basis so that you can apply that information when initiating a wire with the same core instructions. You can change the

payment information on a template online at any time. Templates are either repetitive or semi-repetitive. For semi-repetitive templates, users can enter optional freeform text fields at wire entry.

Wire Groups – The Wire Groups function allows you to save groups of templates or non-repetitive wires. The groups can then be used to create wire batches.

Wire History – A list of prior dated transactions.

Wire Repair – A wire that does not pass any level of approval or release can be routed for correction to the revision list.

Wire Applications – Applications are types of wires. Each wire application contains different data-entry fields. Applications are grouped into three categories: repetitive, semi-repetitive and non-repetitive.

- Repetitive wire applications store all of the information needed to send a wire except the dollar amount.
- Semi-repetitive wire applications store all of the information needed to send a wire except the dollar amount and any additional reference information.
- Non-repetitive wire applications require that you input all of the information needed to send a wire.

The wire applications that may be available include:

Application	Description
Host Repetitive Wire	Host repetitive wires are repetitive wires maintained by the bank. They can be added or changed only by sending a maintenance request to the bank. Amount and value date can be updated when creating a wire.
Host Semi-Repetitive Wire	Host semi-repetitive wires are semi-repetitive wires maintained by the bank. They can be added or changed only by sending a maintenance request to the bank. Amount, value date and reference fields can be updated when creating a wire.
Repetitive Fed	Repetitive Fed wires are maintained by you when you establish a template online to store information that is reused each time you send a wire. You can add or change these wires online as needed. Amount and value date can be updated when creating a wire.
Semi-Repetitive Fed	Semi-repetitive Fed wires are maintained by you when you establish a template online to store most of the information that is reused each time you send a wire. You can add or change these wires online as needed. Amount, value date and reference fields can be updated when creating a wire.
Non-Repetitive Fed	For non-repetitive Fed wires, you must enter all the information that is required to send the wire. This type of application does not use a template to store information.
Repetitive Intl USD	Repetitive Intl USD wires are maintained by you when you establish a template online to store information that is reused each time you send an international wire in U.S. dollars. You can add or change these wires online as needed. Amount and value date can be updated when creating a wire.

Semi-Repetitive Intl USD	Semi-repetitive international USD wires are maintained by you when you establish a template online to store most of the information that is reused each time you send an international wire in U.S. dollars. You can add or change these wires online as needed. Amount, value date and reference fields can be updated when creating a wire.
Non-Repetitive Intl USD	For non-repetitive international USD wires, you must enter all the information that is required to send an international wire in U.S. dollars. This type of application does not use a template to store information.
Semi-Repetitive Tax	Semi-repetitive tax wires are maintained by you when you establish a template online to store most of the information that is reused each time you send a federal tax payment through the Electronic Federal Tax Payment System (EFTPS). You will be able to designate the appropriate tax code per template and routing information will be pre-populated.
Non-Repetitive Tax	For non-repetitive tax wires, you must enter all the information that is required to send a federal tax payment via the Electronic Federal Tax Payment System (EFTPS). This type of application does not use a template to store information.
Repetitive Internal	Repetitive internal wires (also known as Book Transfer) are maintained by you when you establish a template online to store information that is reused each time you transfer funds between accounts at Associated Bank. You can add or change these wires online as needed. Amount and value date can be updated when creating a wire.
Semi-Repetitive Internal	Semi-repetitive internal wires are maintained by you when you establish a template online to store most of the information that is reused each time you transfer funds between accounts at Associated Bank. You can add or change these wires online as needed. Amount, value date and reference fields can be updated when creating a wire.
Non-Repetitive Internal	For non-repetitive internal wires, you must enter all the information that is required to transfer funds between accounts at Associated Bank. This type of application does not use a template to store information.

Manage Wire Templates

The Manage Wire Templates 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. This speeds the data-entry process and minimizes data-entry errors. For example, a wire template may include account numbers and address information, as well as key data needed to route the wire to the correct banks.

Wire templates can be set up for repetitive and semi-repetitive wire applications. You may want to set up a different wire template for each wire transaction beneficiary. For example, you may have a template for a supplier in California and another for a supplier in Florida. Each template saves information that is related to each supplier, as well as other information needed to send the wire.

Set Up Wire Template

1. Click **My Profile** at the top of the screen. Under My Profile, click **Edit** next to Manage Core Banking Services.

2. Click **Manage Wire Templates**. Select the wire application type for which you are creating a template.
Note: If there are templates requiring approval the Approve Templates list will display first. To access the Template list, click the Wire Templates tab.

3. The Template List screen shows all of the templates set up for this wire application type.

This screen is also used to edit key template information such as the amount limit.

Template ID	Description	Beneficiary	Amount Limit	Actions
<input checked="" type="checkbox"/> G2116	replest	rep test 1	\$15,000.00	Delete
<input type="checkbox"/> QATEST3	test3	test3		Delete
<input type="checkbox"/> QATEST6	test	test	\$234,234.00	Delete

To search for a specific template, or for all templates associated with a particular application type, enter the criteria and click **Search**.

4. To create a new template, click Add Template.

Select an application type from the dropdown list and click **Continue**.

5. The Template Detail screen shows all of the data fields that are needed to process this type of wire application. Each type of wire application has specific fields for its processing requirements.

Enter the wire information and click Save to save the template.

The template is now ready to use for wire transactions.

Repetitive Fed

Template ID:*

Description:*

Debit Account:* Lookup

Receiving Bank ID:* Lookup

Receiving Bank Name:* Lookup

Receiving Bank Address:

Beneficiary Bank ID: Lookup

Beneficiary Bank Name: Lookup

Beneficiary Bank Address:

Beneficiary Account:*

Beneficiary Name:*

Beneficiary Address:*

The template includes key information needed to complete the wire transaction.

6. Return to the Wire Template Setup 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.

Manage Wire Templates that are used to originate wires, approve templates, and create and manage wire groups.

Wire Templates Approve Templates Wire Groups

On the template list you can add new templates, run template reports, view and edit template details, edit Amount Limits, and delete templates.

Application: All Template ID: Search

Template ID	Description	Beneficiary	Amount Limit	Actions
<input type="checkbox"/> AcmeInc	Acme Payment	Acme Inc.	\$3,000.00	Delete
<input type="checkbox"/> ABCCorp	Parts	Myron Beck	\$4,000.00	Delete
<input type="checkbox"/> BRMachine	BB Machine Payments	John Doe	\$3,500.00	Delete
<input type="checkbox"/> Charlie	Legal	Acme Inc.	\$10,000.00	Delete
<input type="checkbox"/> Delta	Acme Fed Payment	Acme Inc.	\$3,000.00	Delete
<input type="checkbox"/> XCaliber	Imports	Doe Doe Inc.	\$10,000.00	Delete

Add Template Run Template Report Save Amount Limits

7. When you use the template, you will only need to enter information into a few fields.

Select the search box to select the template when adding a wire using a template.

