PADUCAH BANK WOW!

WIRE TRANSFERS

INTERNET BANKING RESOURCE FOR OUR CUSTOMERS FROM OUR PARTNER

CSI

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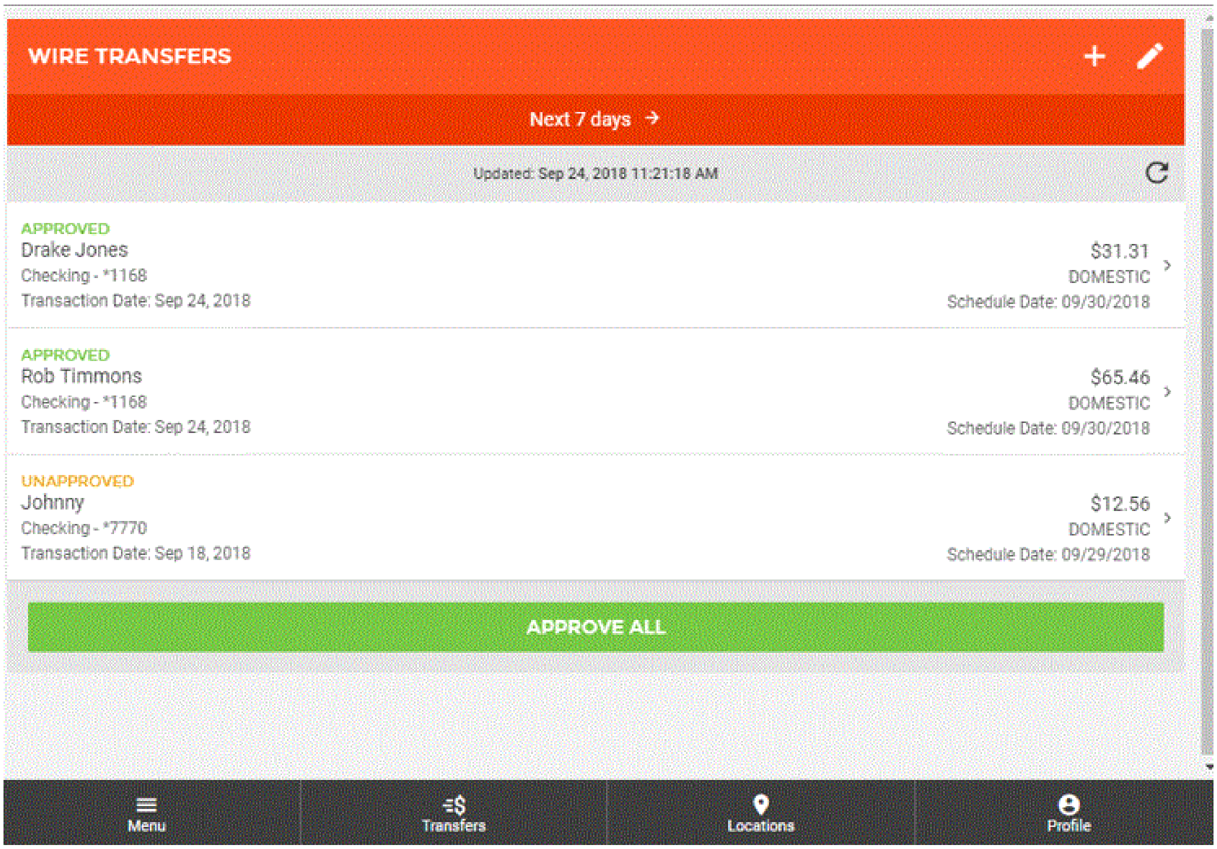
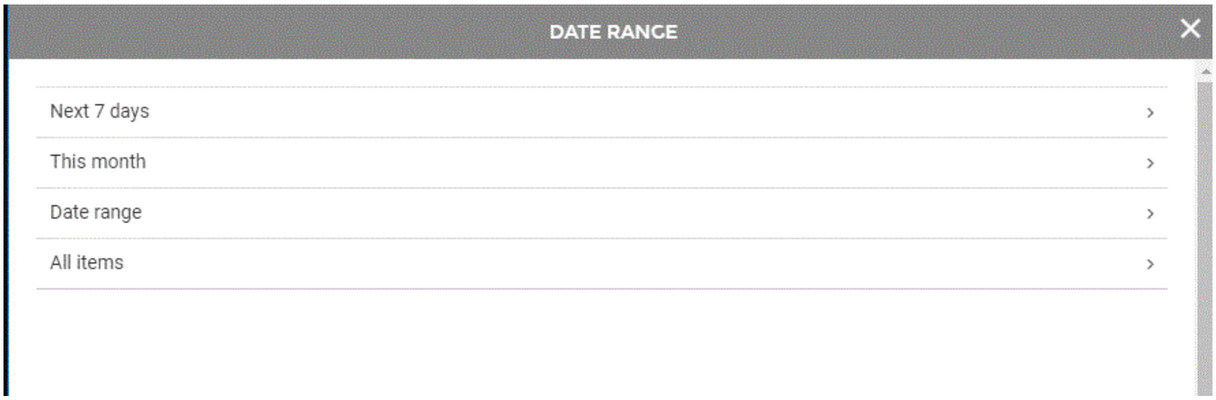
Wire Transfers

Wire Transfer Page

The Wire Transfers page is where you can see scheduled wire items, create new ones or edit scheduled wires. Here, you can see the status of a wire, as well as the name of the recipient, account, transaction date, amount, wire type (domestic, international), and the scheduled date.

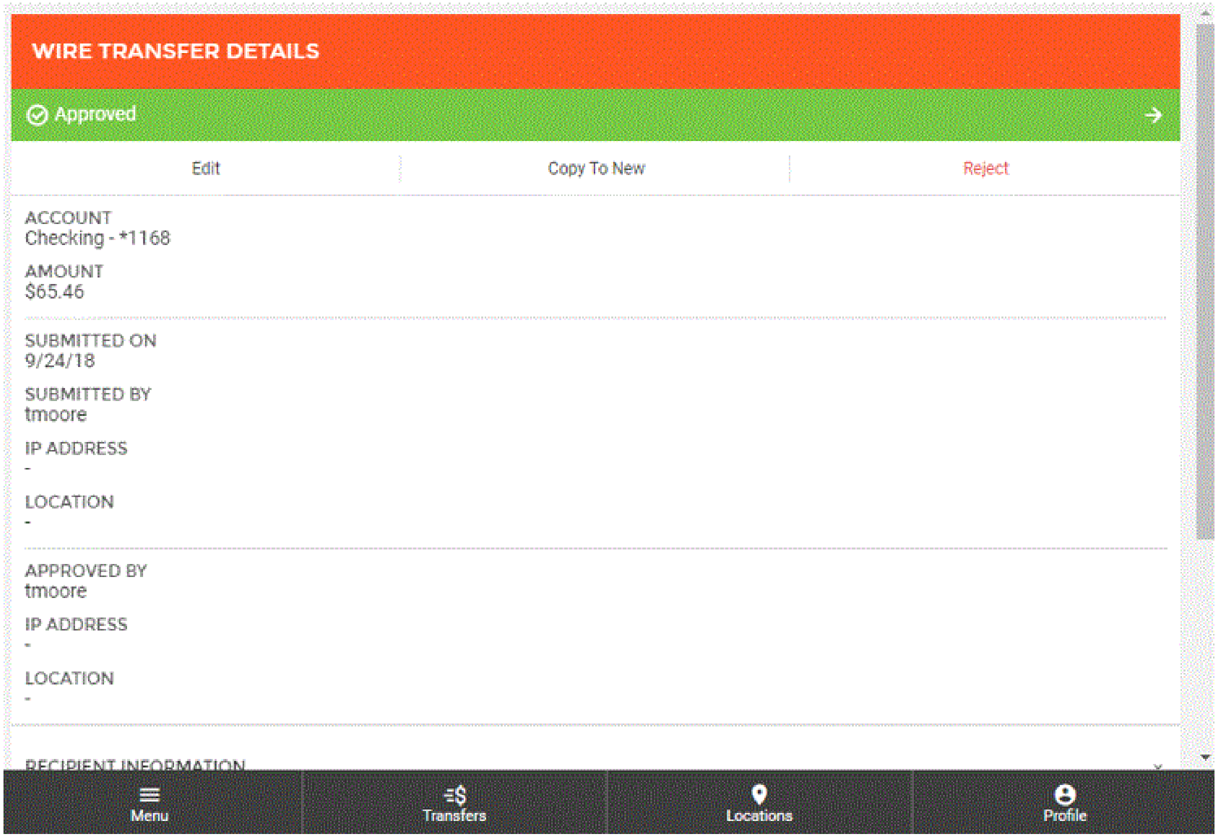


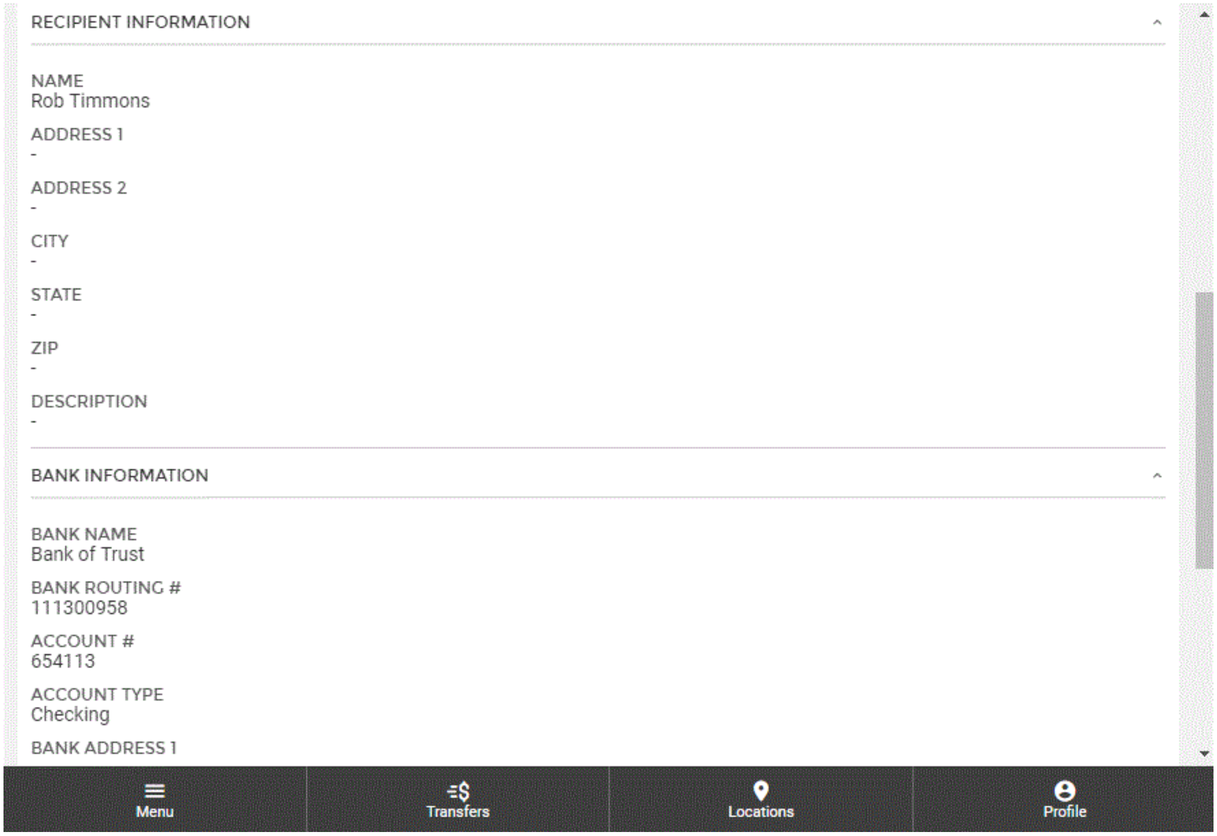
Clicking on the date range section (Next 7 Days) will bring up date range options to expand or narrow scheduled wire items.



Clicking on a Wire transfer from this list will take you to the Wire Transfers Details screen. Here, you can see the details of the wire selected. At the top of the screen, you will see the status of the wire (approved/unapproved/rejected). By clicking on the status, you can change the status. This change will be reflected on the prior screen as well as on the Overview section of the landing page.

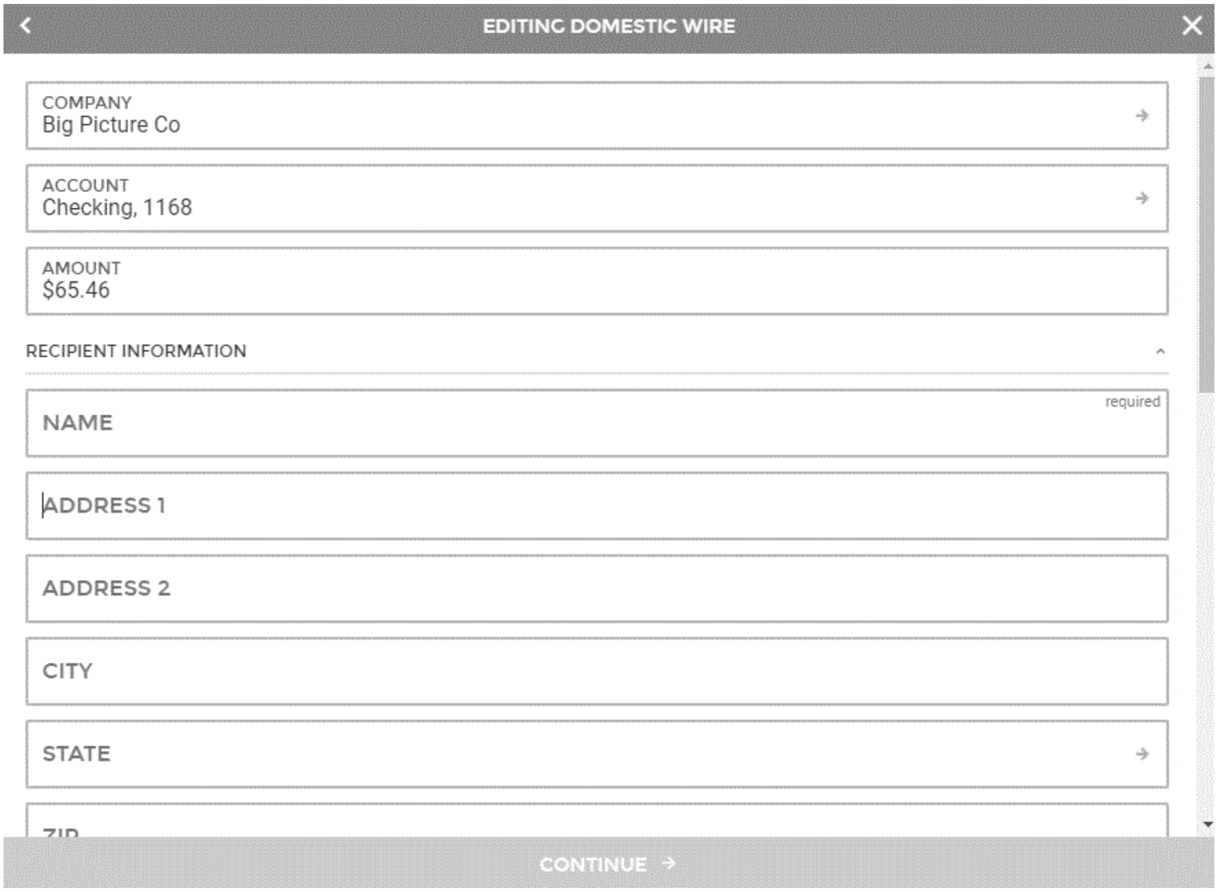
This screen also provides the user with the opportunity to edit, copy to new, or reject the wire.



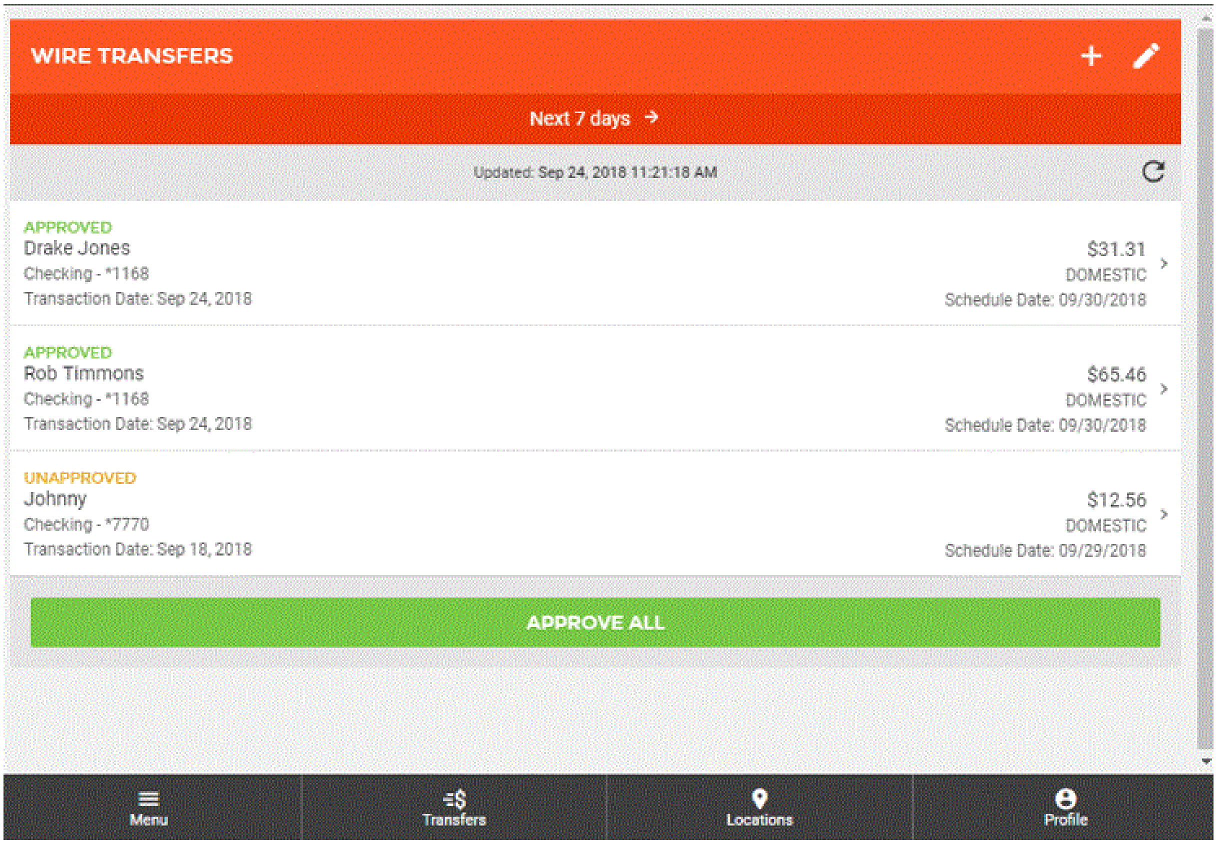

RECIPIENT INFORMATION
NAME
Rob Timmons
ADDRESS 1
-
ADDRESS 2
-
CITY
-
STATE
-
ZIP
-
DESCRIPTION
-
BANK INFORMATION
BANK NAME
Bank of Trust
BANK ROUTING #
111300958
ACCOUNT #
654113
ACCOUNT TYPE
Checking
BANK ADDRESS 1
Menu
Transfers
Locations
Profile

