

Wire Manager™

Quick Reference



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Wire Domestic Funds

Wire transfers can be quickly generated by accessing Wire Manager via Treasury Online. Complete the following if this is the first domestic wire transfer you are creating and there is no existing wire transfer that can be copied. If much of the information from an existing wire transfer can be used to process the new wire transfer, then use the Wire Funds Domestically Using an Existing Wire Transfer procedure.

To wire funds

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **New Wire Transfer** button.
4. Select **Domestic** from Wire Type.
5. Click the **Submit** button. The New Domestic Wire Transfer page displays.

Note:

The fields with an * are required.

6. In the **New Domestic Wire Transfer** section, enter a **Transfer Description** for the wire transfer.
7. Enter a **Transfer Start Date** or select it from the calendar.

Note:

This is the date the wire is to be sent.

8. Enter an **Amount** for the wire transfer.
9. Select the **Recurring Frequency** for the wire transfer or leave as None for a one-time transfer.
10. Select the **From Account** which the funds are to come from.
11. In the **Beneficiary** section, select the **Identification Type** used to identify the beneficiary.
12. Enter the **Identification Number** used to identify the beneficiary.
13. Enter the beneficiary's **Name**.
14. Enter the beneficiary's **Address**.
15. Enter a Message To Beneficiary.
16. Enter a unique number in **Beneficiary Reference** that may be used for future reference.

17. In the **Beneficiary Institution** section, select the **Identification Type** used to identify the beneficiary institution.
18. Enter the **Identification Number** that corresponds with the Identification Type (usually Federal Routing Number).
19. Enter the **Name** of the beneficiary financial institution.
20. Enter the **Address** of the beneficiary financial institution.
21. In the **Receiving Institution** section, enter the **Routing/Transit number** of the financial institution that will be receiving the wire funds.
22. Enter the **Institution Name** of the financial institution to receive the wire funds.
23. Click the **Save** button to save the wire transfer and submit later
or
click the **Process** button to send the wire transfer. The Wire Confirmation page displays.

Note:

Your financial institution requires the use of tokens to authenticate Online Wire transmissions sent to the bank. You will be required to enter the code from your token before your Online Wire will be processed.

Wire International Funds

Complete the following to send funds outside the United States (in US dollars) from one account to another. Use this procedure if this is the first international wire transfer you are creating and there is no existing wire transfer that can be copied.

To wire funds

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **New Wire Transfer** button.
4. Select **International** from Wire Type.
5. Click the **Submit** button. The New International Wire Transfer page displays.

Note:

The fields with an * are required.

6. In the **New International Wire Transfer** section, enter a **Transfer Description** for the wire transfer.
7. Enter a **Transfer Start Date** or select it from the calendar.

Note:

This is the date the wire is to be sent.

8. Enter an **Amount** for the wire transfer.
9. Select the **Recurring Frequency** for the wire transfer or leave as None for a one-time transfer.
10. Select the **From Account** which the funds are to come from.
11. In the **Beneficiary** section, select the **Identification Type** used to identify the beneficiary.
12. Enter the **Identification Number** used to identify the beneficiary.
13. Enter the beneficiary's **Name**.
14. Enter the beneficiary's **Address**.
15. Enter a Message To Beneficiary.
16. Enter a unique number in **Beneficiary Reference** that may be used for future reference.
17. In the **Beneficiary Institution** section, select the **Identification Type** used to identify the beneficiary.

18. Enter the **Identification Number** that corresponds with the Identification Type (usually Federal Routing Number).
19. Enter the **Name** of the beneficiary financial institution.
20. Enter the **Address** of the beneficiary financial institution.
21. In the **Intermediary Institution** section, enter the **Identification Type** that corresponds with the Identification Number (usually Federal Routing Number).
22. Enter the **Identification Number** used to identify the intermediary institution.
23. Enter the **Name** of the intermediary financial institution.
24. Enter the **Address** of the intermediary financial institution.
25. In the **Receiving Institution** section, enter the **Routing/Transit number** of the financial institution that will be receiving the wire funds.
26. Enter the **Institution Name** of the financial institution to receive the wire funds.
27. Click the **Save** button to save the wire transfer and submit later
or
click the **Process** button to send the wire transfer. The Wire Confirmation page displays.