Repetitive Fed

Template ID: [dropdown]

Amount: [text]

Currency: USD

Value Date: 01/24/2018 [calendar icon]

Queue Detail Reset

Using a template speeds up the process and reduces data entry errors.

Set Up Group Wires

If entitled, you can create a group of frequently-used wires and wire templates that can be saved for future batches.

From the **Wire Groups** tab in **Manage Templates**:

1. Click **My Profile** at the top of the screen. Under My Profile, click **Edit** next to Manage Core Banking Services.

2. Click **Manage Wire Templates**. Select the wire application type for which you are creating a template.

<p>3. Click the Wire Groups tab to display the Group List.</p>	<div data-bbox="519 199 1477 714"> <h3>Manage Wire Templates</h3> <p>Manage Wire Templates that are used to originate wires, approve templates, and create and manage wire groups.</p> <p>Wire Templates Approve Templates Wire Groups</p> <p>Click the "Add Group" button to add a new Wire Group. Click a Group Name to view and edit the Group. To change a Group Description enter the description in the text box and click Save.</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Group Name ▼</th> <th>Description</th> <th>Application Type</th> <th>Modified By</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>All Weekly Wires</td> <td>Weekly Repetitive Fed Wires</td> <td>Repetitive Fed</td> <td>John Doe 7/19/2010 10:38 AM EST</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>GHudson Wires</td> <td>Hudson Subsid Wires</td> <td>Non-Repetitive Fed</td> <td>ImbrieE 7/10/2010 11:01 AM EST</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Month End Wires</td> <td>All month end wires</td> <td>Repetitive Fed</td> <td>FIUSER 6/10/2010 9:38 AM EST</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Xlnc Wires</td> <td>All Xlnc Wires</td> <td>Repetitive Fed</td> <td>John Doe 5/25/2010 2:45 PM EST</td> <td>Delete</td> </tr> </tbody> </table> <p>Add Group Run Group Report Save Reset</p> </div>	<input type="checkbox"/>	Group Name ▼	Description	Application Type	Modified By	Actions	<input type="checkbox"/>	All Weekly Wires	Weekly Repetitive Fed Wires	Repetitive Fed	John Doe 7/19/2010 10:38 AM EST	Delete	<input type="checkbox"/>	GHudson Wires	Hudson Subsid Wires	Non-Repetitive Fed	ImbrieE 7/10/2010 11:01 AM EST	Delete	<input type="checkbox"/>	Month End Wires	All month end wires	Repetitive Fed	FIUSER 6/10/2010 9:38 AM EST	Delete	<input type="checkbox"/>	Xlnc Wires	All Xlnc Wires	Repetitive Fed	John Doe 5/25/2010 2:45 PM EST	Delete
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<input type="checkbox"/>	Xlnc Wires	All Xlnc Wires	Repetitive Fed	John Doe 5/25/2010 2:45 PM EST	Delete																										
<p>5. Select an Application Type in the Application dropdown. A list of templates for that application will display in the Available Templates box.</p>	<div data-bbox="519 735 1477 997"> <h3>Add Group</h3> <p>To create a Wire Group, select templates from the left list box and move them to the right list box.</p> <p>Repetitive Fed ▼</p> <table border="1"> <thead> <tr> <th>Template ID</th> <th>Beneficiary ▲</th> <th></th> </tr> </thead> <tbody> <tr> <td>G2116</td> <td>rep test 1</td> <td>▶</td> </tr> <tr> <td>QATEST6</td> <td>test</td> <td>▼</td> </tr> <tr> <td>QATEST3</td> <td>test3</td> <td>◀</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Group Templates</th> </tr> <tr> <th>Group Name *</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <th>Template ID</th> <th>Beneficiary</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Save Group Reset Cancel</p> </div>	Template ID	Beneficiary ▲		G2116	rep test 1	▶	QATEST6	test	▼	QATEST3	test3	◀	Group Templates		Group Name *	Description	<input type="text"/>	<input type="text"/>	Template ID	Beneficiary	<input type="text"/>	<input type="text"/>								
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<input type="text"/>	<input type="text"/>																														
Template ID	Beneficiary																														
<input type="text"/>	<input type="text"/>																														
<p>6. Select the templates you wish to add to the group and click the right arrow. The templates will be copied to the Group Templates box.</p>	<p style="text-align: center;">Note: Only active templates can be added to a group.</p>																														
<p>7. Enter a Group Name of up to 16 characters.</p>	<div data-bbox="641 1270 1356 1564"> <h3>Group Templates</h3> <p>Group Name * Description</p> <p>WRGroup Acme</p> <table border="1"> <thead> <tr> <th>Template ID</th> <th>Beneficiary</th> </tr> </thead> <tbody> <tr> <td>QATEST6</td> <td>test</td> </tr> </tbody> </table> <p>Save Group Reset Cancel</p> </div>	Template ID	Beneficiary	QATEST6	test																										
Template ID		Beneficiary																													
QATEST6	test																														
<p>8. Enter a Group Description of up to 32 characters.</p>																															

- 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.

i Wire Group has been created.

Manage Wire Templates that are used to originate wires, approve templates, and create and manage wire groups.

Wire Templates Approve Templates **Wire Groups**

Click the "Add Group" button to add a new Wire Group. Click a Group Name to view and edit the Group. To change a Group Description enter the description in the text box and click Save.

Group Name ▲	Description	Application Type	Modified By	Actions
<input type="checkbox"/> WRGROUP	<input type="text" value="Acme"/>	REF	Kassidy Mild 01/24/2018 03:19 PM	Delete
<input type="checkbox"/> TESTINGR8	<input type="text" value="r8 testing group"/>	REF	Krishna Prasad 04/09/2014 07:56 AM	Delete
<input type="checkbox"/> TEST55	<input type="text" value="test55"/>	SEF	craig stampfl 07/07/2016 09:15 AM	Delete
<input type="checkbox"/> TEST2	<input type="text" value="test245asd"/>	SEF	Krishna Prasad 04/15/2014 07:55 AM	Delete
<input type="checkbox"/> TEST1	<input type="text" value="test1"/>	SEF	Craig Stampfl 09/20/2011 03:37 PM	Delete
<input type="checkbox"/> T1	<input type="text" value="tester"/>	SEF	Krishna Prasad 04/01/2014 06:44 AM	Delete
<input type="checkbox"/> QAGROUPR8	<input type="text" value="r8testing"/>	REB	Krishna Prasad 12/22/2012 04:37 AM	Delete
<input type="checkbox"/> GROUP_TEST	<input type="text" value="desc of GROUP_TEST"/>	SEF	Krishna Prasad 09/25/2013 05:01 AM	Delete
<input type="checkbox"/> ERICTESTGROUP1	<input type="text"/>	REB	Eric Rohloff 08/24/2017 01:10 PM	Delete
<input type="checkbox"/> ACITEST	<input type="text" value="test4ooba"/>	REF	Greg Schmidt 10/19/2011 08:18 AM	Delete

[Add Group](#) [Run Group Report](#) [Save](#) [Reset](#)

Single Wire

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.