Editing a Wire Transfer

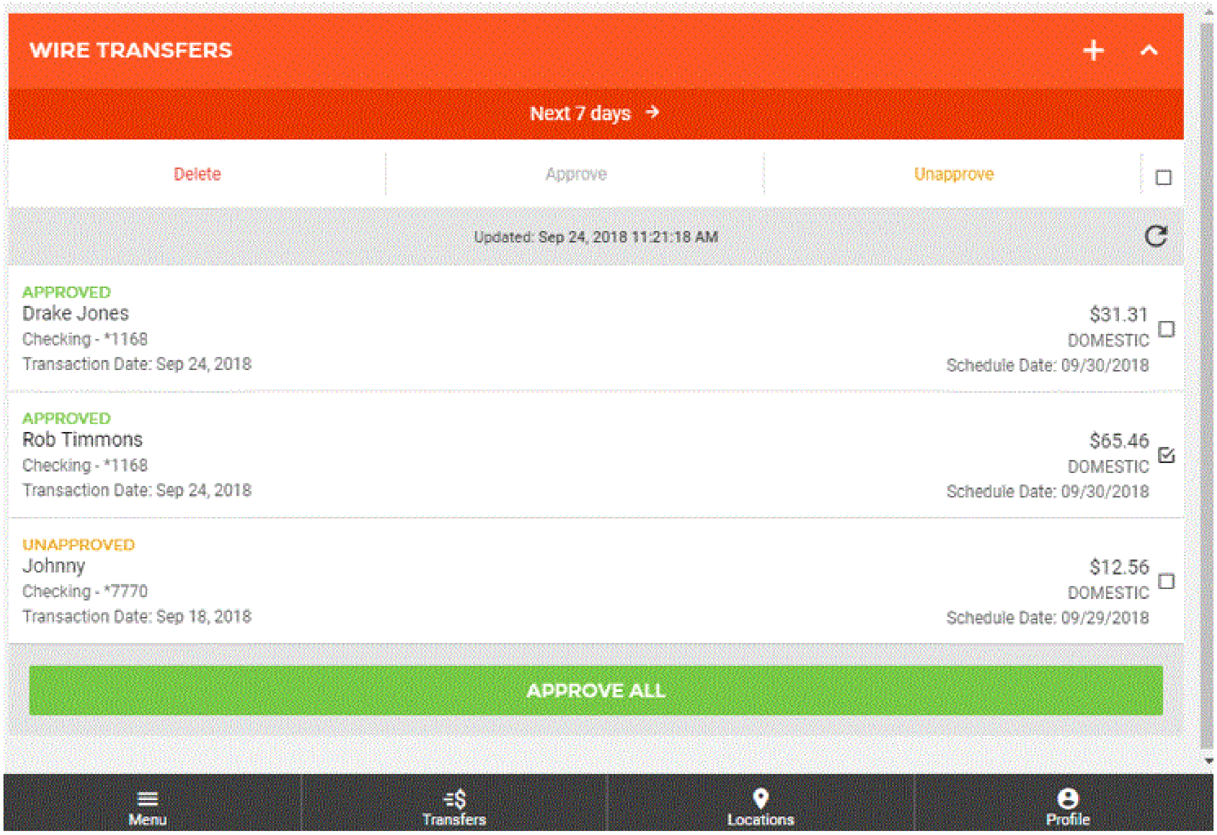
Clicking the Edit option when viewing wire transfer details will bring up the edit screen. Here, users will have the option to edit wire information. Required fields will have a Required on them.



By clicking on the pencil icon in the top right corner of the Wire Transfers section, you can enable multi approval/unapproval/delete. To approve batches one by one, you can click on an individual wire transfer from this list.

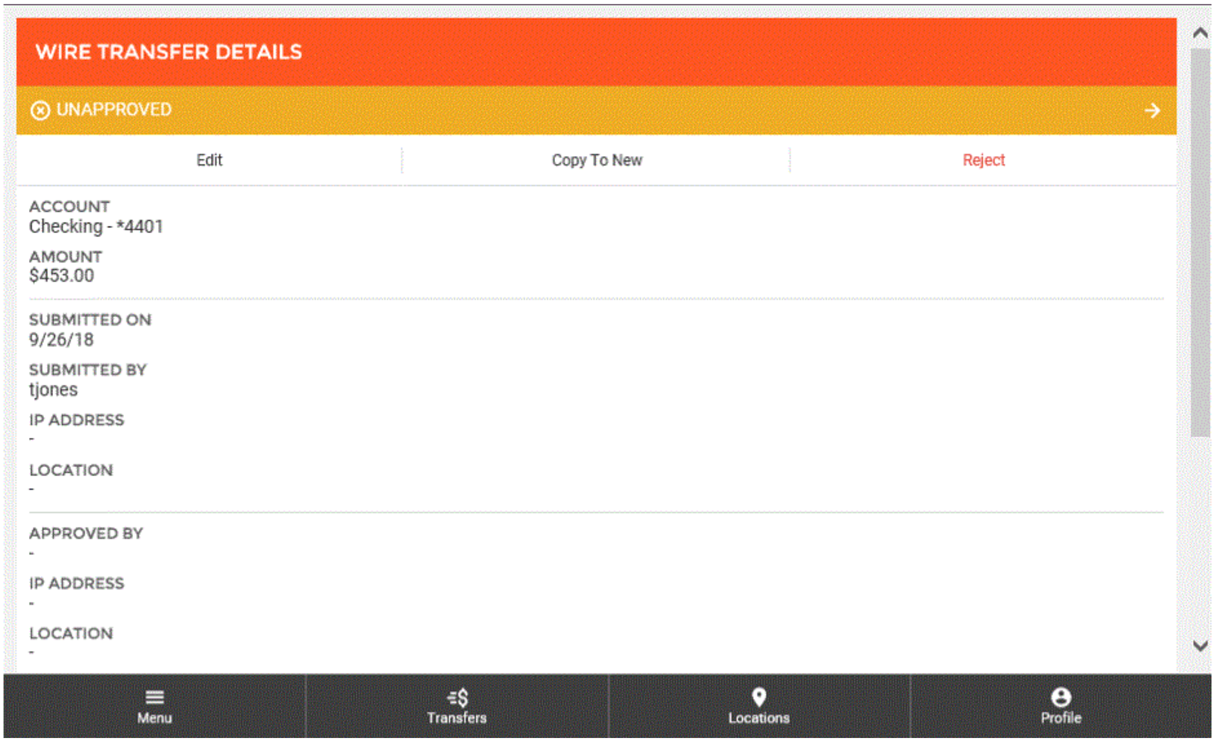


Edit Mode will allow the user to select the wires and Delete, Approve or Unapprove the wire. Clicking the up arrow will exit edit mode for Wires.



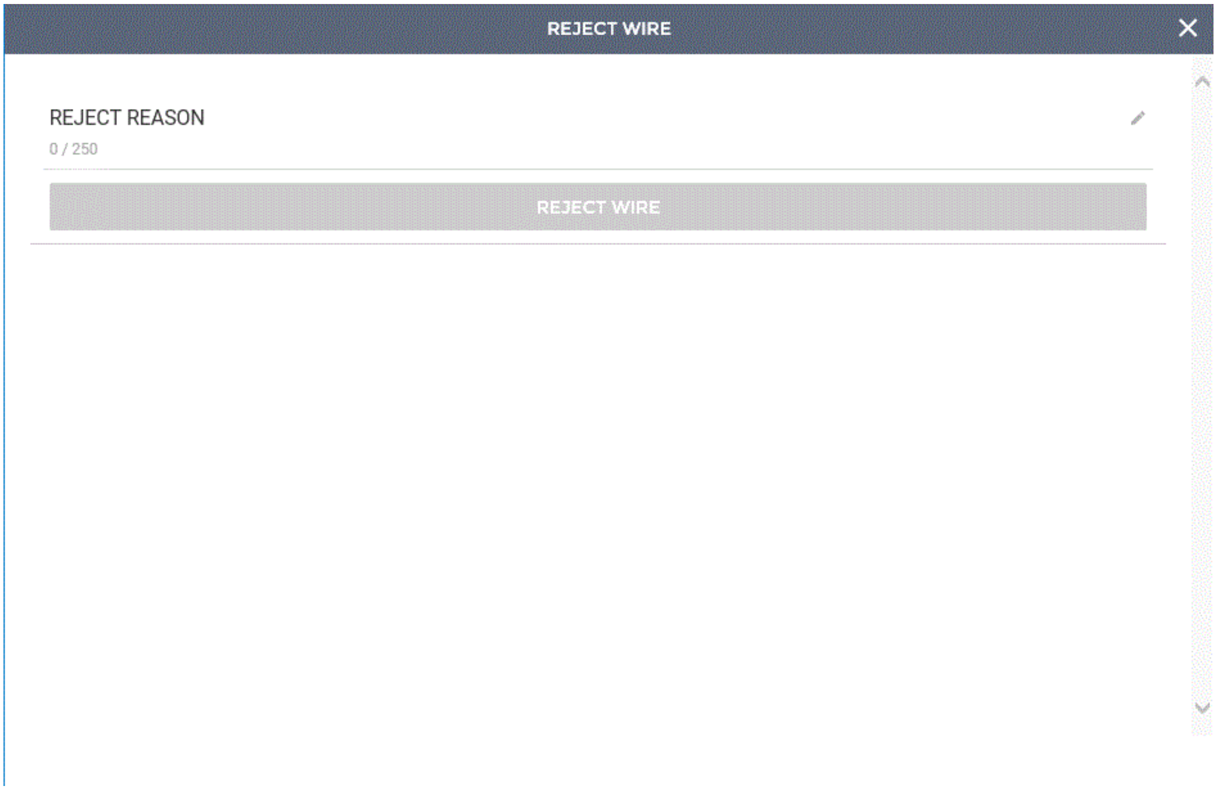
Rejecting Wires

When viewing wire details, the Reject option is displayed near the top right of the screen.

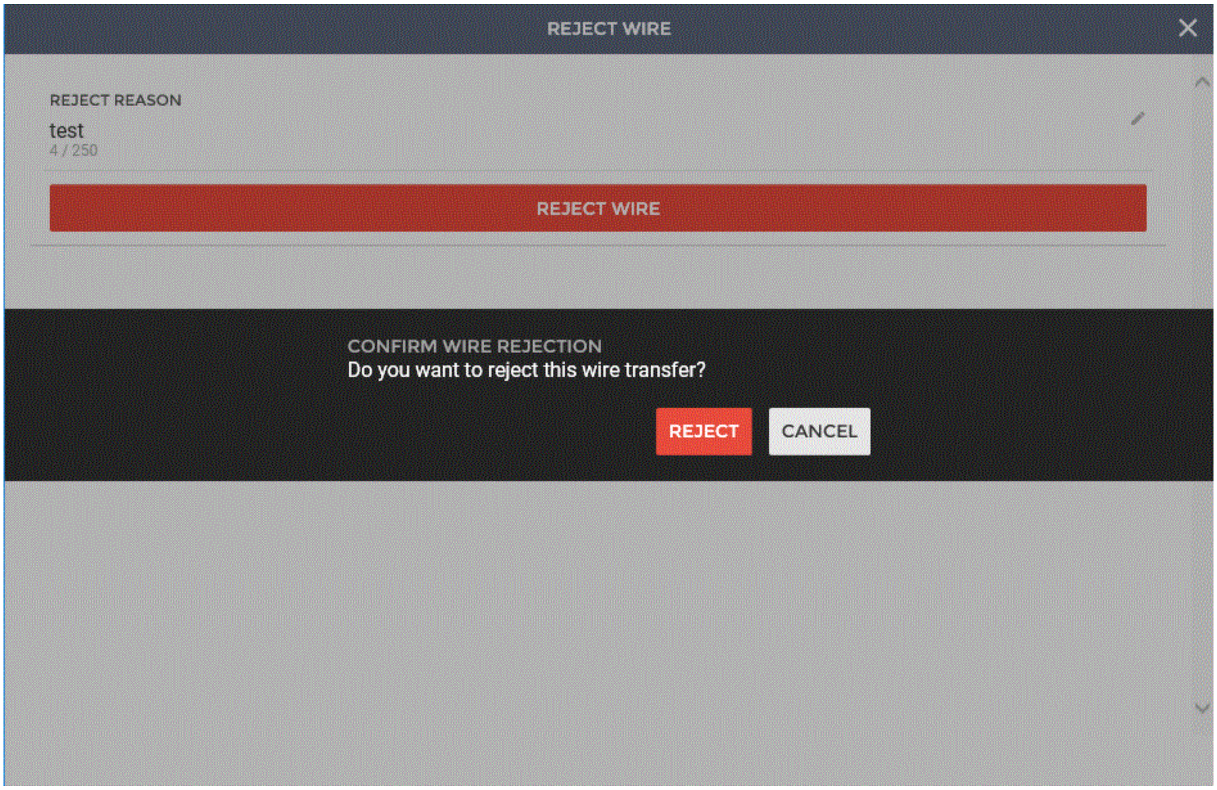


Clicking the Reject button will cause the Reject Wire screen to appear.

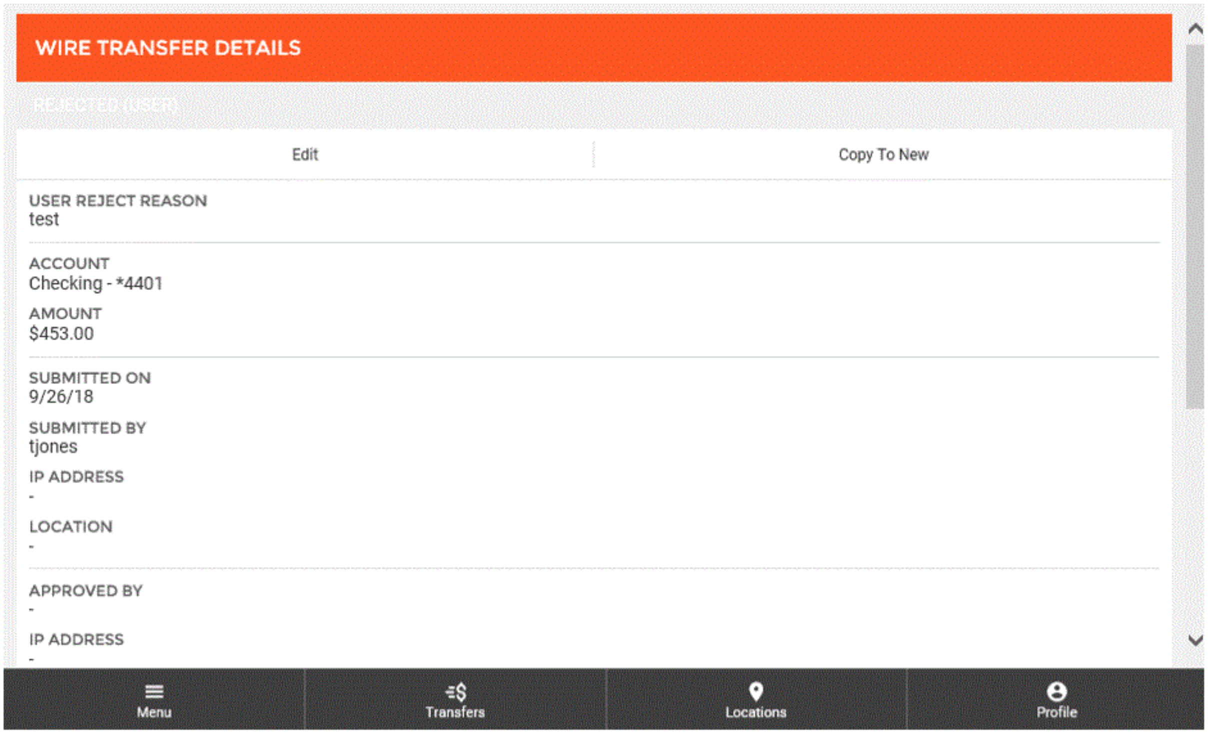
A reason must be entered in order to activate the Reject Wire button.



At this point, you must confirm the action. If you no longer wish to reject the wire, you can click the cancel button to return to the Reject Wire screen where you can then exit.

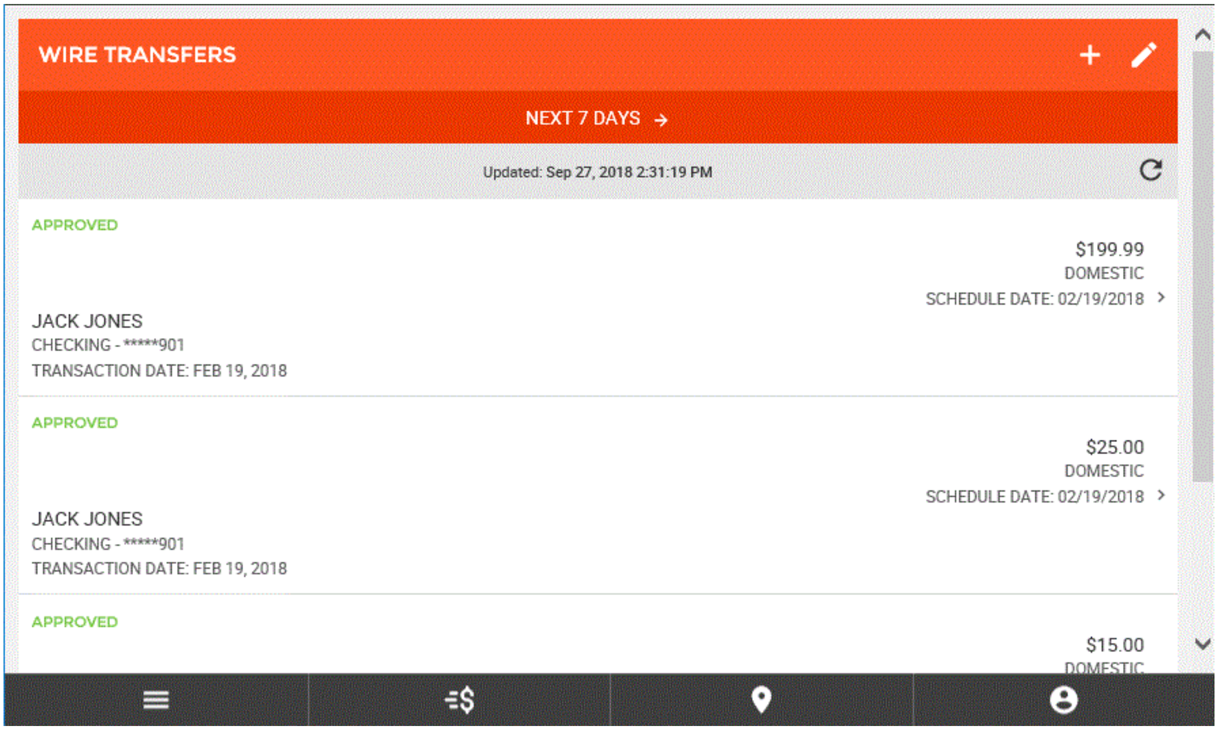


Once a wire has been rejected, the Wire Transfer Details screen displays a "User Reject Reason" field and the "Reject" button is no longer displayed at the top of the screen.