Note:

Your financial institution requires the use of tokens to authenticate Online Wire transmissions sent to the bank. You will be required to enter the code from your token before your Online Wire will be processed.

Wire Funds Using Existing Wire Transfers

Complete the following to wire funds from one account to another using an existing wire transfer. It is more efficient to use an existing wire transfer to create a new wire transfer if much of the information from the existing wire transfer can be used to process the new wire transfer.

To wire domestic funds using an existing wire:

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **New Wire Transfer Using Existing Transfer** button.
4. Click the **Submit** button. The Wire List of existing wires displays.
5. Select the wire to use by clicking the **name of the wire** from the Transfer Description column. The New Domestic Wire Using page displays with the fields of the previous wire already filled.

Note:

The fields with an * are required.

6. Update the necessary fields.
7. Click the **Save** button to save the wire transfer and submit later
or
click the **Process** button to send the wire transfer. The Wire Confirmation page displays.

Note:

Your financial institution requires the use of tokens to authenticate Online Wire transmissions sent to the bank. You will be required to enter the code from your token before your Online Wire will be processed.

View a Wire Transfer

Complete the following to view a wire transfer. All wire transfers are saved and may be viewed at any time.

To view a wire

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Inquire Wire Transfer** button.

Note:

Any of the following information may be entered to locate a specific wire:

- Transfer Description
 - Date Range
 - Amount Range
 - Client Name
 - Confirmation Number
4. Click the **Submit** button. The Wire List of existing wires displays.
 5. Select the wire to view by clicking the **Transfer Description** from the Wire List. The detailed wire transfer information displays.

Update a Wire Transfer

Complete the following to update a wire transfer. All wire transfers are saved and may be updated at any time.

To update a wire

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Change Wire Transfer** button.

Note:

Any of the following information may be entered to locate a specific wire:

- Transfer Description
 - Date Range
 - Amount Range
 - Client Name
4. Click the **Submit** button. The Wire List of existing wires displays.
 5. Select the wire to view by clicking the **Transfer Description** from the Wire List. The detailed wire transfer information displays.

Review/Approve a Wire Transfer

Complete the following to review/approve a wire transfer. All wire transfers are saved and if you are authorized, you may review/approve a wire transfer at any time.

To review/approve a wire

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Review Wire Transfer** button.

Note:

Any of the following information may be entered to locate a specific wire:

- Transfer Description
- Date Range
- Amount Range

4. Click the **Submit** button. The Review Transfers page displays.
5. From the Status column, select the **Approve All** link to approve all pending wires
or
select the **Disapprove All** link to reject all pending wires
or
select **Approve** or **Disapprove** for a specific wire.
6. Click the **Save** button.

Note:

Your financial institution requires the use of tokens to authenticate Online Wire transmissions sent to the bank. You will be required to enter the code from your token before your Online Wire will be processed.

Import a Wire Transfer

Complete the following to import a wire transfer. Fed formatted wires and Non-Fed formatted wires may be imported.

To import a wire

1. **Log in** to Treasury Online.
2. Move the mouse pointer over **Management Tools** and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Import Wire Transfer** button.
4. Click the **Submit** button. The Import page displays.
5. In the Step 1 – File Selection section, click **Browse** to locate the wire transfer file to import.
6. Click the **Next** button.
7. Make **changes** as needed.
8. Click the **Finish** button. A summary of the details for the selected file displays.
9. **Review** the import data.
10. Click the **Next** button. The Step 3 – Import Confirmation page displays.
11. Click the **Process** button to begin the import process.

Notes:

- Click **Save** to save what has been entered so far and process the import later.
 - Click **Review** to review the details again before processing.
12. Click the **Finish** button. A confirmation message displays.

Delete a Wire Transfer

Complete the following to delete a wire transfer. All wire transfers are saved and may be deleted at any time.

To delete a wire

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Delete Wire Transfer** button.

Note:

Any of the following information may be entered to locate a specific wire:

- Transfer Description
 - Date Range
 - Amount Range
 - Client Name
 - Confirmation Number
4. Click the **Submit** button. The Wire List displays.
 5. Select the wire transfer to delete by clicking the **Transfer Description** from the Wire List. The wire details page displays.
 6. Click the **Next** button.
 7. Click the **Finish** button to delete the wire.