1. Click **Wires**. Depending on how many services you have, Wires may be grouped under the Payments and Transfers category.

2. Click **Single Wire** from the top menu and then click the wire application you want to use. If the application is gray (non-linked), a template for that application has not yet been set up.

Wire applications include repetitive, semi-repetitive and non-repetitive formats.

Add Single Wire

Application Name
Host Repetitive Wire
Non Repetitive Fed
Non-Repetitive Internal
Non-Repetitive Intl USD
Non-Repetitive Tax
Repetitive Fed
Repetitive Internal
Repetitive Intl. USD
Semi-Repetitive Fed
Semi-Repetitive Internal
Semi-Repetitive Intl USD
Semi-Repetitive Tax

3. If you selected a non-repetitive application, the Add Wire screen appears where you can populate all the necessary fields for creating a wire.

If you selected a repetitive or semi-repetitive application type, click the search box to get a listing of valid templates for the application selected.

Choose a template, then complete the wire entry fields and click **Queue** to send the wire to the Transaction List screen.

Repetitive Fed

Template ID: 

Amount:

Currency: USD

Value Date: 

Queue **Detail** **Reset**

This screen shows data entry fields for a repetitive wire template.

4. Click **Transaction List** on the function menu to view the wire. To release the wire for processing, select the wire and click **Release**. Wires must be released before a wire will advance to the wire system. Dual Control: Associated Bank requires one person to enter and/or approve a wire and another person to release the wire. Two users must still process the transaction even if both users have all permissions.

After the wire is released, the status of the wire in the transaction list will update to **Acknowledged** when the wire system has received the wire. When the status indicates **Processed**, the wire is completed by the Wire Center and the Fed Reference number or Payment Network Reference No. has been received and displays in the Transaction List. For example, if it is a Fed wire, this indicates the Fed network has successfully received the message. All wires must be released before the cutoff time (4 p.m. CT) or the wire will be voided by the system.

<input type="checkbox"/> Wire #	Status	Application	Line ID	Value Date	Batch No.	Item Count	Account No.	Amount	Bene Name	Host Ref. No.	Date/Time
<input type="checkbox"/> 00198	Released	REP	111	01/23/2018	-	1	77763852	\$5,100.00	Acme Inc.	-	08:45:00 CT on 01/23/2018
<input type="checkbox"/> 00200	Released	REP	003	01/23/2018	-	1	77763852	\$2,000.00	Aegean Sea Salts	H200876509	08:47:00 CT on 01/23/2018
<input type="checkbox"/> 00215	Released	SREP	112	01/23/2018	-	1	77763852	\$2,500.00	North Town Corp	H200876532	08:52:00 CT on 01/23/2018
<input type="checkbox"/> 00224	Released	REP	098	01/23/2018	-	5	77763852	\$66,700.00	West Town Corp	-	09:01:00 CT on 01/23/2018
<input type="checkbox"/> 00287	Released	SREP	052	01/23/2018	-	1	77763852	\$2,500.00	Acme Inc.	-	09:15:00 CT on 01/23/2018

Use the Transaction List to manage your wires.

| Transaction List | Single Wire | Batch Wire | Wire Repair | Wire History | Wire Import

Transaction List

Tax wires processed 8 a.m.-3 p.m. Wires processed 8 a.m.-4 p.m. CT. Wires released after deadline processed next business day. Current day wires with a Consumer International Payment Method must be entered and released before 03:00 PM CT.

- After the wire cutoff time (4 p.m. CT), click **Wire History** on the top menu to view statuses as the wire goes through processing.

Wire History

Debit Account	ALL	<input type="button" value="Lookup"/>	From Date			Ref. Number Type	
From Amount			To Date			Ref. Number	
To Amount			Status	All		Beneficiary Name	

Results 1-50 of 320

<input type="checkbox"/>	Wire #	Status	Application	Line ID	Value Date	Batch No.	Item Count	Customer Account No.	Amount	Bene Name	Host Ref. No.	Payment Network Ref No.	Date/Time
<input type="checkbox"/>	00211	Processed	REF	111	01/23/2018	-	-	7812345	\$12,500.00	Acme Inc.	578080700	1275987	02:45:00 PM
<input type="checkbox"/>	00212	Rejected	SEF		01/23/2018	-	-	7896389	\$4,000.00	Buckbeak LLC.	-	-	02:30:00 PM
<input type="checkbox"/>	00213	Processed	NEF		01/23/2018	003	3	8804682	\$2,500.00	ABC Company	501080400	CD9181	10:18:00 PM
<input type="checkbox"/>	00214	Partially Approved	REF		01/23/2018	004	5	7896389	\$66,700.00				10:19:00 PM
<input type="checkbox"/>	00200	Approved	RFI	003	01/23/2018			7896389	\$2,000.00	Aegean Sea Salts	H200876509	-	09:30:00 PM
<input type="checkbox"/>	00199	Processed	REF	111	01/23/2018			7896389	\$21,500.00	Acme Inc.			09:19:00 PM
<input type="checkbox"/>	00198	Processed	SEF	112	01/22/2018			8804682	\$2,500.00	East Town Bank	H200876532	20031101214	09:05:00 PM
<input type="checkbox"/>	00195	Processed	REF	127	01/22/2018			7812345	\$2,000.00	MN Enterprises Ltd.			12:39:00 PM
<input type="checkbox"/>	00197	Processed	NEF		01/22/2018			7812345	\$1,500.00	MN Enterprises Ltd.			11:55:00 PM
<input type="checkbox"/>	00196	Processed	SEF	112	01/22/2018			7812345	\$12,500.00	East Town Bank	H190876325	10061199557	10:15:00 PM
<input type="checkbox"/>	00193	Processed	NEF		01/22/2018			8804682	\$4,300.00	Acme Systems			09:22:00 PM
<input type="checkbox"/>	00192	Processed	SEF		01/21/2018			7896389	\$1,900.00	XYZ Imports			12:45:00 PM
<input type="checkbox"/>	00191	Processed	NEF		01/21/2018			7896389	\$2,500.00	XYZ Imports			11:59:00 PM
<input type="checkbox"/>	00190	Processed	REF	111	01/21/2018			7812345	\$18,500.00	Acme Inc.			11:32:00 PM
<input type="checkbox"/>	00188	Processed	NEF		01/21/2018			8804682	\$20,100.00	Acme Systems			11:19:00 PM
<input type="checkbox"/>	00186	Processed	SEF	112	01/21/2018			8804682	\$9,500.00	East Town Bank	H177876444	10002599984	10:47:00 PM
<input type="checkbox"/>	00185	Processed	SEF	112	01/21/2018			7812345	\$16,200.00	East Town Bank	H177876444	10002599984	10:31:00 PM
<input type="checkbox"/>	00184	Processed	REF	111	01/20/2018			7812345	\$12,100.00	Acme Inc.			12:19:00 PM
<input type="checkbox"/>	00183	Processed	REF	111	01/20/2018			7812345	\$2,500.00	Acme Inc.			12:11:00 PM

6. When using the International USD application, the Beneficiary Bank Name or Beneficiary Bank ID can be located using the **Lookup** function.