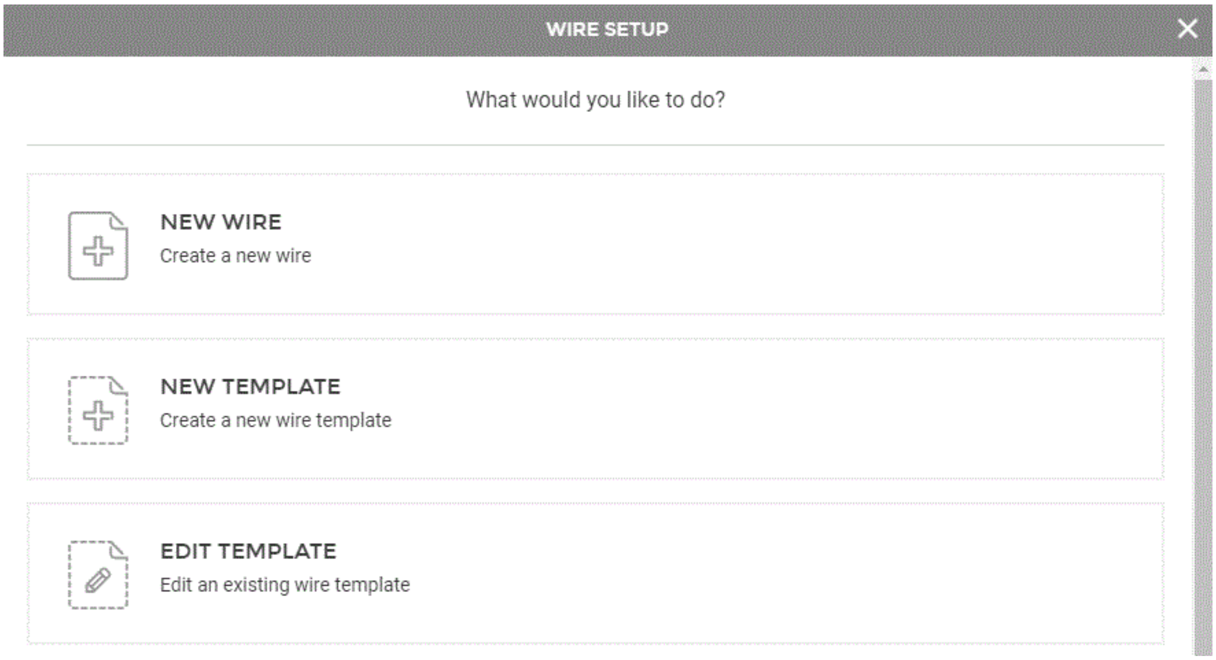
New Wires

Clicking on the (+) button on Wire Transfer page will enter Wire Setup. Here you can create a new wire, create new template or edit a wire template.

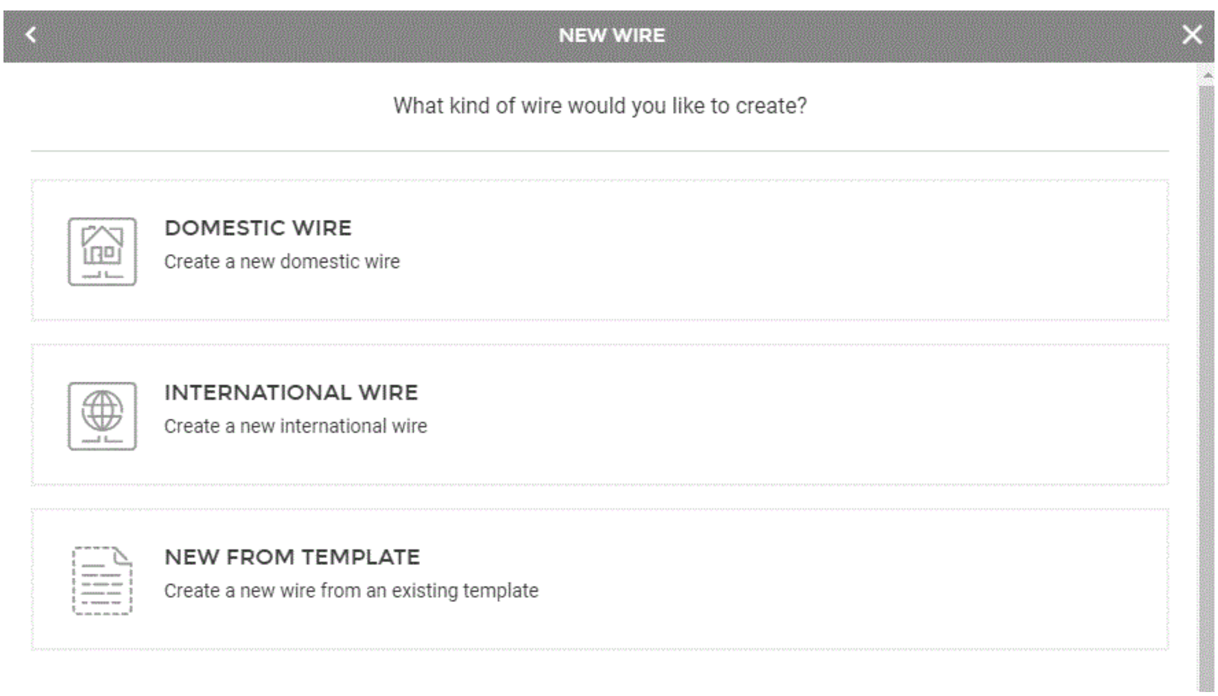


To begin creating a new wire transfer, click on the "+" button near the top right of the page. This will enabled the Wire Setup wizard.

The Wire Setup wizard will help guide you through various workflows including; creating a new wire, creating a new wire template, or editing an existing wire template. Clicking on the button labeled "New Wire" will take you through the wire transfer wizard.



The next step is selecting which type of wire you would like to create; domestic, international, or a new wire using an existing template.

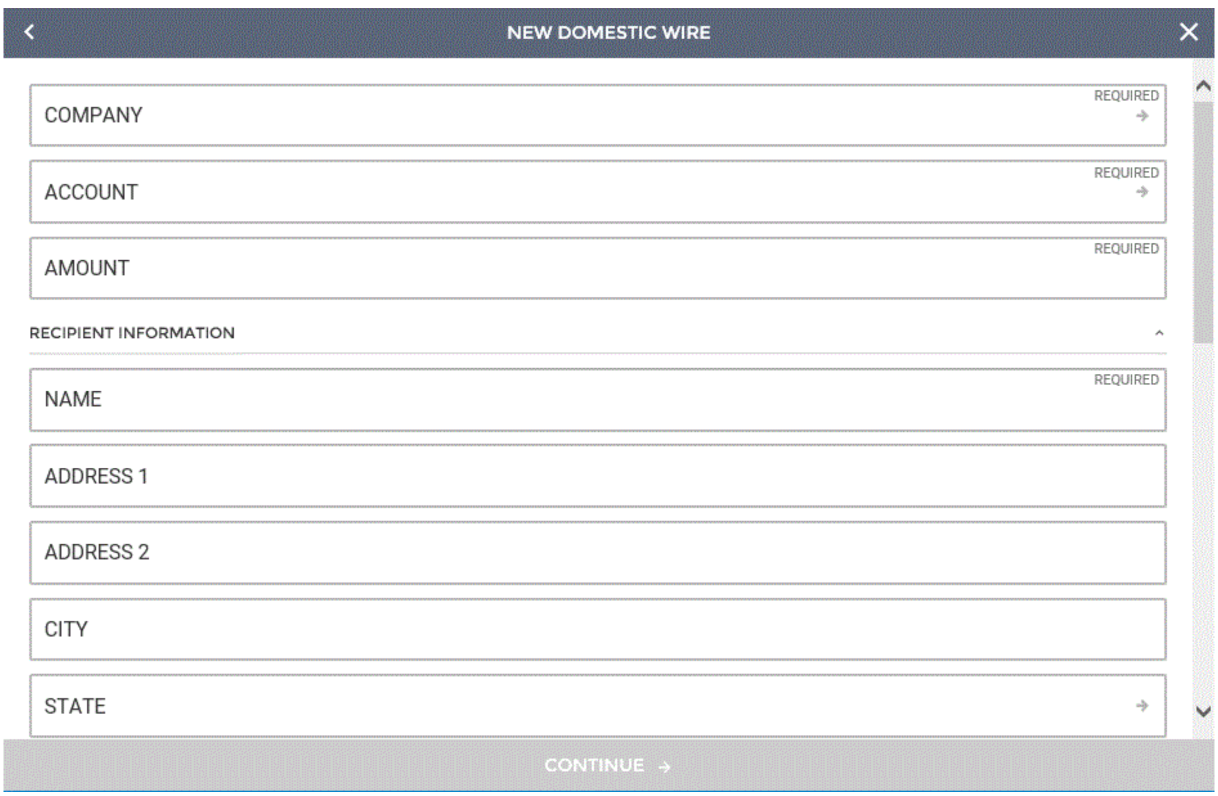


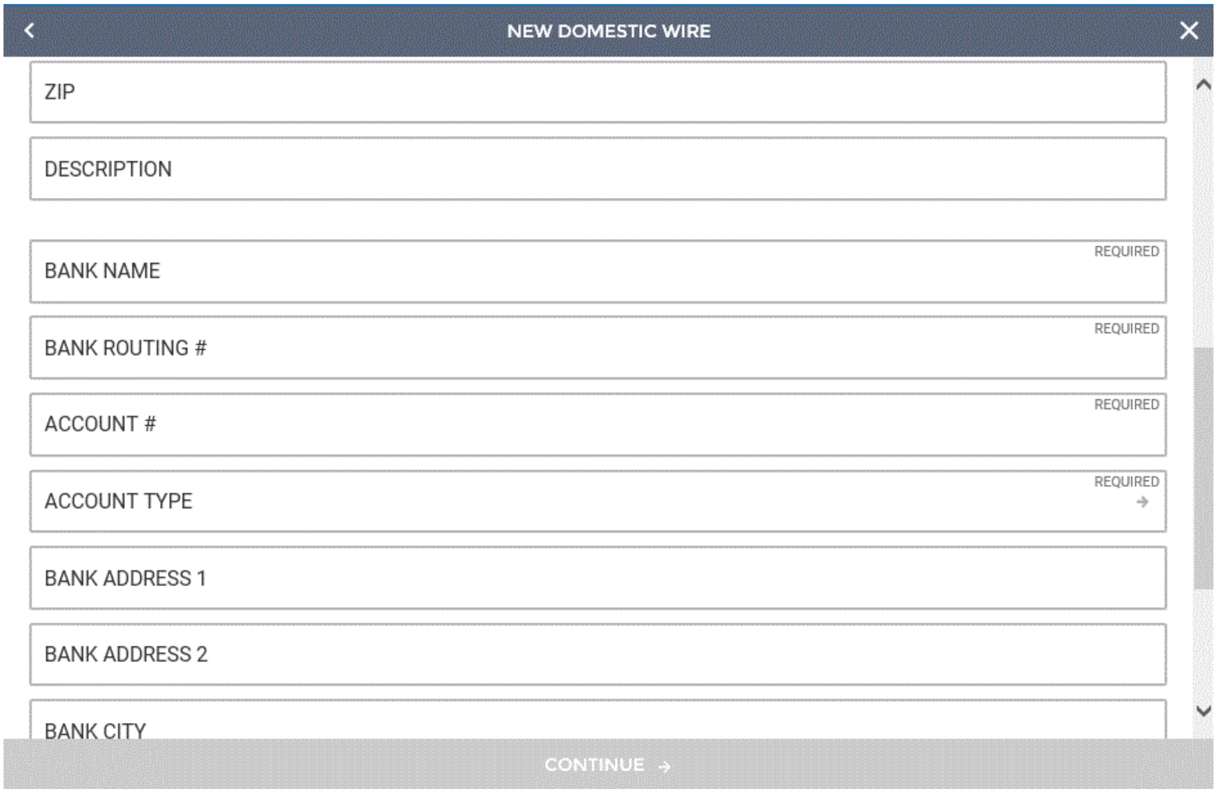
Domestic Wire Setup

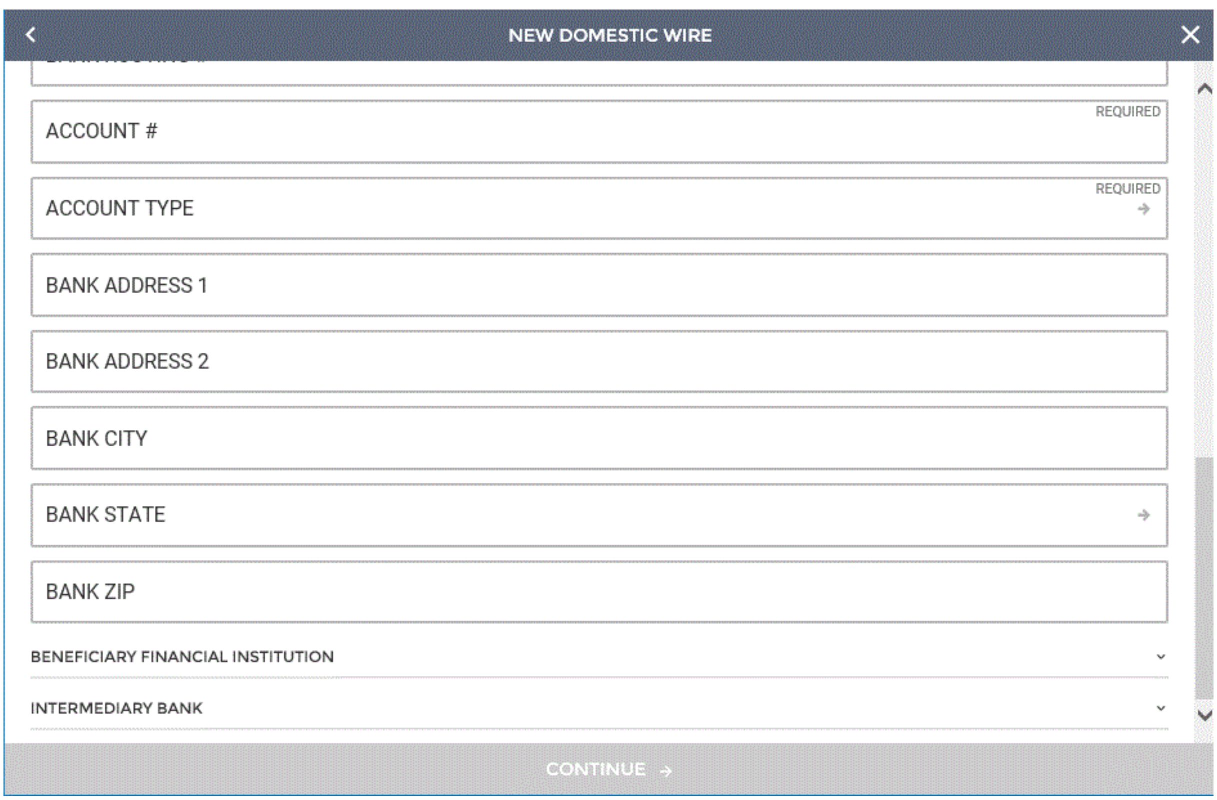
The first step in creating a new wire is entering the necessary header and recipient information including;

- Company
- Account
- Amount
- Name
- Recipient Name
- Recipient Bank Name
- Recipient Bank Routing Number
- Recipient Account Number
- Recipient Account Type

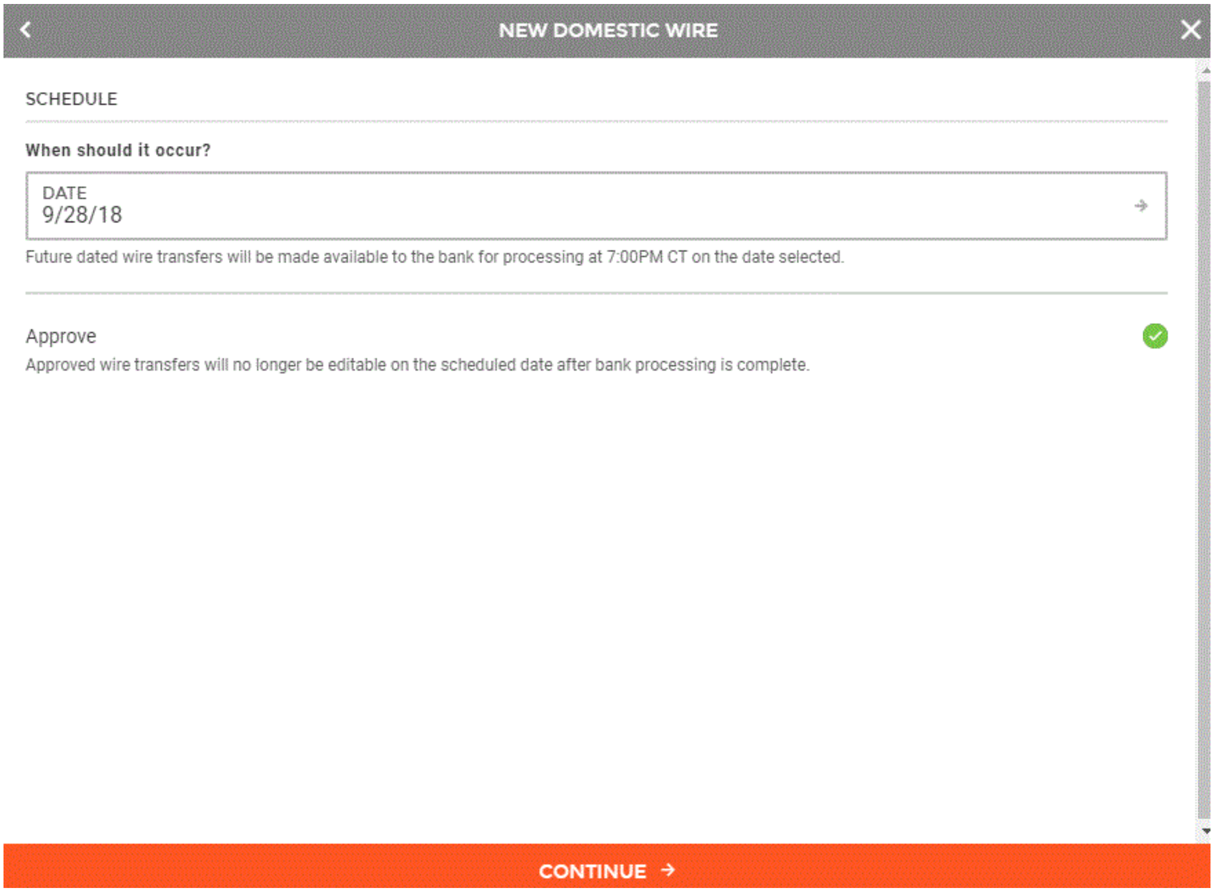
Once all required fields have been filled out, you can click "Continue" at the bottom of the screen to proceed to the next step. Other fields are displayed and values can be provided but they are not required.



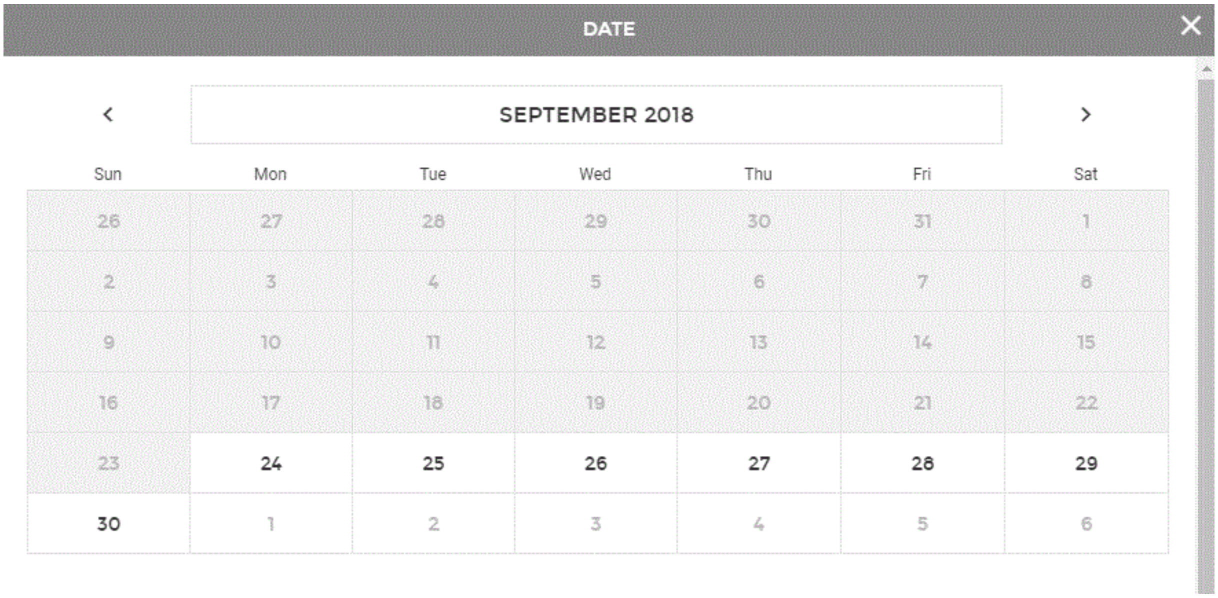

NEW DOMESTIC WIRE
ZIP
DESCRIPTION
BANK NAME
REQUIRED
BANK ROUTING #
REQUIRED
ACCOUNT #
REQUIRED
ACCOUNT TYPE
REQUIRED
BANK ADDRESS 1
BANK ADDRESS 2
BANK CITY
CONTINUE


NEW DOMESTIC WIRE
ACCOUNT #
REQUIRED
ACCOUNT TYPE
REQUIRED
BANK ADDRESS 1
BANK ADDRESS 2
BANK CITY
BANK STATE
BANK ZIP
BENEFICIARY FINANCIAL INSTITUTION
INTERMEDIARY BANK
CONTINUE

The next step is to schedule the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to approve the wire at this time.