Add a Wire Transfer Template

Complete the following to add a wire transfer template. Authorized employees may create Wire transfer templates for employees to use when transferring funds. New templates can be established and saved to alleviate repetitive file setup.

To create a new wire transfer

1. **Log in** to Treasury Online.
2. From the **Management Tools** menu, select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Select the **Wire Transfer Template** option.
4. Click the **Submit** button. The Template List page displays.
5. Click the **New** icon in the upper, right corner. The New Template page displays.
6. Select the **Wire Type** from the drop-down list.
7. Click the **Submit** button. The new template page displays for the wire type selected.
8. Enter a **Template Name**.

Note:

The fields with an * are required.

9. Select the **From Account** for the new template that you will wire funds from.
10. Select a **Template Group** to organize your wire templates.

Note:

Click the New icon to create a new group name.

11. Select a **Recurring Frequency**.
12. Enter a **Default Amount** for the new wire template.
13. Enter a **minimum amount** to allow for the wire transfers in the **Amount Range** text box.
14. Enter a **maximum amount** to allow for the wire transfers in the **To** text box.
15. In the User Access section, **select one or more check boxes** associated with users to allow use of the template or Select All.
16. In the Beneficiary section, select the **type of account** to transfer funds to from the **Identification Type** drop-down list.
17. Enter the **Identification Number** (usually account number).

18. Enter the **Name** of the recipient.
19. Enter the **Address** of the recipient.
20. Enter a **note to the recipient** in **Message To Beneficiary**.
21. Enter a **unique number** for future reference in **Beneficiary Reference**.
22. In the Beneficiary Institution section, enter the **Identification Number** that corresponds with the Identification Type (usually Federal Routing Number) for the beneficiary's financial institution.
23. Enter the **Name** of the beneficiary's financial institution.
24. Enter the **Address** of the beneficiary's financial institution.
25. In the Receiving Institution section, enter the receiving financial institution's **Routing/Transit number**.
26. Enter the **Institution Name**.
27. Click the **Save** button. The Template List displays with the new template listed with a Pending Approval status.

Notes:

- All new templates require approval and do not display in the Template List for the user that created it until it is approved.
- All wire transfer templates remain in Wire Manager until deleted.

Review/Approve a Wire Transfer Template

Complete the following to review/approve a wire transfer template. All wire transfer templates must be reviewed and approved by another authorized employee before they become available for use.

To review/approve a wire transfer template:

1. **Log in** to Treasury Online.
2. Move the mouse pointer over **Management Tools** and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Select the **Review Wire Transfer Template** option.
4. To search by description, enter a **Template Name**
or
to search by **Wire Type**, select the type from the drop-down list
or
to search for all, leave the search criteria **blank**.
5. Click the **Submit** button. The Review Wire Transfer Templates page displays.
6. Select the **Approve** check box to approve the template.

Notes:

- To review the template first, click the **template name** link to view the template details and click **Done** when finished.
 - To change the template, click **Edit** to display the Change Wire Transfer Template page. Enter your changes and click **Save**.
7. Click the **Submit** button.
 8. Click the **Done** button.

Delete a Wire Transfer Template

Complete the following to delete a wire transfer template if you no longer wish to use it.

To delete a wire transfer

1. **Log in** to Treasury Online.
2. Move the mouse pointer over **Management Tools** and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Select the **Wire Transfer Template** option.
4. To search for a specific template search by:
 - **Template Name**
 - **Wire Type**
 - **Template Group**
 - For all, leave the search criteria **blank**
5. Click the **Submit** button. The Template List displays.
6. Select **Delete Template (X)** for the template that should be deleted.
7. On the Delete Domestic or International Wire Transfer Template page, verify that this is the Template that should be deleted.
8. Click the **Delete** button.

Import Wire Transfer Using a New Template

Complete the following to import a wire transfer using a new template. Templates for importing files can be established and saved to alleviate repetitive file setup. Fed formatted wires and Non-Fed formatted wires may be imported.