The option of how SWIFT® charges are to be processed (“BEN”, “OUR” or “FULLPAY”) should be indicated in the BBI field.

- **BEN/SHARED:** May incur other non-Associated Bank charges. (Correspondent and downstream bank fees will be deducted.)
- **OUR:** Correspondent bank charges will not be deducted from wire, but may incur other non-Associated Bank charges from downstream banks.
- **FULLPAY:** Non-Associated Bank charges will not be deducted from wire. (No correspondent or downstream bank fees will be deducted.)
If a Beneficiary Bank Branch needs to be included, that should also be indicated in the BBI field. You can use the BBI fields for additional Beneficiary Bank information (e.g., pay-thru banks).

Non-Repetitive Fed

Amount:

Currency: USD

Value Date:

Debit Account: Lookup

Receiving Bank ABA: Lookup

Receiving Bank Name: Lookup

Receiving Bank Address:

Beneficiary Bank ID: Lookup

Beneficiary Bank Name: Lookup

Beneficiary Bank Address:

Beneficiary Account #:

Beneficiary Name:

Beneficiary Address:

Reference for Beneficiary:

OBI:

BBI:

Requesting Party Account#:

Requesting Party Name:

Requesting Party Address:

Queue Reset

Batch Wire

Wire batches are groups of wires (maximum 50 per batch), all with the same value date and are generated from the same wire application. Batch wires are typically used when you are sending a number of wires at the same time. Batch wires can be set up to use non-repetitive, semi-repetitive and repetitive wire applications. All wires in a batch use the same value date (the date transaction takes place). If you are not entitled for Batch Wires, and would like to enable this functionality, please talk to your Treasury Management sales representative.

Batch Using a Repetitive or Semi-Repetitive Application:

<p>1. Click Wires.</p>																																	
<p>2. Click Batch Wire from the top menu. The Batch List screen appears. If this is the first time you are creating batch wires, the Batch List will not display any wires.</p>																																	
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<p>5. Select the template or templates you want to add to the batch and click Save as Batch. The Batch Summary screen displays.</p>	<div data-bbox="527 1310 1482 1843"> <h3>Batch Wire Selection</h3> <p>Batch Wire List: Batch Wire Selection</p> <p>You can create a Batch Wire by selecting a Wire Application or Wire Groups that you have previously set up.</p> <p>Create your batch using: <input checked="" type="radio"/> Wire Application <input type="radio"/> Wire Group</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Repetitive Fed (REF) ▼</p> <table border="1"> <thead> <tr> <th>Template Name ▼</th> <th>Description</th> <th>Beneficiary</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> AcmeFed</td> <td>Acme Fed Payment</td> <td>Acme Inc</td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/> BBMachine</td> <td>Parts Parts and yet more Parts</td> <td>BB Machine</td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/> Mexicolmport</td> <td>Invoices</td> <td>Sarah Jones</td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/> VictoryLLC</td> <td>Legal</td> <td>John Doe</td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/> X-Caliber</td> <td>Imports</td> <td>Doe Doe Inc.</td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/> Yostrainc</td> <td>Loans</td> <td>Yostra Inc.</td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/> Zebralnc2</td> <td>Misc. Closing</td> <td>Mr. Stripey</td> <td>Pending Approval Modified</td> </tr> </tbody> </table> <p>Save as Batch Cancel</p> </div> </div>	Template Name ▼	Description	Beneficiary	Status	<input type="checkbox"/> AcmeFed	Acme Fed Payment	Acme Inc	Active	<input type="checkbox"/> BBMachine	Parts Parts and yet more Parts	BB Machine	Active	<input type="checkbox"/> Mexicolmport	Invoices	Sarah Jones	Active	<input type="checkbox"/> VictoryLLC	Legal	John Doe	Active	<input type="checkbox"/> X-Caliber	Imports	Doe Doe Inc.	Active	<input type="checkbox"/> Yostrainc	Loans	Yostra Inc.	Active	<input type="checkbox"/> Zebralnc2	Misc. Closing	Mr. Stripey	Pending Approval Modified
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6. Enter the Amount for each template and click **Save**.

A confirmation message displays at the top of the screen.

i Created: 1 Wires; Updated 0 Wires.

Batch Summary

[Batch Wire List](#); [Batch Wire Selection](#); [Batch Summary](#)

Click "Add Templates" or "Add Wires" to add wires to the batch. Click "Save as Wire Group" if you want to save these wires as a group that you can use later. Click "Save" to save the wire to the Batch Wire List screen. To queue wires to batch, go to the Batch Wire List.

Repetitive Fed * required

Value Date: *

Template ID	Amount	Beneficiary Name	Actions	
AcmeFed.	<input type="text"/>	Acme Inc.	Detail	Delete
BBMachine	<input type="text"/>	BB Machine	Detail	Delete
X-Caliber	<input type="text"/>	X-Caliber	Detail	Delete

7. Click the **Batch Wire List** link at the top of the screen to go to the Batch List.

Batch Wire List

To add wires to the list, click the "Add Batch Wires" button. If wires are ready for release, then select the individual wires and click the "Queue to Transaction List" button.

	Application	Value Date	Batch No. ▼	Item Count	Batch Amount	Currency
<input type="checkbox"/>	REF	01/23/2018	1	1	\$11,100.00	USD
<input type="checkbox"/>	HRW	01/23/2018	2	1	\$15,00.00	USD

8. Select the batch and click **Queue to Transaction List**.

9. Click **Transaction List** from the top menu. To release the batch for processing, select the batch and click **Release**.

Batch Using a Non-Repetitive Application:

1. Click **Batch Wire** from the top menu. The Batch List screen appears. If this is the first time you are creating batch wires, the Batch List will not display any wires.

2. Click **Add Batch Wires**. The Batch Wire Selection screen appears.

Batch Wire List

To add wires to the list, click the "Add Batch Wires" button. If wires are ready for release, then select the individual wires and click the "Queue to Transaction List" button.

	Application	Value Date	Batch No. ▼	Item Count	Batch Amount	Currency
<input type="checkbox"/>	REF	01/23/2018	1	1	\$11,100.00	USD
<input type="checkbox"/>	HRW	01/23/2018	2	1	\$15,00.00	USD

3. Select the non-repetitive wire application from the dropdown. The Value Date field displays.

Enter the date or select it from the calendar and click **OK**. The wire detail screen displays.