Clicking within the date field will bring up a calendar that can be used to select the effective date.

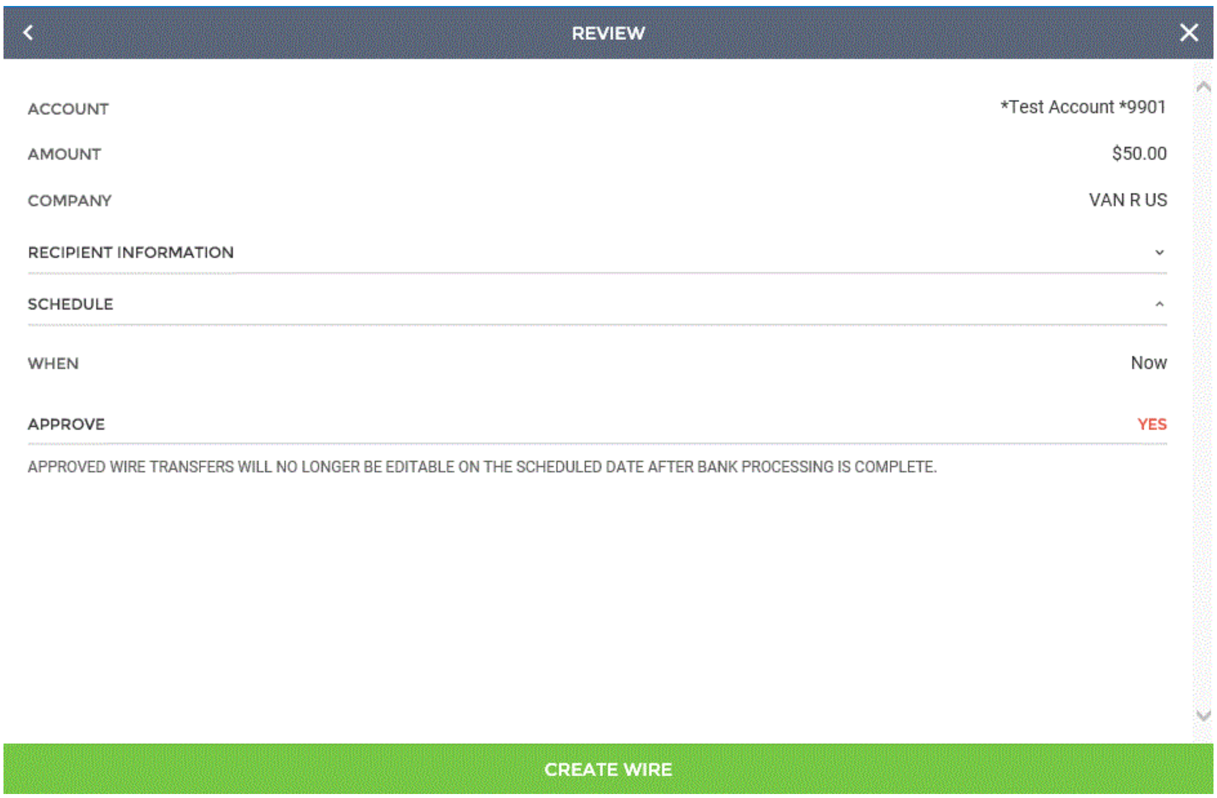


When finished, you can click the "Continue" button at the bottom of the screen to review the wire transfer prior to submission.

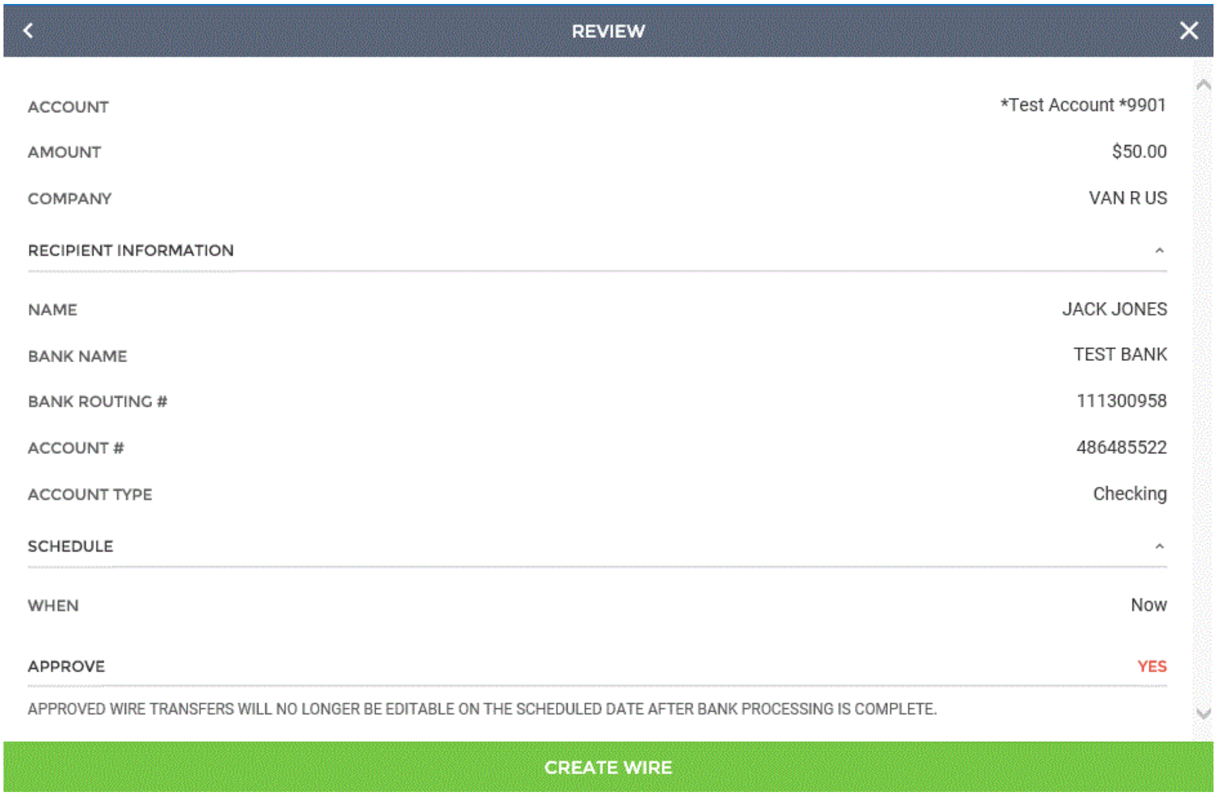
On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to "Create Wire" to complete the wire creation process.

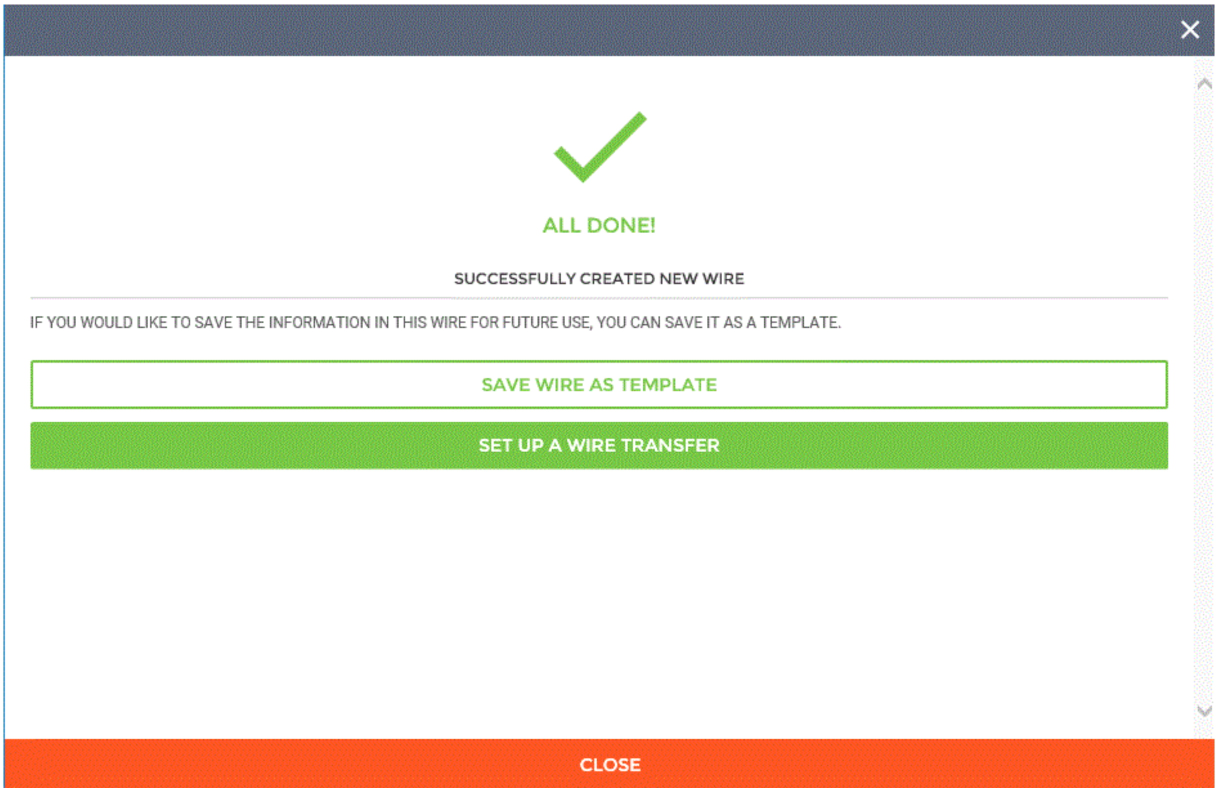


Recipient Information section expanded:



Upon finishing the process, you will see a success message, letting you know that the wire was created properly.

From this screen, you can save the wire as a template, set up a new wire transfer, or close the window to exit the wizard.

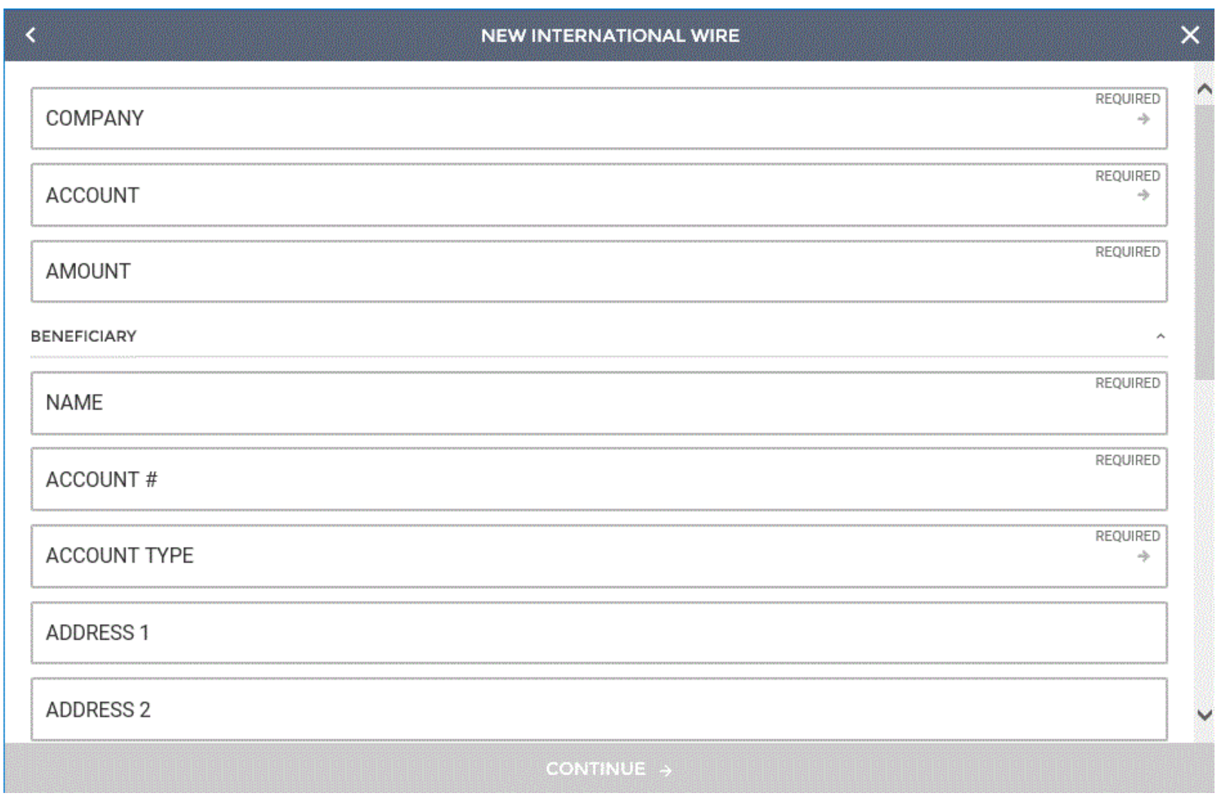


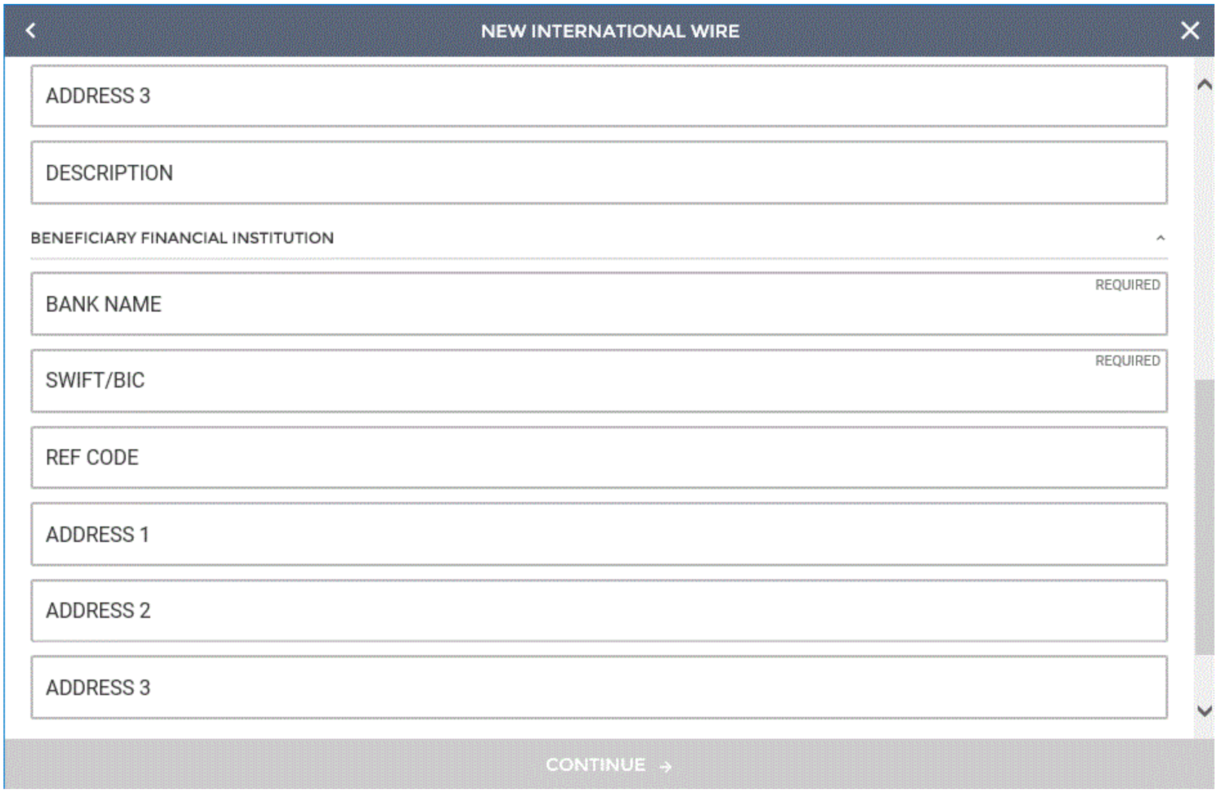
International Wire Setup

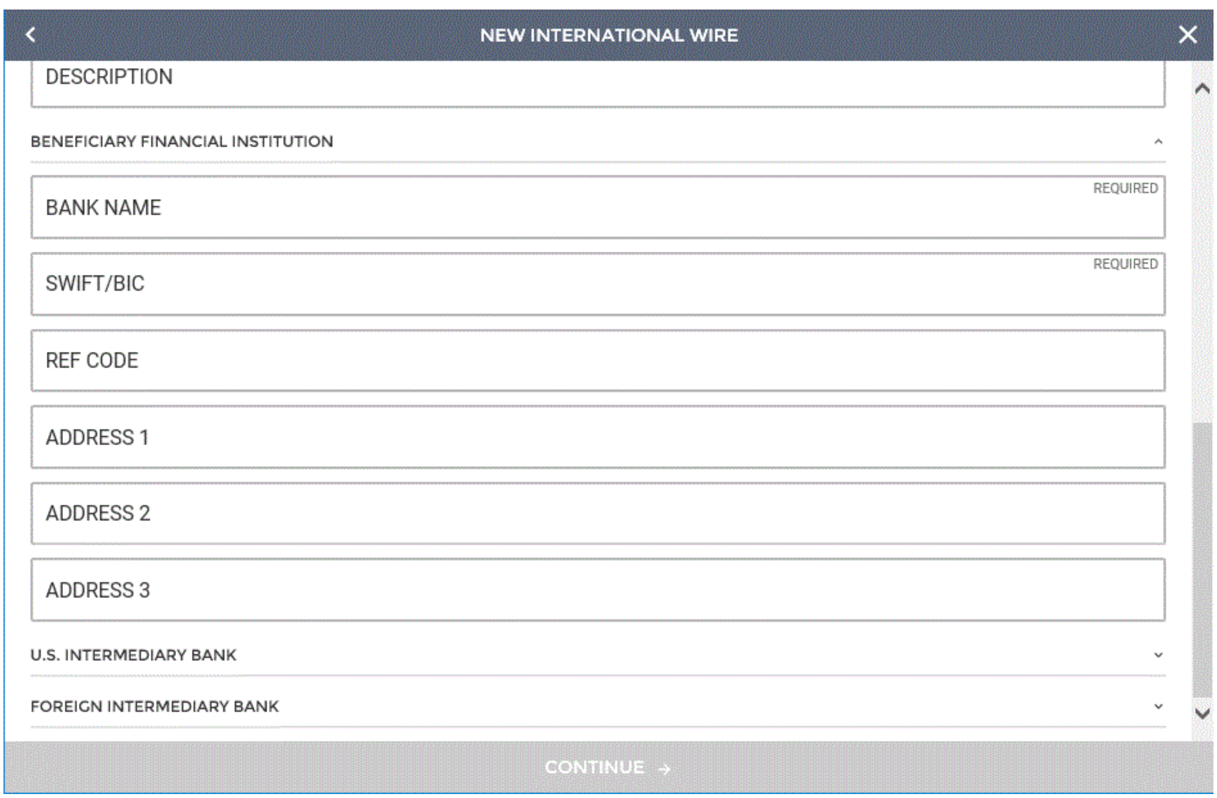
The first step in creating a new wire is entering the necessary header and recipient information including;

- Company
- Account
- Amount
- Beneficiary Name
- Beneficiary Account Number
- Beneficiary Account Type
- Beneficiary Bank Name
- Beneficiary SWIFT/BIC
- Recipient Account Number
- Recipient Account Type

Once all required fields have been filled out, you can click "Continue" at the bottom of the screen to proceed to the next step. Other fields are displayed, and values can be provided but they are not required.