To import a wire transfer using a new template:

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Import Wire Using Template** button.
4. Click the **New Template** button.
5. Click the **Submit** button. The Import page displays.
6. In the Step 1 - File Selection section, click **Browse** to locate the wire transfer file to import.
7. Click the **Next** button. The Step 2 - Template Details page displays.
8. Select the **Wire Transfer Type**.
9. Enter the **Template Description**.
10. Enter the **Tax Identification Number**.
11. Enter the **Number of Header Rows to Exclude** from the beginning of the file layout.
12. Enter the **Number of Footer Rows to Exclude** from the end of the file layout.
13. Select **Yes** or **No** from **Insert Decimal into Amounts** to indicate if decimals need to be inserted into the amounts in the file.
14. Select **Delimited** and the format used to transfer the file into a wire file format.
15. Select **Fixed Width** for a specific number of characters in the wire file.
16. Click the **Next** button. The Step 3 - Field Definitions page displays.
17. For **Columns 1 through 5**, select options to match the specific file layout. Select Exclude Column from the column drop-down list to disregard that column. An option can only be selected once, except for the Exclude Column option.
18. Click the **Next** button. The Step 4 - Data Mapping page displays.
19. Enter the **Template** name.
20. Select the **Wire Type**.
21. Click the **Next** button. The Step 5 - Import page displays.
22. **Review** the import details.
23. Click the **Finish** button. The Step 6 - Import confirmation page displays and indicates the file successfully imported.
24. Click the **Process** button.

Import a Wire Transfer Using an Existing Template

Complete the following to import a wire transfer using an existing wire transfer template. Templates for importing files can be established and saved to alleviate repetitive file setup. Fed formatted wires and Non-Fed formatted wires may be imported.

To import a wire transfer using an existing template:

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Import Wire Using Template** button.
4. Click the **Existing Template** button.
5. Click the **Submit** button. The Import page displays.
6. In the Step 1 - File Selection section, click **Browse** to locate the wire transfer file to import.
7. Click the **Next** button. The Step 2 - Template Details page displays.
8. Select the **Wire Transfer Type**.
9. Enter the **Template Description**.
10. Enter the **Tax Identification Number**.
11. Enter the **Number of Header Rows to Exclude** from the beginning of the file layout.
12. Enter the **Number of Footer Rows to Exclude** from the end of the file layout.
13. Select **Yes** or **No** from **Insert Decimal into Amounts** to indicate if decimals need to be inserted into the amounts in the file.
14. Select **Delimited** and the format used to transfer the file into a wire file format.
15. Select **Fixed Width** for a specific number of characters in the wire file.
16. Click the **Next** button. The Step 3 - Field Definitions page displays.
17. For **Columns 1 through 5**, select options to match the specific file layout. Select Exclude Column from the column drop-down list to disregard that column. An option can only be selected once, except for the Exclude Column option.
18. Click the **Next** button. The Step 4 - Data Mapping page displays.
19. Enter the **Template** name.
20. Select the **Wire Type**.
21. Click the **Next** button. The Step 5 - Import page displays.
22. **Review** the import details.
23. Click the **Finish** button. The Step 6 - Import confirmation page displays and indicates the file successfully imported.
24. Click the **Process** button.

Delete an Imported Wire Transfer Template

Complete the following if you no longer wish to use an imported wire transfer template.

To delete an imported wire transfer template:

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Import Wire Using Template** button.
4. Click the **Delete Template** button.
5. Click the **Submit** button. The list of wire transfer templates displays.
6. In the Template Selection section, click **Delete (X)** that corresponds with the **Template Name** to delete.

Print or Save a Wire Transfer Report

Complete the following to print or save a wire transfer report. A report may be printed in either an Adobe .pdf format or saved as a Microsoft Excel .csv spreadsheet.

To print or save a wire transfer

1. **Log in** to Treasury Online.
2. Move the mouse pointer over the **Management Tools** menu and select **Wire Manager**. The Select Wire Transfer Criteria page displays.
3. Click the **Inquire Wire Transfer** button.
4. Click the **Submit** button. The Wire List displays.
5. Click the **Export** icon to open or save the report in a .csv Microsoft Excel spreadsheet
or
click the **Print** icon to open or save the report in a .pdf format.

Connect With Us

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