Batch Wire Selection

[Batch Wire List](#): Batch Wire Selection

You can create a Batch Wire by selecting a Wire Application or Wire Groups that you have previously set up.

Create your batch using: Wire Application Wire Group

Non Repetitive Fed (NEF) ▼

Value Date: * 01/23/2018 

OK

4. Enter the information for this wire and click **Save**. A confirmation message displays.

To add another wire to the batch, click **Batch Summary** at the top of the screen. Click the **Add Another Wire** box. A new Wire Detail screen displays where you can enter contents for another wire.

Click **Save** and continue this process until you enter all the wires into the batch.

Non-Repetitive Fed

Amount: *	<input type="text" value="980"/>	
Currency:	USD	
Value Date: *	mm/dd/yyyy	
Debit Account: *	17964 Accounts Payable ▼	Lookup
Receiving Bank ABA: *	<input type="text"/>	Lookup
Receiving Bank Name: *	<input type="text"/>	Lookup
Receiving Bank Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Beneficiary Bank ID:	<input type="text"/>	Lookup
Beneficiary Bank Name:	<input type="text"/>	Lookup
Beneficiary Bank Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Beneficiary Account #: *	<input type="text"/>	
Beneficiary Name:	<input type="text"/>	
Beneficiary Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

Save **Add** **Go to Batch Summary** **Reset** **First** **Previous** **Next** **Last**

 Wire has been saved. Click "Go to Batch Summary" to go to the Batch Summary screen.

5. Click **Batch Summary** at the top of the screen to display the Batch Summary. You can change the Amount or add Reference information for the wire. Click **Save**. A confirmation message displays.

Batch Summary

[Batch Wire List](#): [Batch Wire Selection](#): Batch Summary

Click "Add Templates" or "Add Wires" to add wires to the batch.
 Click "Save as a New Wire Group" if you want to save these wires as a group that you can use later.
 Click "Save" to save the wire to the Batch Wire List screen. To queue wires to batch, go to the Batch Wire List.

Non-Repetitive Fed * required

Beneficiary Name	Amount	Reference	Actions
Zebra Inc	\$50,000.00	December Invoice See #10023	Edit Detail Delete Wire

+ Add Another Wire

Save
Save As Wire Group
Reset
Cancel

6. Click **Batch Wire List** at the top of the screen to go to the Batch List.

Batch Wire List

To add wires to the list, click the "Add Batch Wires" button. If wires are ready for release, then select the individual wires and click the "Queue to Transaction List" button.

Application	Value Date	Batch No. ▼	Item Count	Batch Amount	Currency
<input type="checkbox"/> REF	01/23/2018	1	1	\$11,100.00	USD
<input type="checkbox"/> HRW	01/23/2018	2	1	\$15.00.00	USD

Add Batch Wires
Queue to Transaction List
Delete

7. Select the batch and click **Queue to Transaction List**.
8. Click **Transaction List** from the top menu. To release the batch for processing, select the batch and click **Release**.

Batch Using a Wire Group:

1. Click **Batch Wire** from the top menu. The Batch List screen appears. If this is the first time you are creating batch wires, the Batch List will not display any wires.

2. Click **Add Batch Wires**. The Batch Wire Selection screen appears.

Batch Wire List

To add wires to the list, click the "Add Batch Wires" button. If wires are ready for release, then select the individual wires and click the "Queue to Transaction List" button.

Application	Value Date	Batch No. ▼	Item Count	Batch Amount	Currency
-------------	------------	-------------	------------	--------------	----------

Add Batch Wires
Queue to Transaction List
Delete

3. Select the Wire Group radio button. The list of available wire groups displays.

Click the **Group Name** link to display the Batch Summary screen.

Batch Wire Selection

[Batch Wire List](#): Batch Wire Selection

You can create a Batch Wire by selecting a Wire Application or Wire Groups that you have previously set up.

Create your batch using: Wire Application Wire Group

Repetitive Fed (REF) ▼

Group Name ▼	Description	Application Type
All Weekly Wires	All regular weekly wires	Repetitive Fed
Hudson Wires	Hudson Subsid Wires	Non-Repetitive Fed
Month End Wires	All month end wires	Repetitive Fed
Xlnc Wires	Xlnc Wires	Repetitive Fed
Zebra Wires	Zebra Wires	Semi-Repetitive Fed

Cancel

4. Enter the Amount for each wire and click **Save**.

Batch Summary

[Batch Wire List](#): [Batch Wire Selection](#): Batch Summary

To add wires to the list, click "Save." Click "Add Templates" to add additional templates to the batch. Click "Save as a New Wire Group" if you want to save these wires as a group that you can use later. To queue wires to batch, go to the Batch Wire List.

Repetitive Fed * required

Value Date: * 01/23/2018

Template ID	Amount	Beneficiary Name	Actions
AcmeFed.	<input type="text"/>	Acme Inc.	Detail Delete
BBMachine	<input type="text"/>	BB Machine	Detail Delete
X-Caliber	<input type="text"/>	X-Caliber	Detail Delete

+ Add Templates

Save Save as Wire Group Reset Cancel

5. Click **Batch Wire List** at the top of the screen to go to the Batch List.

6. Select the batch and click **Queue To Transaction List**.

Batch Wire List

To add wires to the list, click the "Add Batch Wires" button. If wires are ready for release, then select the Transaction List" button.

Application	Value Date	Batch No. ▼	Item Count	Batch Amount	Currency
<input type="checkbox"/> REF	01/23/2018	1	1	\$11,100.00	USD
<input type="checkbox"/> HRW	01/23/2018	2	1	\$15,00.00	USD

Add Batch Wires Queue to Transaction List Delete

7. Click **Transaction List** from the top menu. To release the batch for processing, select the batch and click **Release**.

Transaction List

Approve 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.

- Once wires have been queued, review them from the Transaction List screen prior to approving or releasing them to Associated Bank for processing. Click **Approve** to approve wires and batches from the Transaction List. Select Release to forward wires to the wire system.

<input type="checkbox"/>	Wire # ▲	Status ▲	Application ▲	Line ID	Value Date ▼	Batch No. ▲	Item Count	Customer Account No. ▲	Amount ▲
<input type="checkbox"/>	00001	Approved	REB	111	01/23/2018	-	-	7812345	\$5,100.00
<input type="checkbox"/>	00002	Approved	REF	003	01/23/2018	-	-	7896389	\$2,000.00
<input type="checkbox"/>	00003	Processed	SRB	112	01/23/2018	-	-	8804682	\$2,500.00
<input type="checkbox"/>	00007	Partially Approved	REF	-	01/23/2018	004	5		\$66,700.00

[Approve](#)
[Release](#)
[Revise](#)
[Delete](#)
[Refresh](#)
[Detail Report](#)
[Totals Report](#)
[Summary Report](#)

You can also approve wires from the Detail or Batch Transaction Summary screens by clicking the amount link for the batch or wire.