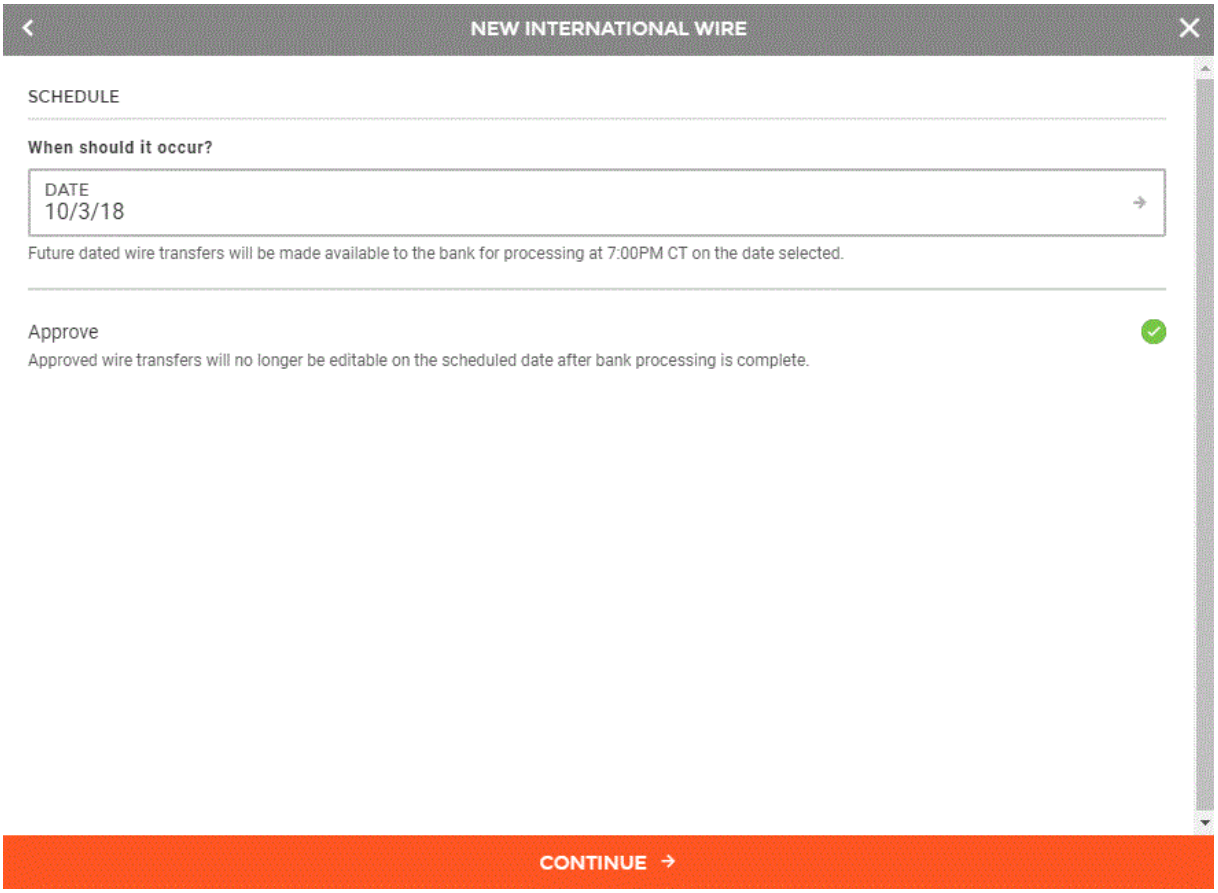



NEW INTERNATIONAL WIRE
ADDRESS 3
DESCRIPTION
BENEFICIARY FINANCIAL INSTITUTION
REQUIRED
BANK NAME
REQUIRED
SWIFT/BIC
REF CODE
ADDRESS 1
ADDRESS 2
ADDRESS 3
CONTINUE


NEW INTERNATIONAL WIRE
DESCRIPTION
BENEFICIARY FINANCIAL INSTITUTION
REQUIRED
BANK NAME
REQUIRED
SWIFT/BIC
REF CODE
ADDRESS 1
ADDRESS 2
ADDRESS 3
U.S. INTERMEDIARY BANK
FOREIGN INTERMEDIARY BANK
CONTINUE

The next step is to schedule the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to approve the wire at this time.

Clicking within the date field will bring up a calendar that can be used to select the effective date.

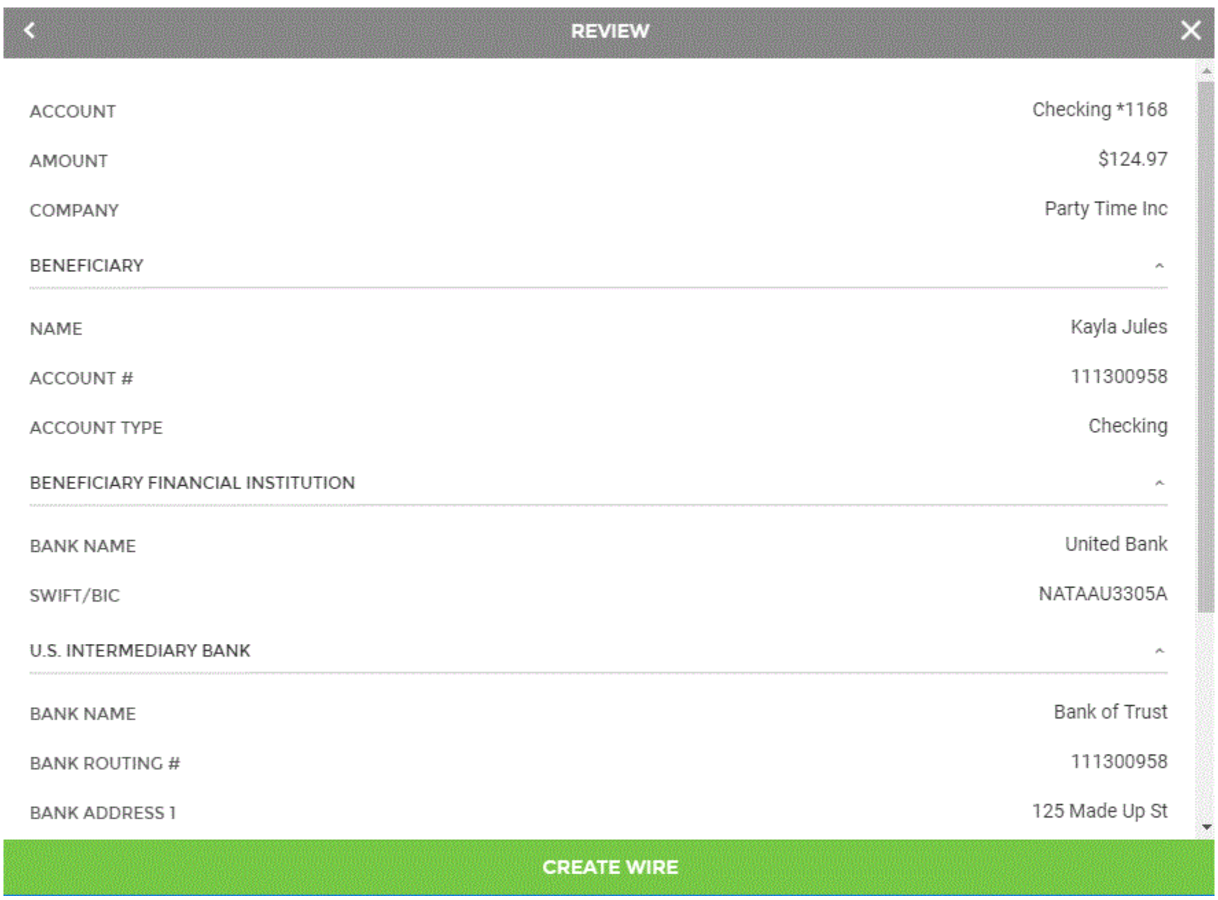


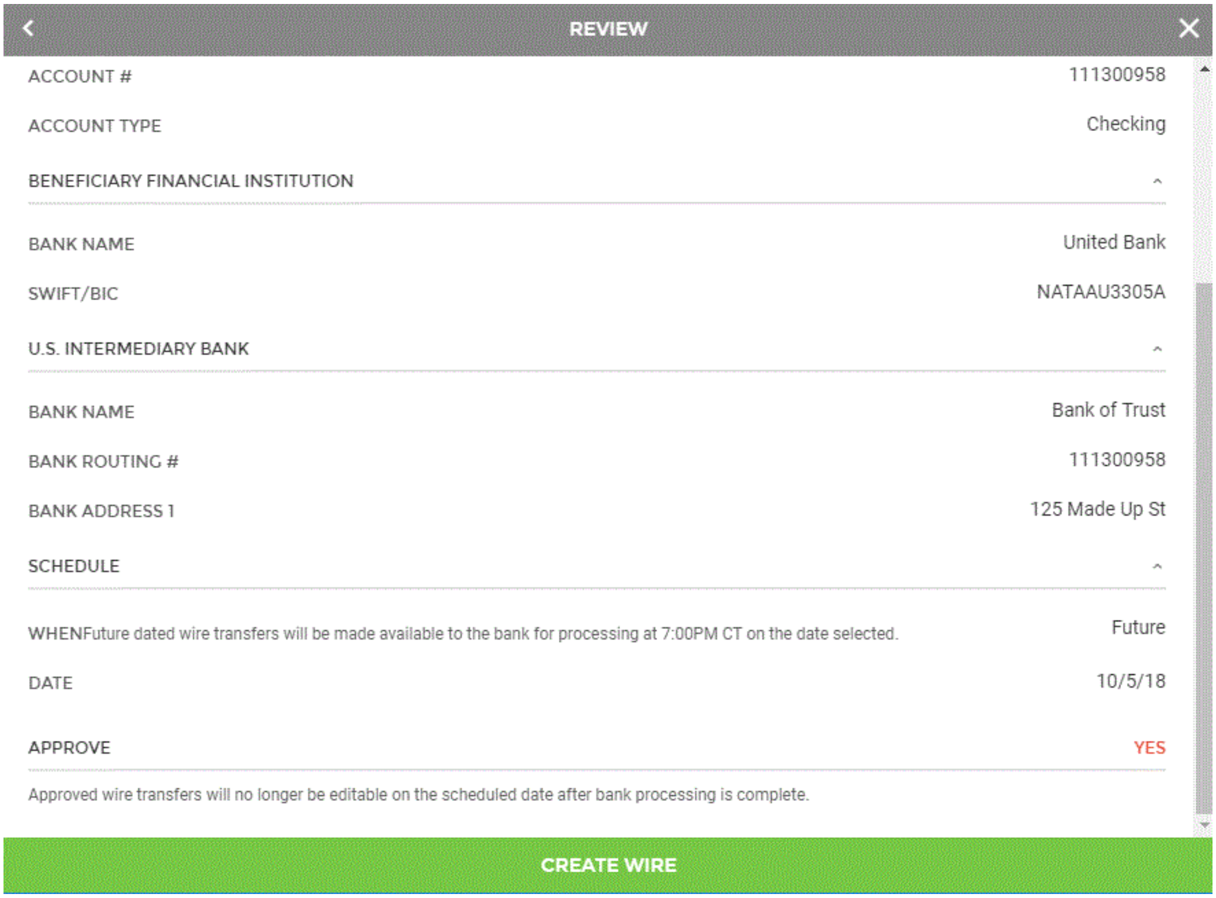
When finished, you can click the "Continue" button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Beneficiary Information (click arrowhead to expand section)
- Beneficiary Financial Institution (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

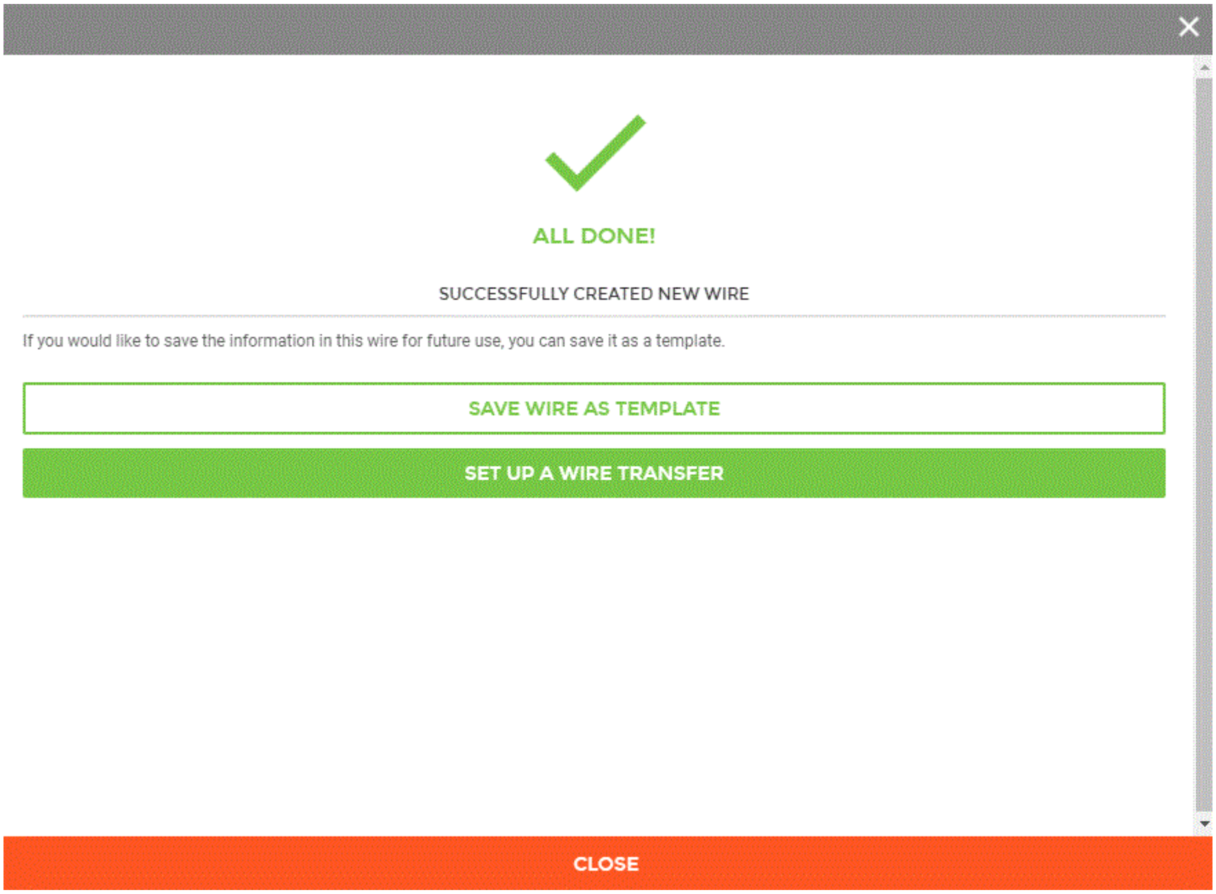
If all information contained within the review screen looks accurate, you can select to "Create Wire" to complete the wire creation process.





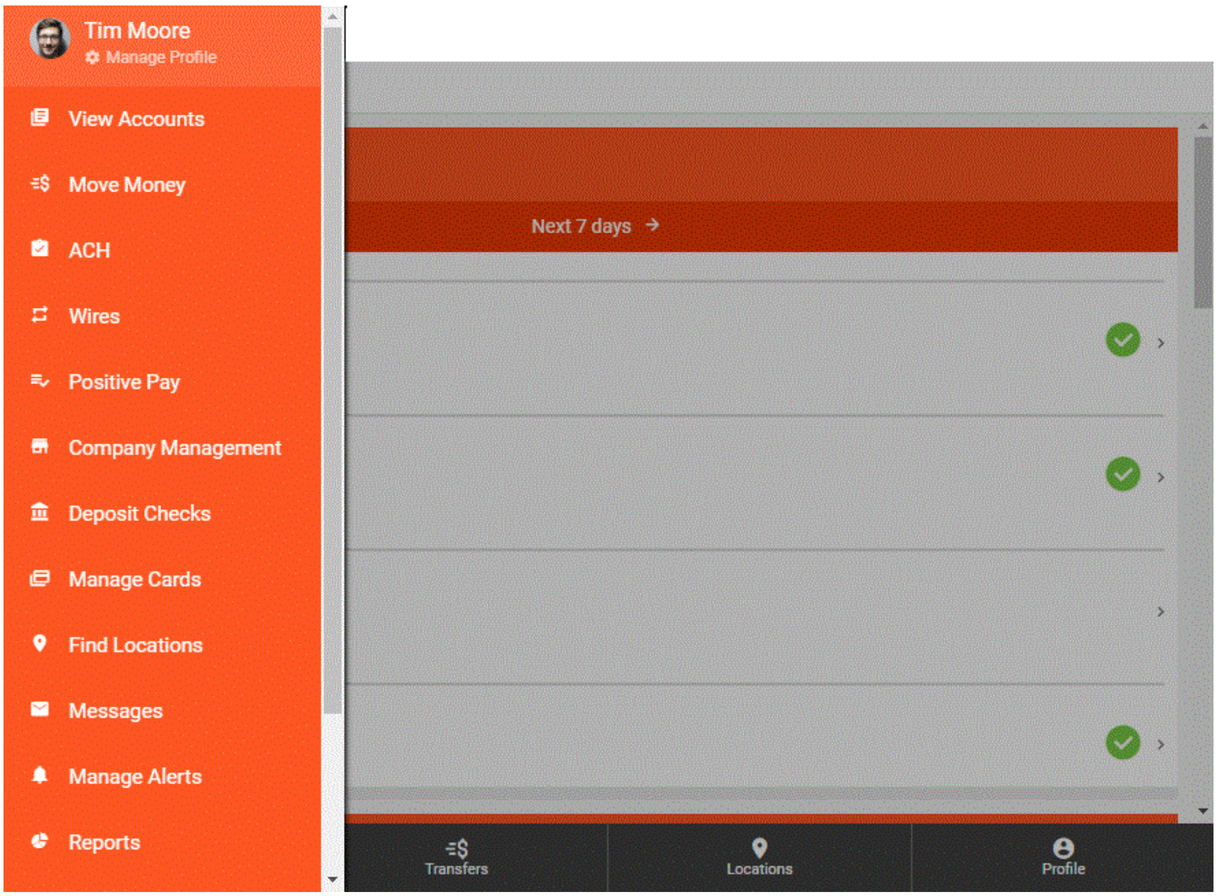
Upon finishing the process, you will see a success message, letting you know that the wire was created properly.

