

## WIRE TRANSFER

### TO ACTIVATE FREEFORM WIRES

1. In Business Gateway, select the Payments Menu > Wire Input.
2. Select the funding account from the Available Accounts box or the template from Template Selection box. **NOTE:** Only the accounts that have been permitted to the user for Wire Transfer and have a wire limit amount greater than \$0 appear in the list.
3. Select the Wire Type: Domestic or International. Click the **Continue** button.
4. Enter the required beneficiary and routing information. Click the **Search** button to locate bank routing information, then click the **Submit** button.
5. Enter the amount of the wire and the date the wire should be sent. Click the **Submit** button.
6. Click the **Enter** button.

### CREATING A WIRE TEMPLATE

1. In Business Gateway, select the Payments Menu > Wire Templates.
2. Create a **Code** and **Name** for the template and click the **Add** button.
3. Select the funding account for the template. **NOTE:** Only the accounts that have been permitted to the user for Wire Transfer and have a wire limit amount greater than \$0 appear in the list.

**Tip:** If the Available Accounts area says: "No accounts were found for your search!" the user does have accounts permitted to them for Wire Transfers. Remember the administrator must click the Limits link for that user on the User Administration screen to set a limit for the user to be able to see those permitted accounts here.

### TO BE PROCESSED, ALL WIRES REQUIRE SECONDARY APPROVAL.

4. Click the **Continue** button.
5. Select the Wire Type: Domestic or International. Click the **Continue** button.
6. Enter the required information to complete the template (*specifically, providing beneficiary information and choosing to save the template for "all users" or "this user only"*). Click the **Search** button to locate bank routing information, then click **Submit**.
7. If approval is required, see the Approving a Wire Template section.

### APPROVING A WIRE TEMPLATE

If your company requires Wire Template Approval:

1. In Business Gateway, select the Payments Menu > Template Approval.
2. Select the desired wire transfer template. Click the **Select** button.
3. Approve (or delete) template changes entered by another user. Changed fields display with underlines. **NOTE:** If you delete the template changes, the template reverts back to the original state prior to any changes being made to it.

### CREATING A WIRE TEMPLATE GROUP

1. In Business Gateway, select the Payments Menu > Wire Template Groups.
2. Create a group name and click Add.
3. Choose to save the template group for "all users" or for "this user only" to indicate whether the template group is for the user's personal use or if other users in the company can access the template group.

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4. Move the appropriate/desired template(s) from the Available Templates box to the Selected Templates box via the arrow buttons between the boxes. Click the **Add** button.

**NOTES:**

- *There is no limit to the number of templates that can be in a group. However, users can only submit a maximum of 150 wires in a wire input. Therefore, it is recommended that users do not add more than 150 templates to a template group.*
- *A template can be placed in more than one group.*

**TO ACTIVATE A WIRE TEMPLATE**

1. In Business Gateway select the Payments Menu > Wire Input.
2. Select a template from the Available Templates box.
3. Enter the amount of the wire (select **"Debit Amount"** (instead of **"Amount"**) if the amount of the wire to be sent is in a different currency and the user does not know how much that amount translates to in their currency) and the date that the wire should be sent. (The **Send Date** is the date that Business Gateway sends the wire for processing. Click the **Submit** button
4. Click the **Enter** button.

**TO ACTIVATE MULTIPLE WIRES**

1. In Business Gateway, select the Payments Menu > Multiple Wire Entry.
2. Select one or more templates from the Available Templates box or select a template group from the Available Groups box.
3. If template is chosen from Available Templates, click the **Input Wires** button.
4. Select the templates to be submitted by placing a check mark in the box in front of template.
5. Enter a Send Date and an Amount for each selected template.

6. Click **Submit Selected**.
7. Review the wire transfer data. If all entries are correct, click **Approve/Enter**.
8. Confirm the multiple wire transfer entries submitted. Click the **Close** button to complete the process.

**APPROVING WIRES**

1. In Business Gateway, select the Payments Menu > Wire Input Approval.
2. Click on the red arrow under the **Appr**, or **Del** columns to view the details of pending wire transfer. The pending wire transfer can be either approved or deleted from the details screen. If Appr is selected, pressing cancel will return you to the main approval screen.
3. Click on the red arrow under the **Edit** column to make edits to the pending wire transfer.  
**NOTE:** *If an Approver makes edits to a pending wire transfer, they will become the initiator and the pending wire transfer will need to be approved by another user as the user (that made the edits) will not be able to approve or delete the edited pending wire transfer.*
4. Place a check mark in either the **Appr** or **Del** column for all of the wire transfers to be processed.
5. Click the **Submit Selections** button, or if you want to approve all wires, click **Approve All**.