Customer Account No. ▲	Amount ▲
7812345	\$5,100.00
7896389	\$2,000.00
8804682	\$2,500.00
	\$66,700.00

2. On the Detail or Batch Transaction Summary screen, click **Approve** or **Approve 2** depending on your level of approval.

Semi-Repetitive Fed

Template ID: Semi-Repetitive 002
 Currency/Amount: USD US Dollar / 1000.00
 Value Date: 01/23/2018
 Reference For Beneficiary
 Originator To Beneficiary Info:

Debit Account: 40486087

Receiving Bank ID: 052700137
 Name: Bank of First
 Address: 1 Uno Street
 Big City

Beneficiary Bank Name: Royal Bank of Canada
 Address: Montreal, Quebec, Canada

Beneficiary Name: East Town Bank
 Account: 51716914

[Revise](#) [Approve 1](#) [Approve 2](#) [Reset](#)

3. If you do not approve all wires within a batch, the batch will have a status of PART APPROVE. The entire batch must be approved to release the batch.

<input type="checkbox"/>	Wire # ▲	Status ▲	Application ▲	Line ID	Value Date ▼	Batch No. ▲	Item Count
<input type="checkbox"/>	00001	Approved	REB	111	01/23/2018	-	-
<input type="checkbox"/>	00002	Approved	REF	003	01/23/2018	-	-
<input type="checkbox"/>	00003	Processed	SRB	112	01/23/2018	-	-
<input type="checkbox"/>	00007	Partially Approved	REF	-	01/23/2018	004	5

[Approve](#) [Release](#) [Revise](#) [Delete](#) [Refresh](#) [Detail Report](#) [Totals Report](#) [Summary Report](#)

Release Wires

To release a wire, select the checkbox next to the wire or batch in the transaction list and click Release. Review wire status to confirm that the wires were released.

Wire Statuses

Entered – Initial status when a wire is created.

Refresh – Refresh to update the status on a wire. Click Refresh to view changes.

Approved – First-level approval is completed. This only displays if Associated Bank requires first-level approvals.

Approved2 – Second-level approval is completed. This only displays if Associated Bank requires second-level approvals.

Released – Wire was sent to the bank wire processing system. All wires must be released before end of day or the wire will be voided per below.

Pending Release – Wire is in process of being sent to the bank for processing.

Acknowledged – Processing system sent an acknowledgement. Host Reference Number: Message ID/assigned by the Wire System when uploaded

Processed – Network reference number has been received. For Fed wires, this indicates the Fed has successfully received the message and Fed reference number will display in transaction list. Payment Network Reference No. = Fed Reference Number.

Completed (Batch wires only) – Batch has been processed; network reference number has been received.

Rejected – Bank processing system (or network) sent rejection.

Voided – Unexecuted wire/batch or a wire not in released status has been voided by the system after the end of day. This status appears on the Wire History List only.

Revise Wires

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

- On the Transaction List screen, click Revise to send it to the Revision List for repair.

Transaction List

! Wires have been sent to the Revision List. Total Wires: 2.

Current day Fed payment and Fed International Payment Wires must be released by 06:00 PM
 Current day Book transfer Wires must be released by 06:00 PM

<input type="checkbox"/>	Wire # ▲	Status ▲	Application ▲	Line ID	Value Date ▼	Batch No. ▲	Item Count	Customer Account No. ▲	Amount ▲	Bene Name ▲
<input type="checkbox"/>	00001	Entered	REB	111	01/24/2018	-	-	7812345	\$5,100.00	Wholesale Flowers
<input type="checkbox"/>	00002	Approved	REF	003	01/24/2018	-	-	7896389	\$2,000.00	Aegean Sea Salts

[Approve](#)
[Release](#)
[Revise](#)
[Delete](#)
[Refresh](#)
[Detail Report](#)
[Totals Report](#)
[Summary Report](#)

Or, to revise a wire in a batch, click the amount link for the batch and click Revise on the Batch Transaction Summary screen.

- Navigate to the Revision List by selecting Wire Repair from the top menu.

| [Transaction List](#) | [Single Wire](#) | [Batch Wire](#) | [Wire Repair](#) | [Wire History](#) | [Wire Import](#)

Wire Revision List

- Click the amount link for the wire to display the Wire Detail screen.

Wire Revision List

<input type="checkbox"/>	Wire #	Application	Line ID	Value Date ▼	Customer Account No.	Amount	(from) Batch No.	Bene Name	Date/Time
<input type="checkbox"/>	00011	NEF	-	01/24/2018	17964	\$14,000.00	-	Global, Inc.	01/24/2018 02:45
<input type="checkbox"/>	00012	SEF	123	01/22/2018	17659	\$4,000.00	-	Tag-Team, Inc.	01/24/2018 02:45
<input type="checkbox"/>	00013	NEF	-	01/23/2018	17964	\$11,000.00	-	Capital Ruler	01/24/2018 02:45
<input type="checkbox"/>	00014	NEF	-	01/20/2018	17659	\$7,700.00	-	Mega Mattress	01/24/2018 02:45
<input type="checkbox"/>	00015	REF	INV2	01/24/2018	17659	\$600.00	-	West Town Art	01/24/2018 02:45

[Delete](#)
[Refresh](#)

- Make changes in the detail screen and click **Queue** to re-queue the wire.



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.

Non-Repetitive Fed Detail

[Revision List: Non-Repetitive Fed Detail](#)

Amount:	<input type="text" value="\$14,000"/>
Currency:	USD
Value Date:	<input type="text" value="01/24/2018"/>
Debit Account No:	<input type="text" value="17964 Accounts Payable"/>
Receiving Bank ID:	<input type="text" value="022000046"/>
Receiving Bank Name:	<input type="text" value="Manufacturers and Traders Trust C"/>
Receiving Bank Address:	<input type="text" value="Main St."/> <input type="text" value="Buffalo NY"/> <input type="text"/>

Reports

View Wire History and Run 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 Associated Bank, wires are moved from the Transaction List to the History List screen.

View 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.

- On the Transaction List, click **Totals Report**.

<input type="checkbox"/>	Wire #	Status	Application	Line ID	Value Date	Batch No.	Item Count	Account No.	Amount	Bene Name
<input type="checkbox"/>	00198	Released	REP	111	01/24/2018	-	1	77763852	<u>\$5,100.00</u>	Acme Inc.
<input type="checkbox"/>	00200	Released	REP	003	01/24/2018	-	1	77763852	<u>\$2,000.00</u>	Aegean Sea Salts
<input type="checkbox"/>	00215	Released	SREP	112	01/24/2018	-	1	77763852	<u>\$2,500.00</u>	North Town Corp
<input type="checkbox"/>	00224	Released	REP	098	01/24/2018	-	5	77763852	<u>\$66,700.00</u>	West Town Corp
<input type="checkbox"/>	00287	Released	SREP	052	01/24/2018	-	1	77763852	<u>\$2,500.00</u>	Acme Inc.