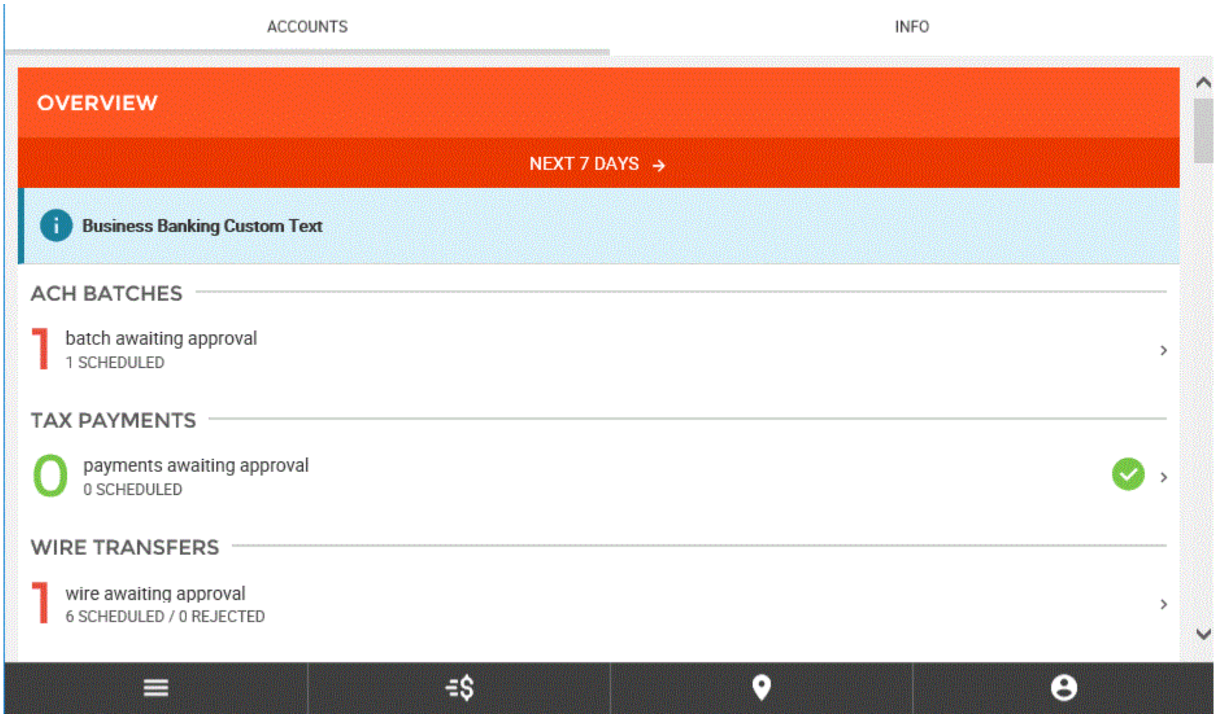
From this screen, you can save the wire as a template, setup a new wire transfer, or close the window to exit the wizard.



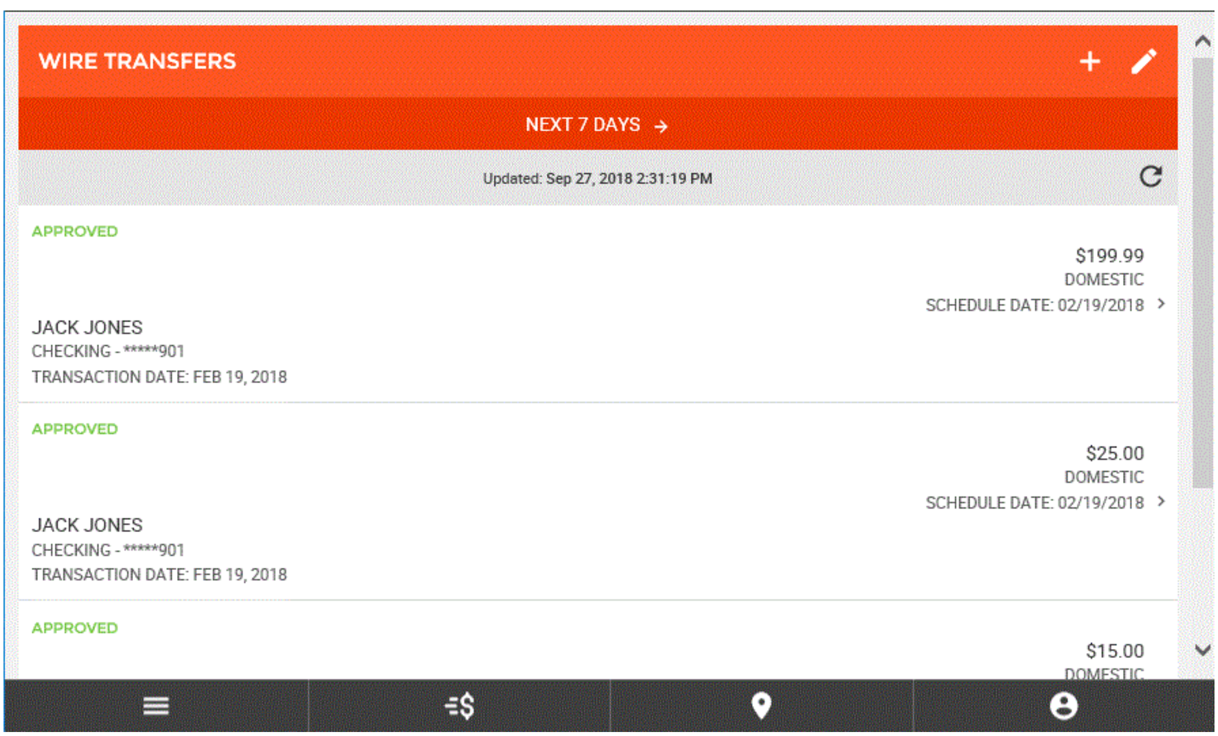
Creating a Wire Template

To begin creating a new wire template or edit a pre-existing template, you can either click on the "Wires" menu item within the menu on the left side of the screen, or by clicking on the Wire Transfers section of the Overview on the landing page.

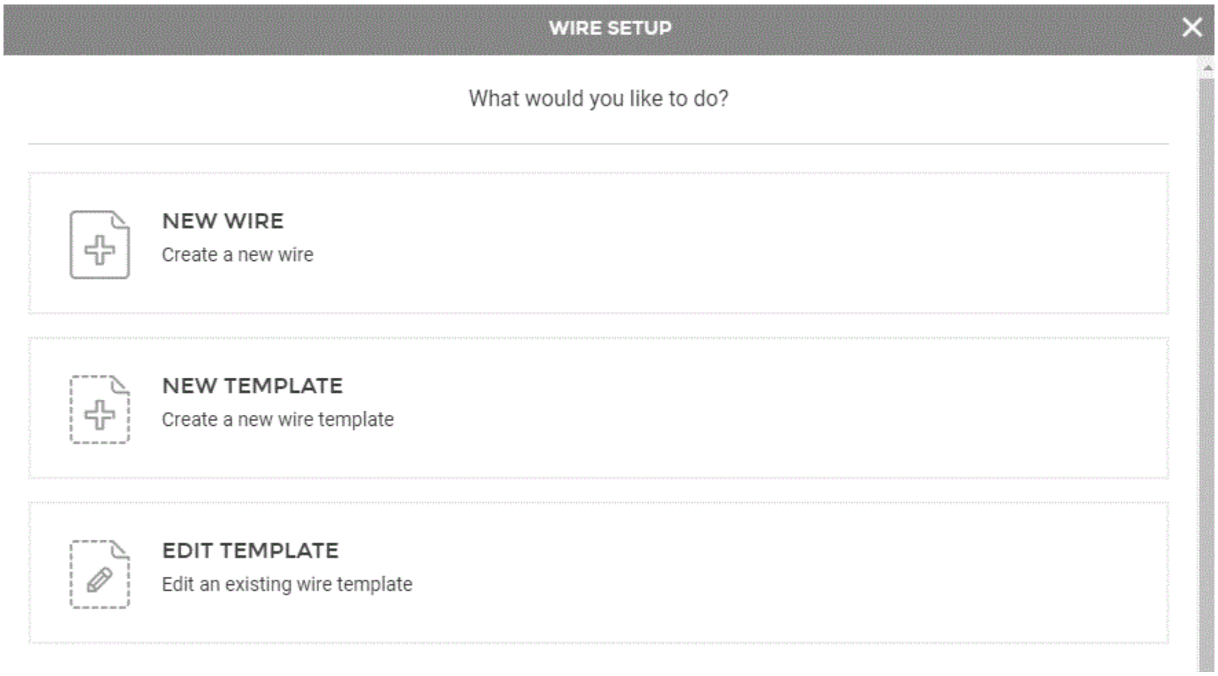




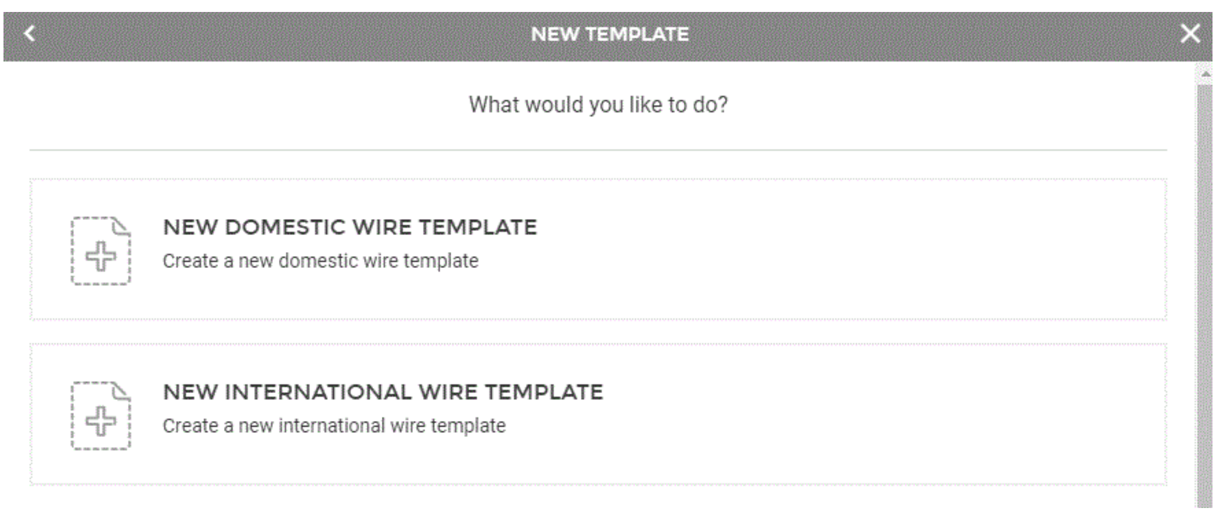
This will take you to a screen displaying all scheduled wire transfers. To create a new template or edit an existing template, you will need to click the "+" button near the top of the page.



This will enable the Wire Setup wizard. Clicking the "New Template" button will guide you through the process of creating a new wire template.



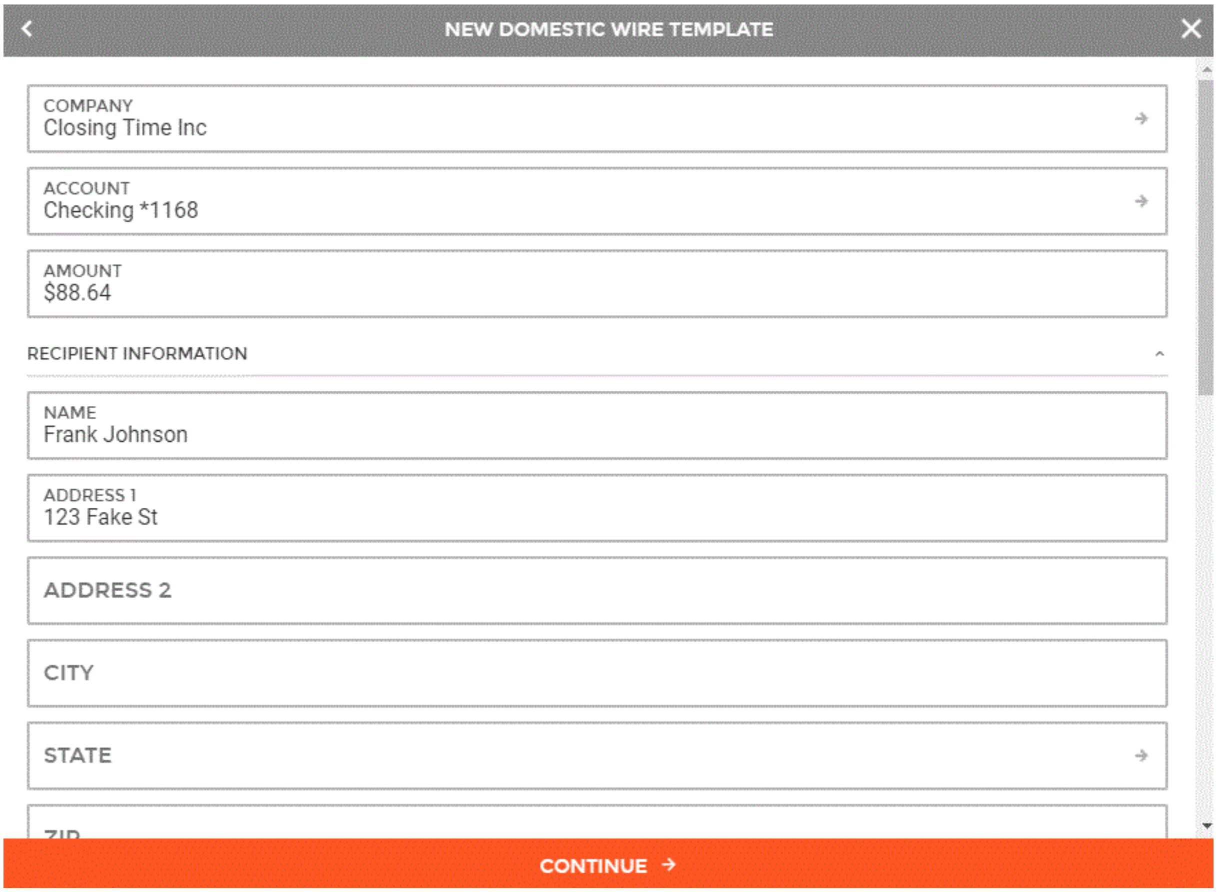
There are options for Domestic Wire and International Wire Templates. Select the option for the type of template you would like to create.



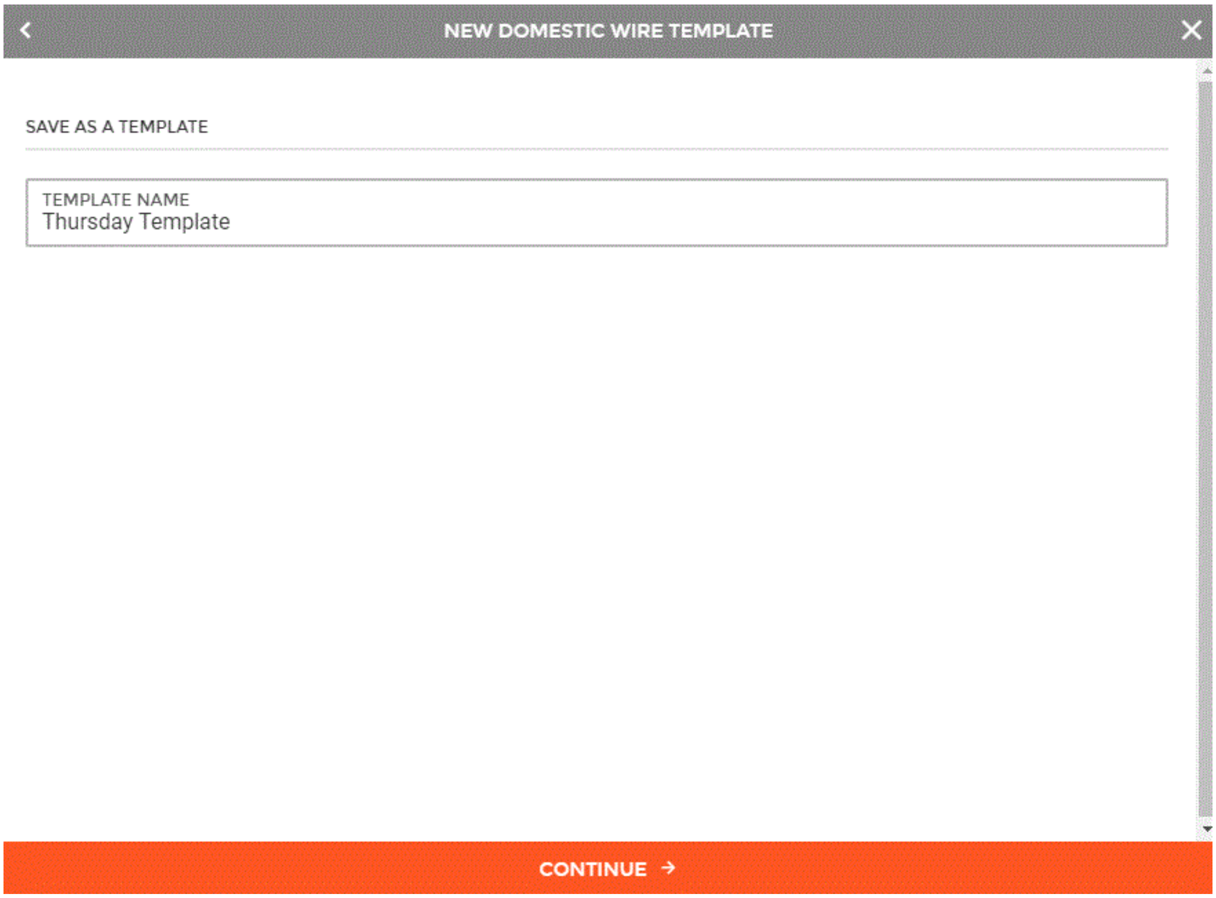
The next step in creating a new wire template, is entering the necessary information, including:

- Company
- Account
- Amount

Once all required fields have been filled out and reviewed, you can click "Continue" at the bottom of the screen to proceed to the next step.



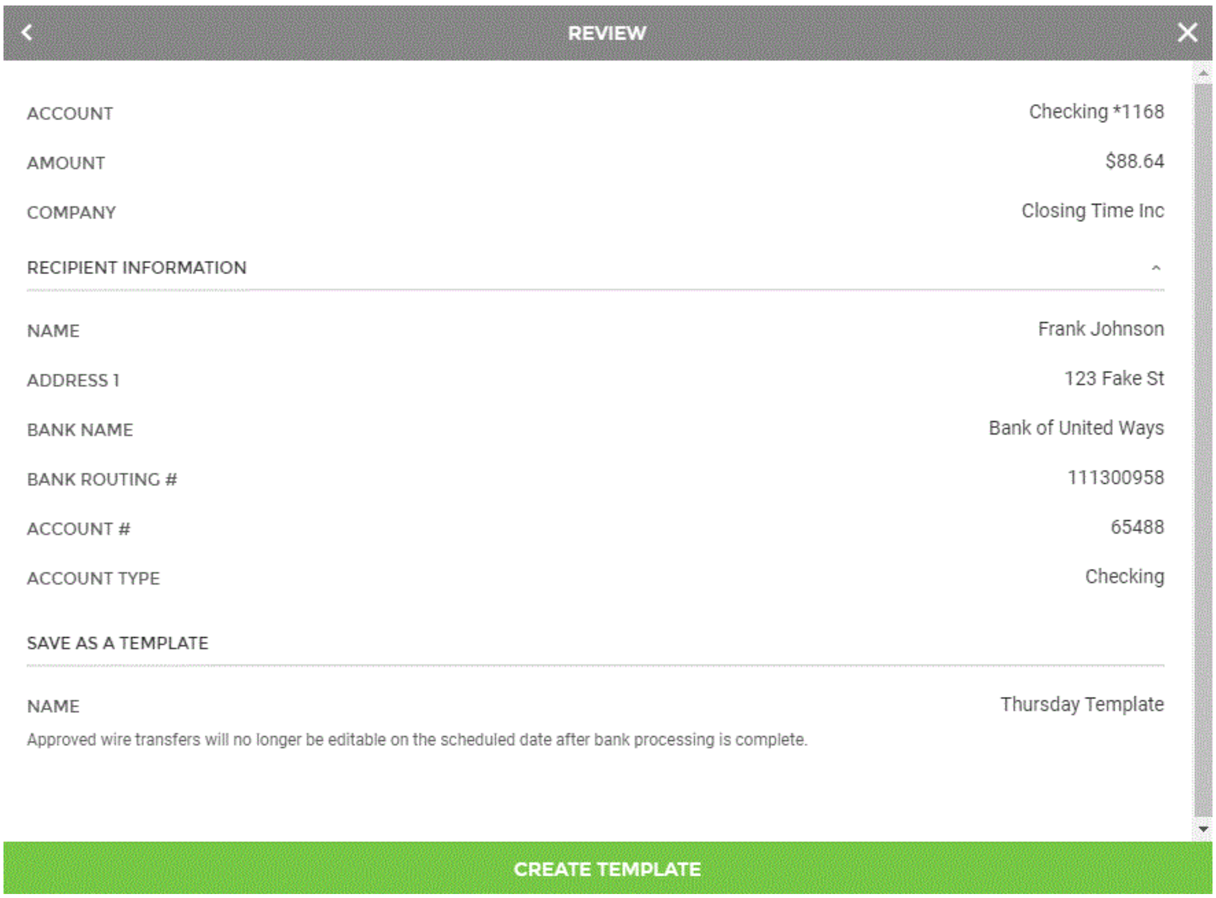
The next step in creating a new wire template is naming the template. Once a name has been determined, clicking "Continue" at the bottom of the screen will take you to the next step.



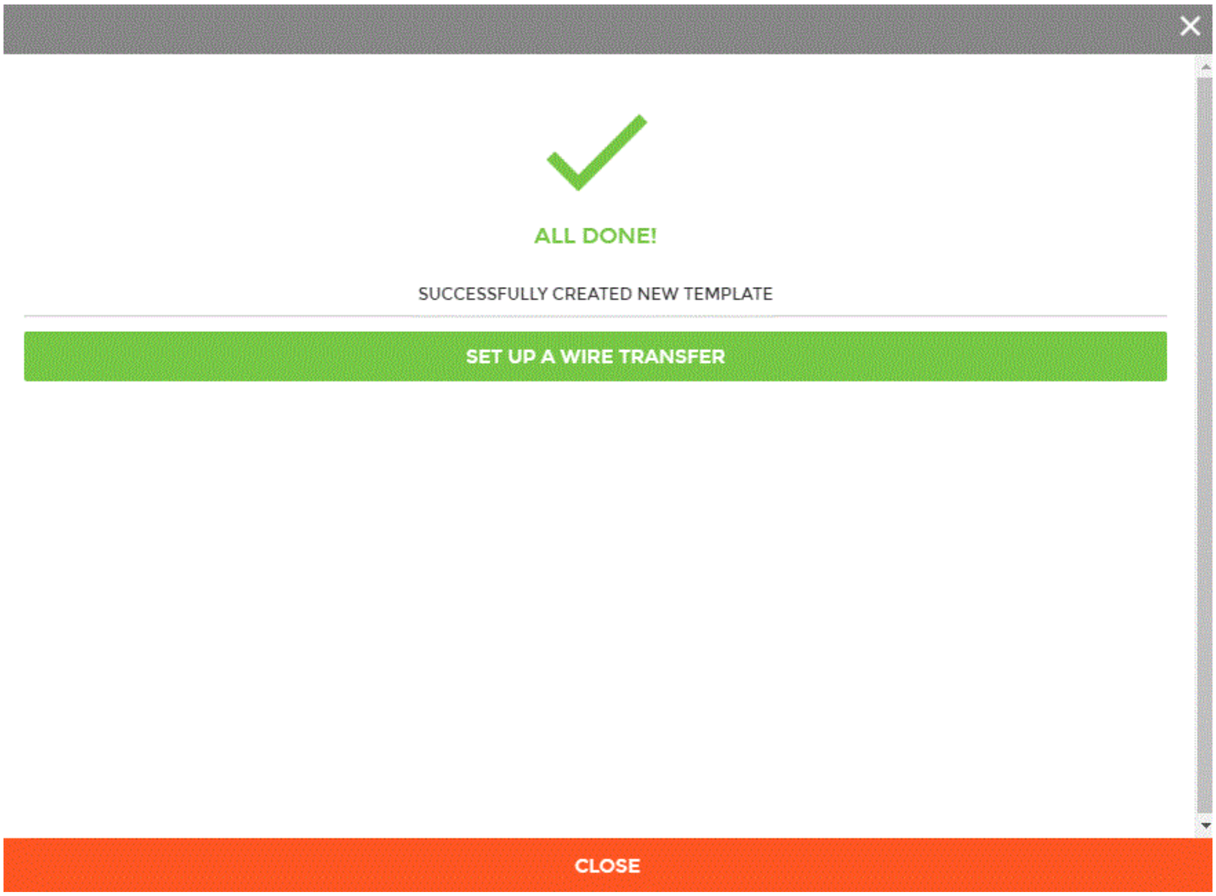
The review screen will display all details provided for the new template. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand)
- Template Name

If all information contained within the review screen is accurate, you can select to "Create Template."

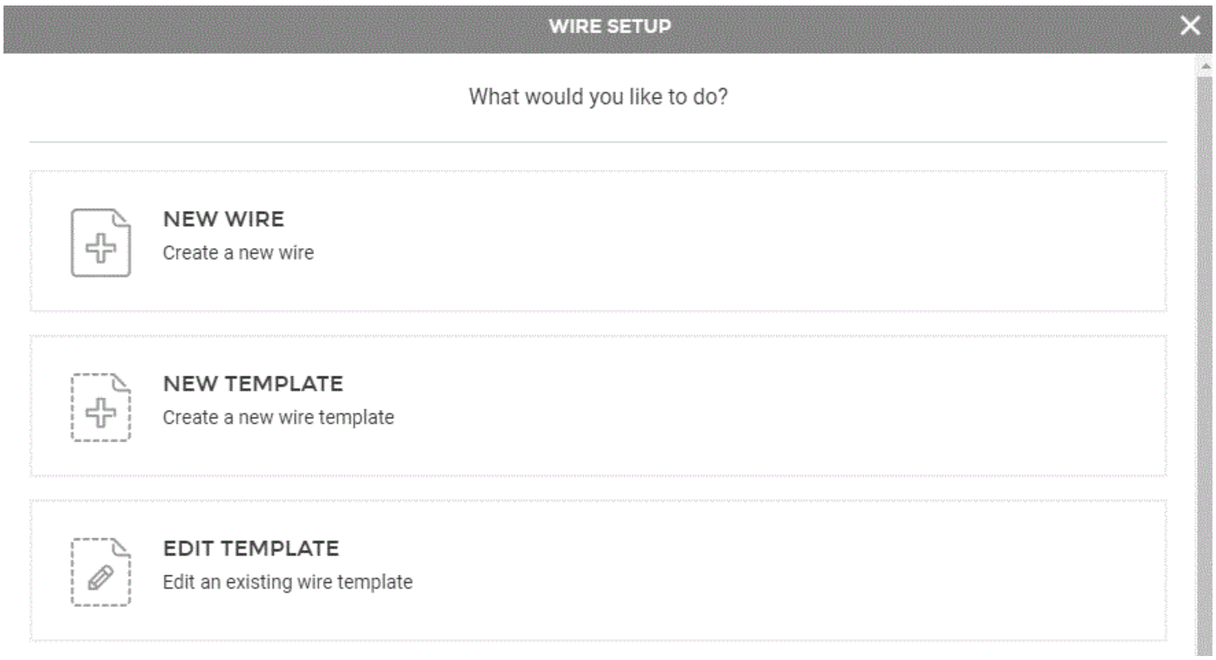


Upon finishing the process, you will see a success message, letting you know that the wire template was created properly.

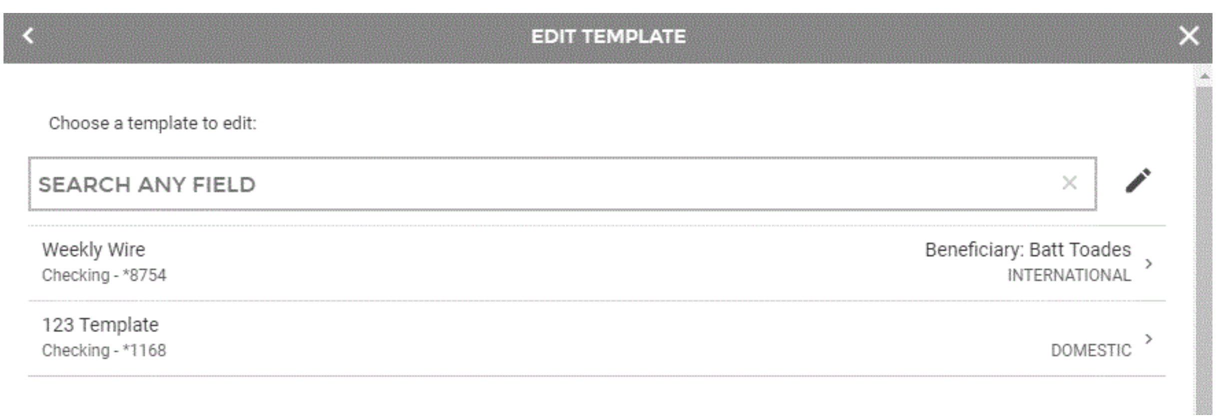


Edit Template

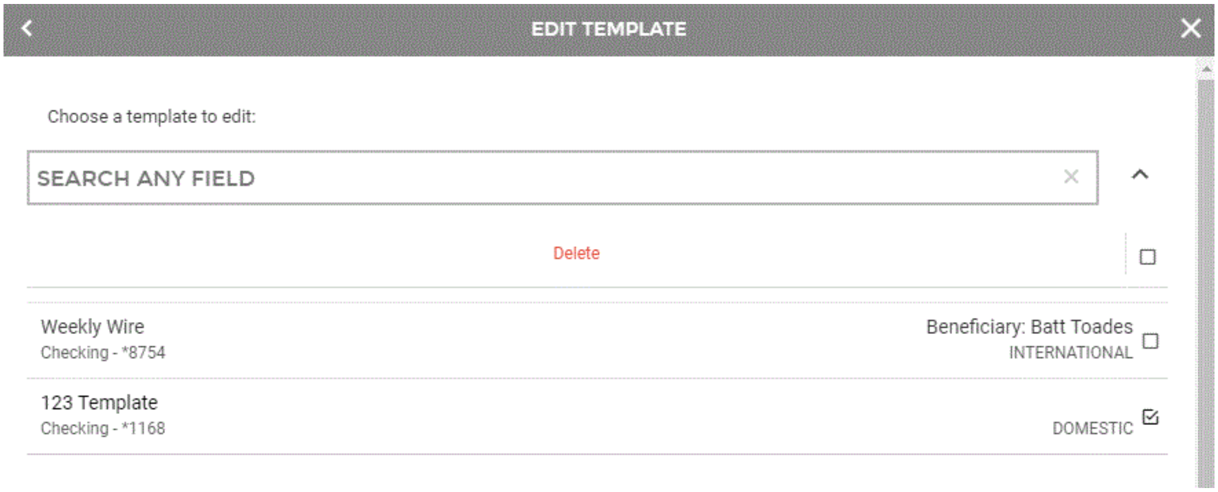
Note: Choosing to edit an existing template follows the same steps as listed above for creating a new template, except instead of choosing the "New Template" option in the initial step, you will select the "Edit Template" option.



You will then be presented with a list of previously created templates. Click on the template you wish to edit to begin the template editing process.

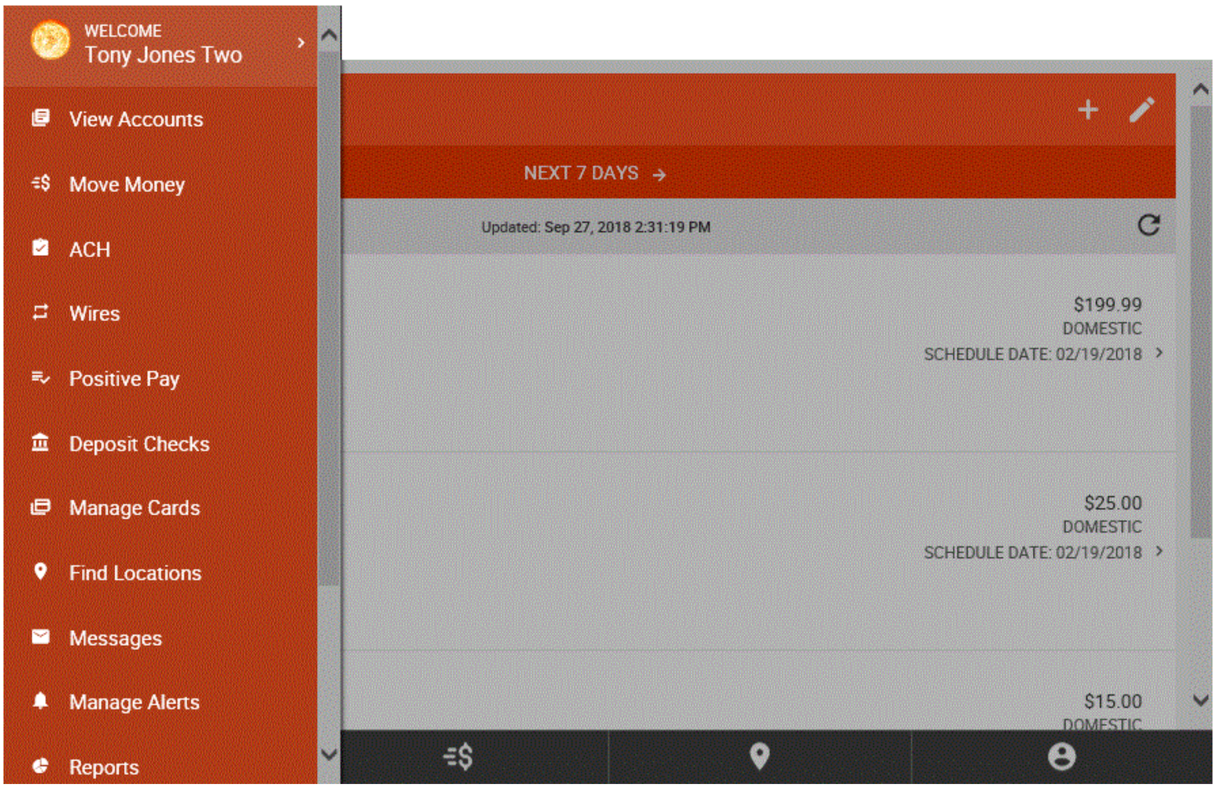


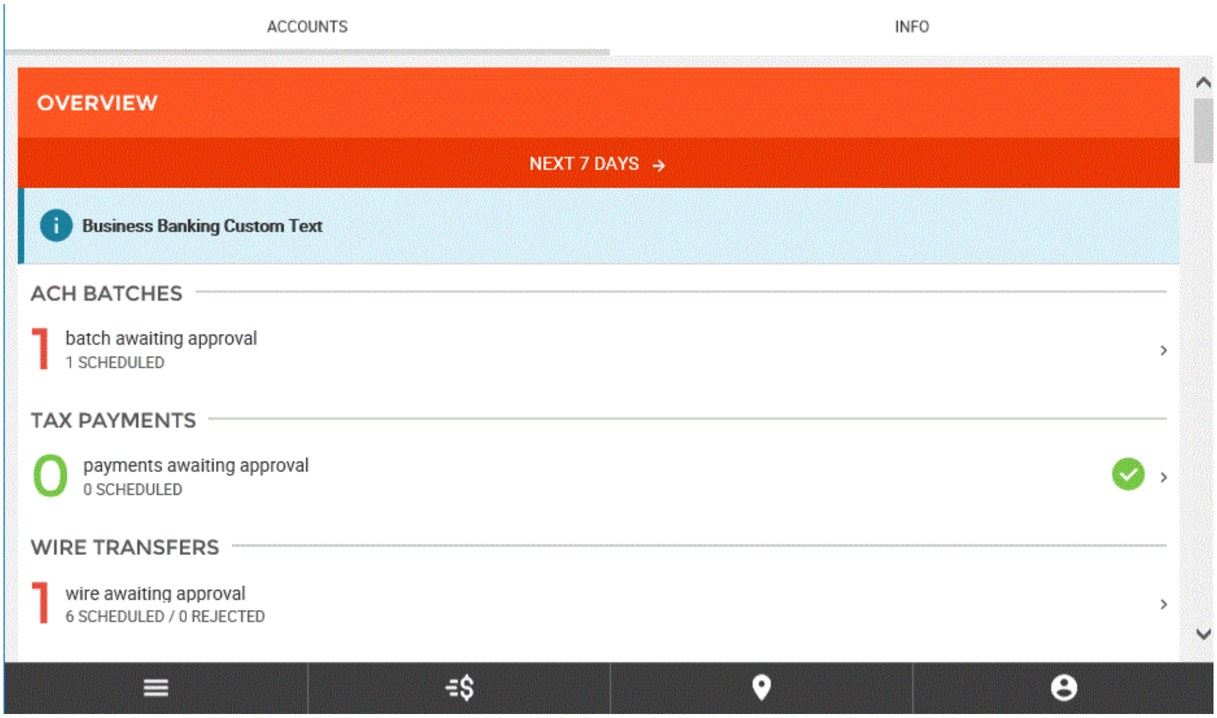
The pencil button will allow you to select multiple templates and delete them all at once.