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

Wire Transaction Total Report			
01/24/2018	Status	Item Count	Amount
USD			
	Entered	3	\$1,800.00
	Rejected	1	\$200.00
	Released	1	\$200.00
	Approved	1	\$200.00
	Partially Approved	3	\$500.00
	Partially Released	2	\$4,000.00
	Partially Approved	7	\$29,500.00
	Total USD	18	\$36,400.00

[Help](#) [Print](#) [Close](#)

View Summary Report

The Summary Report displays summary data for all wire transactions selected by a user on the Transaction List screen. **Note:** You can also run the Summary Report from the Wire History screen.

1. On the Transaction List, select the checkbox beside the transactions for which you want to view a report and then click **Summary Report**.

<input type="checkbox"/>	Wire #	Status	Application	Line ID	Value Date	Batch No.	Item Count	Account No.	Amount	Bene Name
<input type="checkbox"/>	00198	Released	REP	111	01/24/2018	-	1	77763852	\$5,100.00	Acme Inc.
<input type="checkbox"/>	00200	Released	REP	003	01/24/2018	-	1	77763852	\$2,000.00	Aegean Sea Salts
<input type="checkbox"/>	00215	Released	SREP	112	01/24/2018	-	1	77763852	\$2,500.00	North Town Corp
<input type="checkbox"/>	00224	Released	REP	098	01/24/2018	-	5	77763852	\$66,700.00	West Town Corp
<input type="checkbox"/>	00287	Released	SREP	052	01/24/2018	-	1	77763852	\$2,500.00	Acme Inc.

2. The Summary Report displays summary information for the wire or batch you selected. To print the report, click **Print**.

Report Date: 01/24/2018
Report Time: 10:12:32 CT

Customer Name: Demo Company
Wire Transaction Summary Report
User: JDOE
Single Wire Transactions

App	Beneficiary Name	Beneficiary Account#	ABA	Debit Account#	Amount	Currency	Value Date	Reference	Status	Tran No.	Created By	Modified By
REP	West Town Art	987985511	111111122	1105384223	\$1,100.00	USD	01/24/2018		Released	200311010000001	DUser	JDOE
REP	Picachu Investments	111098709	111111118	0098115238	\$200.00	USD	01/24/2018		Released	200311010000002	DUser	JDOE
REP	Picachu Investments	110980761	111111118	0123379045	\$200.00	USD	01/24/2018		Released	200311010000003	DUser	JDOE
REP	Picachu Investments	854654444	111111118	1103098876	\$200.00	USD	01/24/2018		Released	200311010000004	DUser	JDOE
SRP	First Investment International	237677653	111114321	0030997651	\$300.00	USD	01/24/2018		Released	200311010000005	DUser	JDOE
NRP	Urban Craftsman Supplies	865457654	111111121	0134887642	\$400.00	USD	01/31/2018		Entered	200311010000006	DUser	

Total Amount in Single Wires: \$2,400.00 Total Count in Single Wires: 6
 Grand Total Amount: \$2,400.00 Grand Total Count: 6

View Detail Report

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.

- On the Transaction List, select the checkbox next to the transaction(s) for which you want to view a report and then click **Detail Report**.

<input type="checkbox"/>	Wire #	Status	Application	Line ID	Value Date	Batch No.	Item Count	Account No.	Amount	Bene Name
<input type="checkbox"/>	00198	Released	REP	111	01/24/2018	-	1	77763852	\$5,100.00	Acme Inc.
<input type="checkbox"/>	00200	Released	REP	003	01/24/2018	-	1	77763852	\$2,000.00	Aegean Sea Salts
<input type="checkbox"/>	00215	Released	SREP	112	01/24/2018	-	1	77763852	\$2,500.00	North Town Corp
<input type="checkbox"/>	00224	Released	REP	098	01/24/2018	-	5	77763852	\$66,700.00	West Town Corp
<input type="checkbox"/>	00287	Released	SREP	052	01/24/2018	-	1	77763852	\$2,500.00	Acme Inc.

- The Detail Report displays detail information for the wire or batch you selected. To print the report, click **Print**.

Customer Name: ABC Company

Wire Detail Report

User: Brian W.

Single Wire Transactions

Application: FED Repetitive

Value Date: 01/24/2018

Created by: Brian W.

Modified by:

Currency: USD

Tran No.:

Line ID: 7721

Wire Status: Entered

Host Ref#:

Fed Ref#:

FX Rate:

FX Contract#:

Result Text:

Amount: \$1,100.00

ABA: 1111111118

View Wire Template Report

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

1. Click **My Profile** at the top of the screen. Under My Profile, click Edit next to Manage Core Banking Services.
2. Click **Manage Wire Templates**. The Manage Wire Templates screen displays.
3. Select the checkbox next to the template you would like to include in the report and then click **Run Template Report**.

Manage Wire Templates

Manage Wire Templates that are used to originate wires, approve templates, and create and manage wire groups.

Wire Templates
Approve Templates
Wire Groups

On the template list you can add new templates, run template reports, view and edit template details, edit Amount Limits, and delete templates.

Application: Template ID: Search

Template ID	Description	Beneficiary	Amount Limit	Actions
<input checked="" type="checkbox"/> AcmeInc	Acme Payment	Acme Inc.	\$3,000.00	Delete
<input type="checkbox"/> ABCCorp	Parts	Myron Beck	\$4,000.00	Delete
<input type="checkbox"/> BBMachine	BB Machine Payments	John Doe	\$3,500.00	Delete
<input type="checkbox"/> Charlie	Legal	Acme Inc.	\$10,000.00	Delete
<input type="checkbox"/> Delta	Acme Fed Payment	Acme Inc.	\$3,000.00	Delete
<input type="checkbox"/> XCaliber	Imports	Doe Doe Inc.	\$10,000.00	Delete

Add Template
Run Template Report
Save Amount Limits

4. The Wire Template Detail Report displays the template information. To print the report, click **Print**.

Wire Template Detail Report

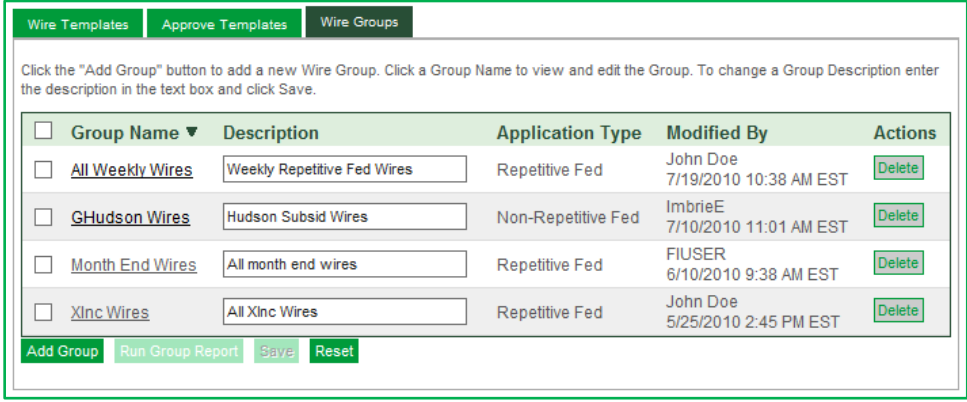

User: KMIKL

Application:	Repetitive Fed
Template ID:	ERICTEST32BETA
Template Description:	Eric Test for Limits
Payment Method:	FED
ABA:	075000575
Debit Account #:	0000018730
Receiving Bank ID:	011000028
Receiving Bank Name:	STATE STREET BOSTON
Receiving Bank Address:	BOSTON MA
Beneficiary Account #:	123456789
Beneficiary Name:	Test Benni
Beneficiary Address:	test Address
Beneficiary Bank ID:	
Beneficiary Bank Name:	
Beneficiary Bank Address:	
Reference for Beneficiary:	
OBI:	
BBI:	
Requesting Party Account#:	
Requesting Party Name:	
Requesting Party Address:	
Status:	Pending Approval Add
Last Modified Date/Time:	08/28/2017 02:33:23 PM
Last Modified By:	ERIC_ACI

Help
Print
Close

View Wire Group Report

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

<p>1. On the Manage Wire Templates screen, click the Wire Groups tab to display the Group List.</p>	
<p>2. Select the checkbox next to the group you would like to include in the report and then click Run Group Report.</p>	
<p>3. The Detail Report displays the template information. To print the report, click Print.</p>	

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.

| Transaction List | Single Wire | Batch Wire | Wire Repair | Wire History | Wire Import

2. Enter your search criteria and click **Search** to display the list of wires you want to view.

Wire History

Debit Account ALL

From Amount

To Amount

From Date

To Date

Status All

Ref. Number Type

Ref. Number

Beneficiary Name

3. The search results display on the screen.

Select All
 Select All on this screen

<input type="checkbox"/>	Wire #	Status	Application	Line ID	Value Date	Batch No.	Item Count	Customer Account No.	Amount	Bene Name	Host Ref. No.	Payment Network Ref No.
<input type="checkbox"/>	00211	Processed	REF	111	01/24/2018	-	-	7812345	\$12,500.00	Acme Inc.	578080700	1275987
<input type="checkbox"/>	00212	Rejected	SEF		01/24/2018	-	-	7896389	\$4,000.00	Buckbeak LLC.	-	-
<input type="checkbox"/>	00213	Processed	NEF		01/24/2018	003	3	8804682	\$2,500.00	ABC Company	501080400	CD9181
<input type="checkbox"/>	00214	Partially Approved	REF		01/24/2018	004	5	7896389	\$66,700.00		-	-
<input type="checkbox"/>	00200	Approved	RFI	003	01/24/2018			7896389	\$2,000.00	Aegean Sea Salts	H200876509	-

- To view wire details: Click the **Amount** link to display the Wire Detail or History Summary List.
- To generate a report: Select a wire or batch and click **Report** to display the History Summary Report.

A. The Wire History Summary List displays summary data for each individual wire in a batch. To view the wire detail, click the **Amount** link.

| Transaction List | Single Wire | Batch Wire | Wire Repair | Wire History | Wire Import | Refresh

Wire History Summary List

[History List](#): Wire History Summary List

Repetitive Fed
Batch 1444 - 01/16/2018 - USD

<input type="checkbox"/>	Wire # ▲	Line ID ▲	Customer Account Number ▲	Amount ▲	Beneficiary ▼	Status ▲
<input type="checkbox"/>	4158	QATEST6	0000029556	\$100.00	test	RELEASED

B. The Wire History Summary Report provides a summary of all the wires that have been processed. To generate a report, select a wire or batch and click **Report**.

Wire # ▲	Status ▲	Application ▲	Line ID	Value Date ▼	Batch No. ▲	Item Count	Customer Account No. ▲	Amount ▲	Bene Name ▲
<input type="checkbox"/>	4169	RELEASED	SCD	CONSTEST	01/23/2018		0000144135 t2	\$500.00	bn
<input type="checkbox"/>	4167	RELEASED	NRB		01/22/2018		2233026752 3cdisb aba 075909372	\$500.00	Sept2

[TOP](#)

Report

Wire History Summary Report

User: KMIKL

Single Wire Transactions

App	Beneficiary Name	Beneficiary Account #	ABA	Debit Account #	Amount	Value Date	Reference	Status	Wire #	Created By	Modified By
SCD	bn	9999999999	075900575	0000144135	\$500.00	01/23/2018	rtb	RELEASED	4169	BHARATHI	BHARATHI
Total Amount in Single Wires:					\$500.00	Total Count in Single Wires:					1
Grand Total Amount:					\$500.00	Grand Total Count:					1

Wire Import

The Wire Import function allows you to create wires on your computer using a third-party system and use the Wire Import function to import the wire instructions. The imported wires are validated and appear on the Wire Transaction List screen. Imported files must match the file requirements for the wire application. Error in any wires that do not meet the file requirements are listed in the Wire Import Report that is available after you import wires. For import format specifications, please see the Wire Import guide.

Import a Wire from Your Desktop

The following steps describe how to import a wire file.

1. Click Wire Import from the top menu to open the Wire Import screen.
2. Manually enter the file path to your import file or click Browse to locate the file.
3. Click OK to import the file.
4. After the file is imported, it appears on the Wire Transaction List screen along with a message identifying the wire file that was imported, the number of wires successfully validated and the number of wires rejected during validation. You can approve, revise, release or delete imported wires.

Review the Wire Import Report

If there are errors in your wire import file, the Import Report helps you identify these so you can make corrections.

1. After you import a file a message appears stating, “Wire import has successfully started. Please refresh your screen to get the import results.”

2. Click **Refresh** from the top menu. Once the system processes the wire import file, a message appears telling you the status of the imported wires. For example: “Import completed at <date/time stamp> for wire file <import file name> 10 imported; 2 rejected. Click here to download the Import Status file.”
3. Click the message link and choose **Open the Import Report** or **Save** it to your system. Once you click the link, it disappears and is no longer available. The report is saved in csv format, which can be opened in a text editor or your accounting program.
4. After the file is imported, it appears on the Wire Transaction List screen along with a message identifying the wire file that was imported, the number of wires successfully validated and the number of wires rejected during validation. You can approve, revise, release or delete imported wires.

Approve Imported Wires

If your system is set up to require approval of wires, an authorized user must approve an imported wire before it can be released.

Review the Import Status Report

The Wire Import Report describes errors that occur when you import wire files. If any fields in a record do not meet the import file requirements, the record will not be imported. Review the Import Status Report to identify errors and then make any required correction to the import file.