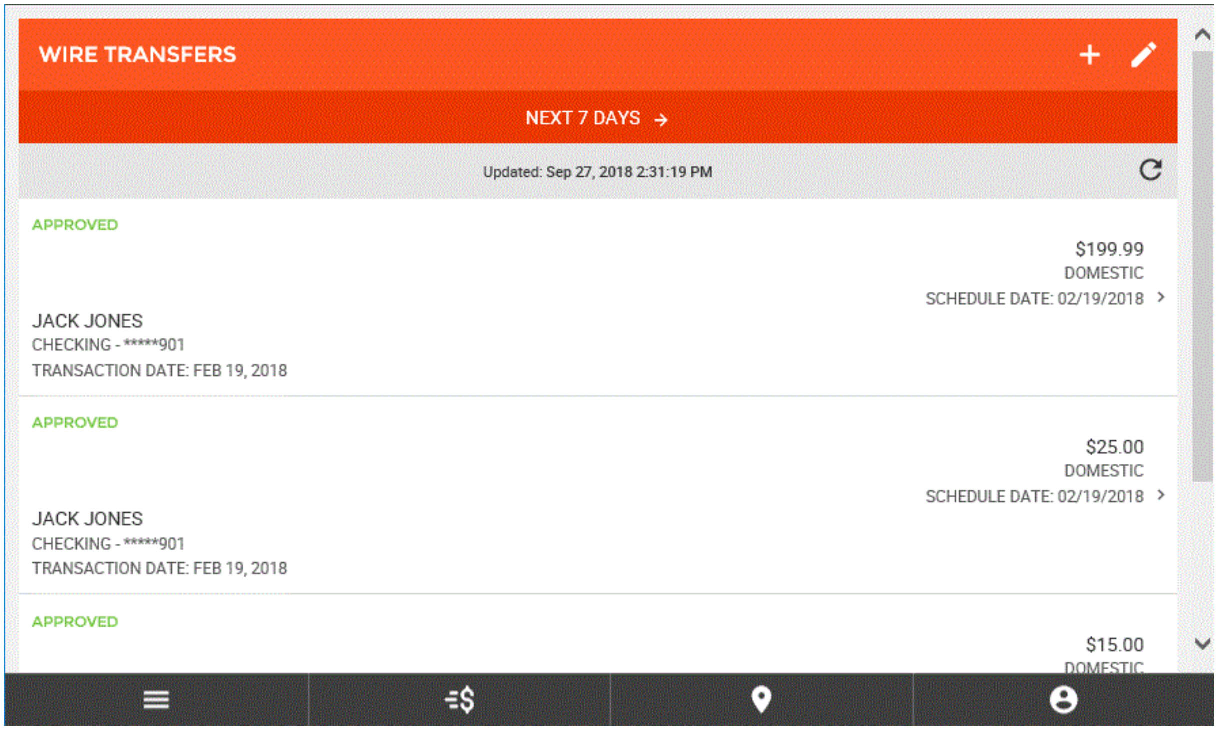
New Wire from Template

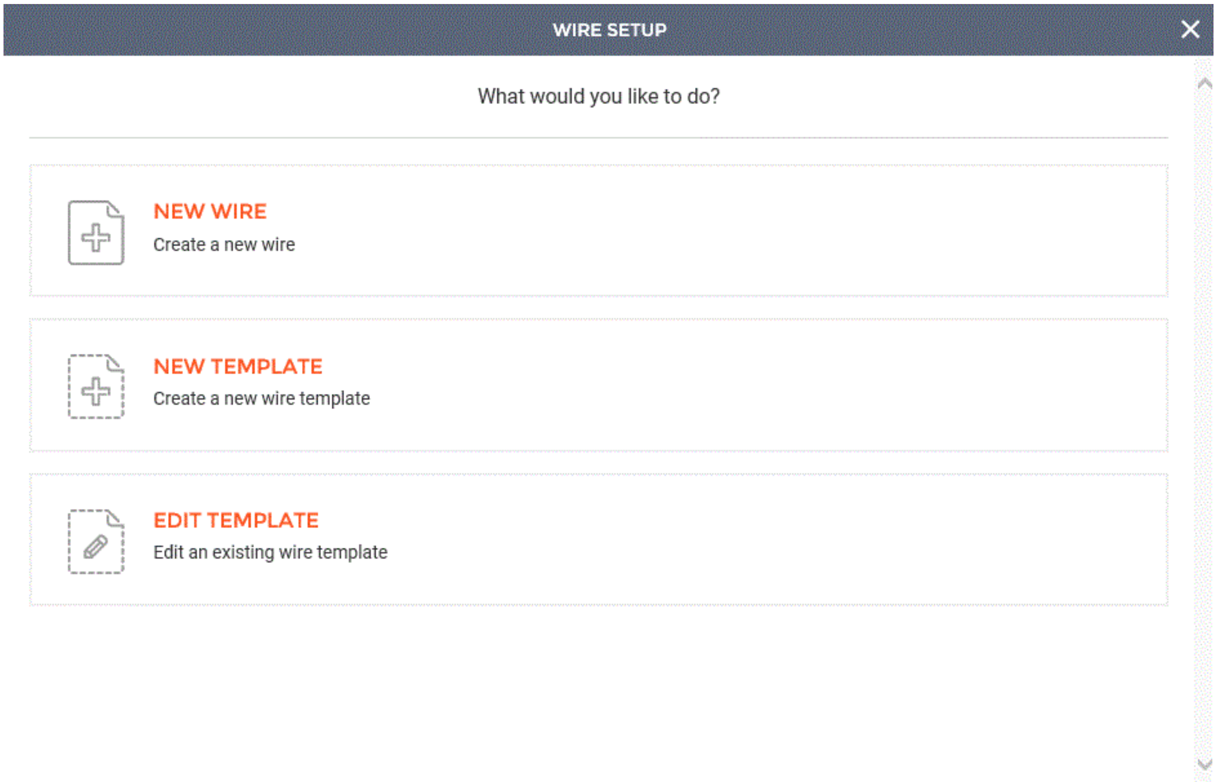
To begin creating a new wire transfer using a pre-existing template, you can either click the "Wires" menu item within the menu on the left side of the screen, or by clicking on the Wire Transfers section of the Overview on the landing page.



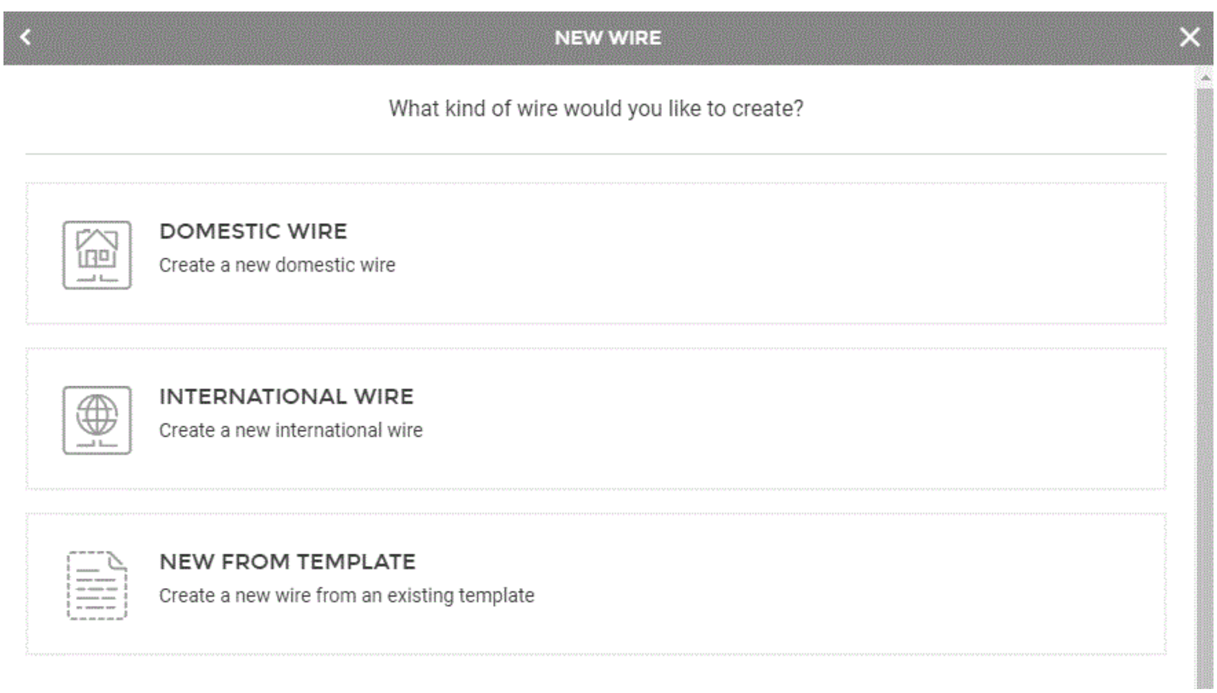

ACCOUNTS
INFO
OVERVIEW
NEXT 7 DAYS
Business Banking Custom Text
ACH BATCHES
1
batch awaiting approval
1 SCHEDULED
TAX PAYMENTS
0
payments awaiting approval
0 SCHEDULED
WIRE TRANSFERS
1
wire awaiting approval
6 SCHEDULED / 0 REJECTED

This will take you to a screen displaying all scheduled wires. To start the wire creation process, you will need to click the "+" button near the top of page. This will enable the wire transfer wizard, guiding you through the new wire process. Clicking on the button labeled "New Wire" will take you through the wire creation wizard.

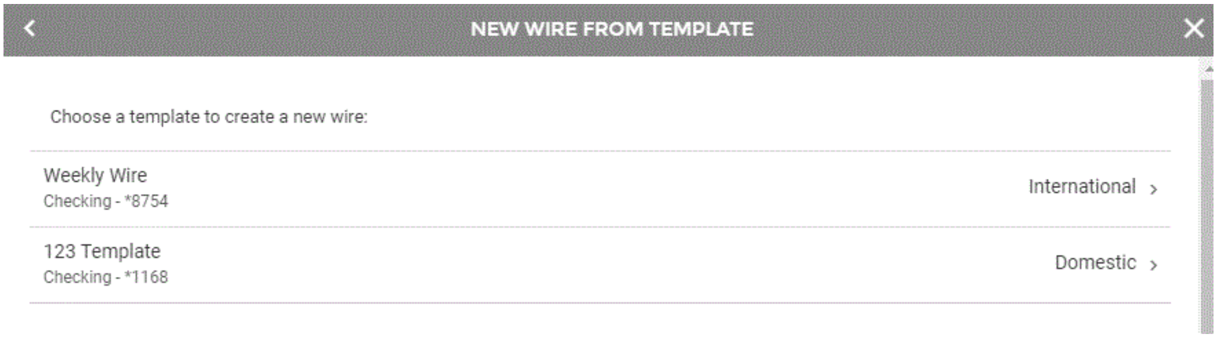




The next step is to click the "New from Template" button.



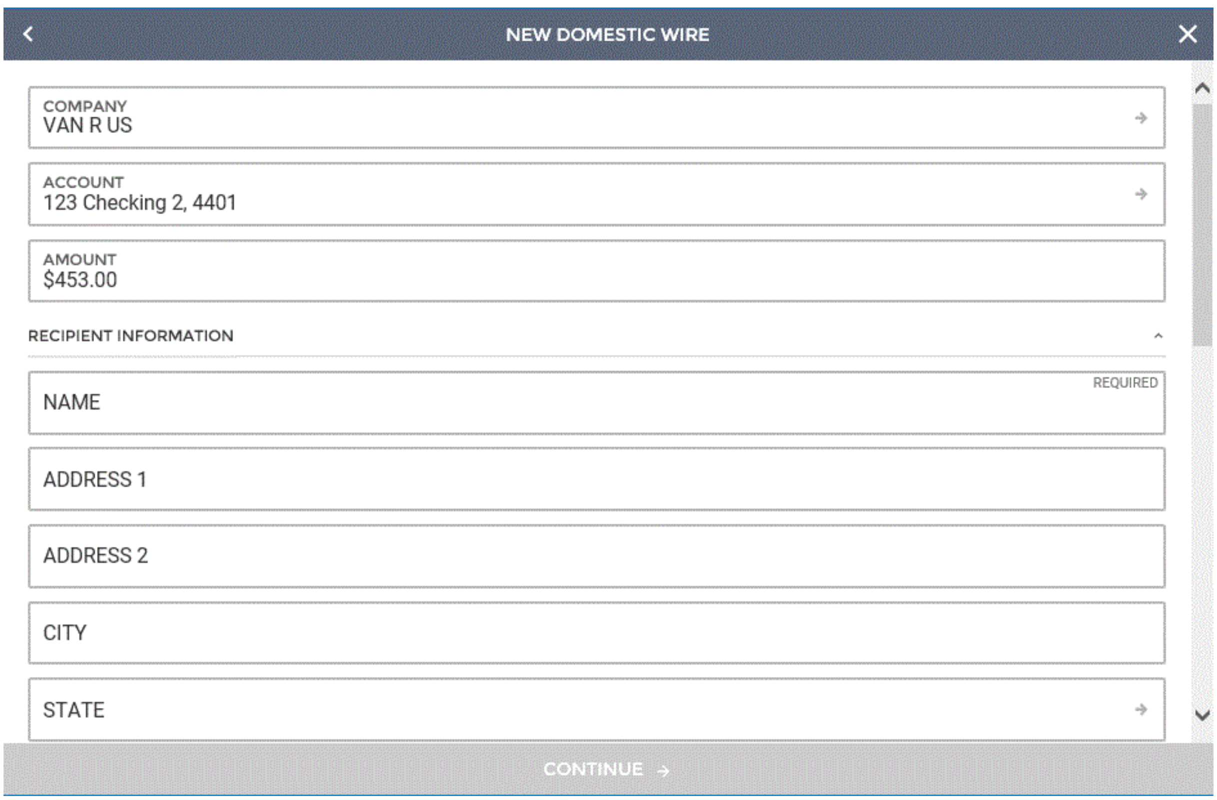
You will then select the template you wish to use.



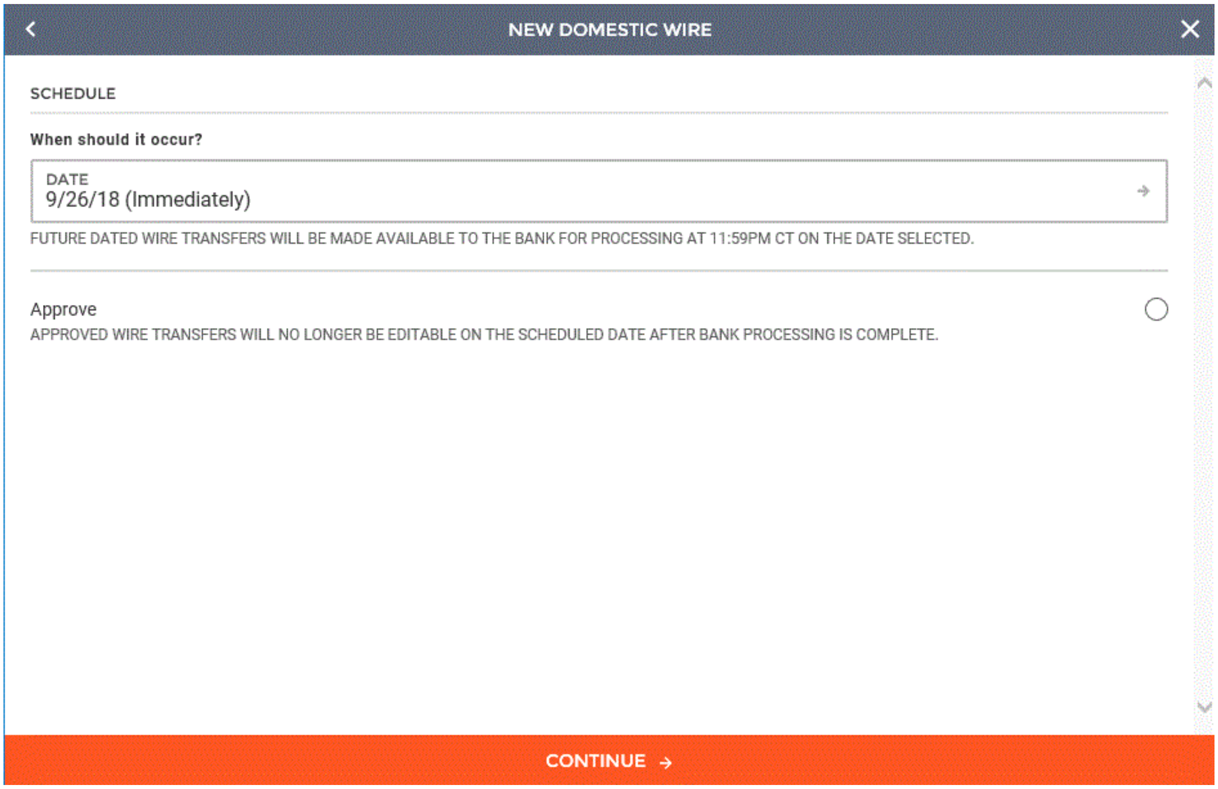
Since you are using a template, all fields that were filled out for the template will be automatically filled out in this step. After selecting your template, you will next see all the necessary header information, including:

- Company
- Account
- Amount
- Recipient Name
- Recipient Bank Name
- Recipient Bank Routing Number
- Recipient Account Type

Once all required fields have been filled out and reviewed, you can click "Continue" at the bottom of the screen to proceed to the next step.



The next step is to schedule the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to approve the wire at this time.

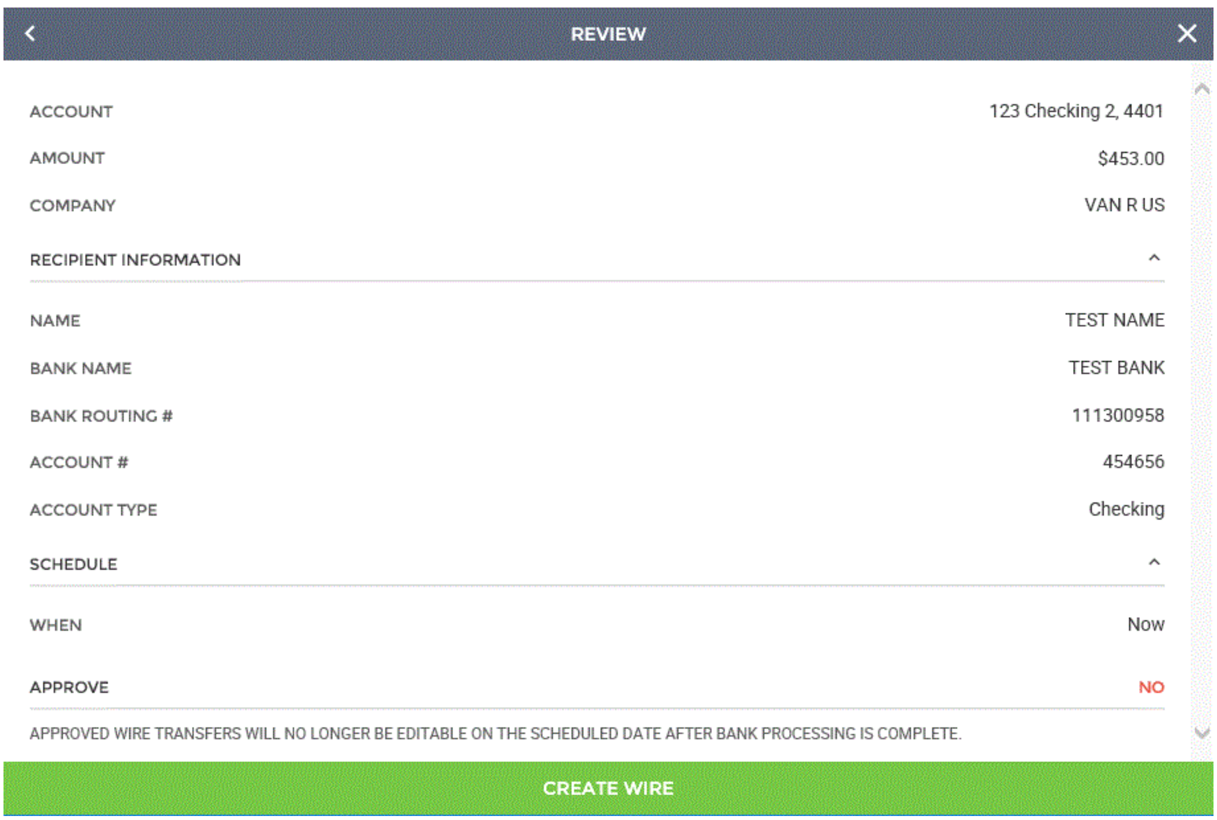


When finished, you can click the "Continue" button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Beneficiary Financial Institution (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to "Create Wire" to complete the wire creation process.



Upon finishing the process, you will see a success message, letting you know that the wire was created properly.

From this screen, you can save the wire as a template, setup a new wire transfer, or close the window to exit the wizard.