Domestic Wire Transfers

The wires module supports the ability for users to submit domestic wire transfer requests using one-time forms or templates that allow you to save wire information and instructions for repetitive use.

Wire Transfer Permissions

Your business needs to be allocated Wire Transfer permissions and limits by your financial institution before you can use wires.

Wire Companies

If your business has divisions or multiple locations, you may have one or more wire companies available to you when you create a wire transfer. Wire Companies have unique names (e.g. Company B, Division B, or Location) and wire offset accounts that can be used to fund your wire requests. Wire Companies also control the business name and street address included in your wire submission.

Wire Company Name	Wire Company Address	Wire Company Accounts
Lincoln Steel - Evansville Plant The name of the business that will be used for your wire transfer request.	Evansville Plant (e.g., 4000 Steel Road, Suite 1000 Evansville, IN 47701) The address entered by your financial institution. It is used to populate the address field in your wire requests.	The offset accounts allocated by your financial institution can be selected to fund your request.

Wire Role Permissions & Transaction Limits

Before you can create and schedule domestic wire transfer requests, your business role must be allocated wire feature permissions, actions (add, delete, approve wires), offset accounts and access to wire companies (if enabled).

Sub User Role Permissions

Permission	Description
Wire Transfers	
Add Wire Templates	Allows sub-users to add and schedule one-time wires and wire templates
Delete Wire Templates	Allows sub users to delete wire transfer templates
Approve Wire Templates	Users can approve one-time and wire transfer templates
Wire Company Access	Select one or more Wire Companies. Wire Companies control the offset accounts that can be used for the wire and the business name and address used in your wire request. **Note**: Wire Companies is an optional feature. Contact your financial institution for more information.

Sub User Role Wire Transaction Types

Permission	Description
Domestic	Allows sub users to schedule domestic wire transfers
International	Allows sub users to schedule domestic wire transfers

Sub User Role Wire Limits

Limit	Description
Domestic Wire Limits	
Maximum Monthly Limit	Maximum cumulative domestic wire total a sub user can submit per month
Maximum Daily Limit	Maximum cumulative domestic wire total a sub user can submit per day
Maximum Per Domestic Wire Limit	Maximum amount per domestic wire
International Wire Limits	

Maximum Monthly Limit	Maximum cumulative international wire total a sub user can submit per month
Maximum Daily Limit	Maximum cumulative international wire total a sub user can submit per day
Maximum Per Domestic Wire Limit	Maximum amount per international wire

Creating Wire Transfer Templates

If you send wires to the same business or individual on a regular basis, you can create a wire template that stores beneficiary details for future (repetitive) use, unlike a one-time wire, which is submitted for processing, but the instructions are not saved for future use.

From the Templates screen, click Create New Wire Template, select Domestic as a wire type and complete all required fields.

Wire Template Field	Description
Template Name	The name of your template. This value is displayed on the Approvals, Scheduled and History tables for your reference.
Funding Account	The source account that will be debited to fund your transfers.
Type	Select domestic from the drop-down.
Beneficiary Information	

Beneficiary Name	The name of the business or individual receiving your wire request. (e.g., John Smith Esquire, Rogers Tool and Die)
Account Number	The beneficiary account number that will receive funds.
Beneficiary Routing Number	The wire transfer routing number of the beneficiary institution.
Additional Beneficiary Information	
Contact Name	The name of the individual at the beneficiary who can be reached with regard to the wire transfer.
Physical Address Line 1	Beneficiary/contact address **Note:** The system will not allow the entry po box, post office box, PO Box, etc. "Box" is allowed for rural routes and Armed Forces addresses.
Physical Address Line 2	Beneficiary/contact address
City	Beneficiary city
State	Beneficiary state
Zip	Beneficiary zip code

Telephone Number	Beneficiary/contact telephone number
Purpose	Select a purpose for your wire. If you want to record a custom purpose, select "Other" and enter your purpose in the corresponding field.
Message to Beneficiary Message	The "Message to Beneficiary" field is transmitted to the beneficiary. Use this field for detailed information including invoice information and instructions.
	Record information including instructions, invoice information directed to the beneficiary of your wire. 140 characters maximum.
Correspondent Institution	Only use this field when your Beneficiary FI is unable to receive wires directly from the Federal Reserve.
Routing Number	Enter the routing number of the receiving/correspondent institution. Your entry will be validated by the system.
Intermediary Institution	An Intermediary may be required for international wire transfers.
Routing Number	Enter the routing number of the Intermediary Institution

Additional Intermediary Institution Information	If your financial institution requires you to provide address information for intermediaries, enter the information in the fields provided in this section.
Address Line 1	Enter the address of the Intermediary Institution
Address Line 2	Enter the address of the Intermediary Institution
City	Enter the city of the Intermediary Institution
State	Select the state of the Intermediary Institution
Zip	Enter the zip code of the Intermediary Institution

Scheduling One-Time Domestic Wire Transfers

Select One-Time Wire from the navigation menu and complete all required fields.

Wire Template Field	Description
Select a Wire Company	If your business has divisions or multiple locations, you may have one or more wire companies available to you when you create a wire transfer.
Funding Account	The source account that will be debited to fund your transfers.

Wire Type	Select domestic from the drop-down.
Occurs	Wire supports one-time submissions only. It does not support recurring schedules.
Amount	Enter the dollar amount (USD only)
Deliver By	Select the target date you would like your wire transfer to settle.
Beneficiary Information	
Beneficiary Name	The name of the business or individual receiving your wire request. (e.g., John Smith Esquire, Rogers Tool and Die)
Account Number	The beneficiary account number that will receive funds.
Beneficiary Routing Number	The wire transfer routing number of the beneficiary institution.
Additional Beneficiary Information	
Contact Name	The name of the individual at the beneficiary who can be reached with regard to the wire transfer.
Address Line 1	Beneficiary/contact address

Address Line 2	Beneficiary/contact address
City	Beneficiary city
State	Beneficiary state
Zip	Beneficiary zip code
Telephone Number	Beneficiary/contact telephone number
Purpose	Select a purpose for your wire. If you want to record a custom purpose, select "Other" and enter your purpose in the corresponding field.
Message to Beneficiary Message	Record information including instructions, invoice information directed to the beneficiary of your wire. 140 characters maximum.
Correspondent Institution	A Correspondent institution might be required if the beneficiary institution receives wires through another bank or credit union.
Routing Number	Enter the routing number of the receiving/correspondent institution. Your entry will be validated by the system.
Intermediary Institution	An Intermediary may be required for international wire transfers.

Routing Number	Enter the routing number of the Intermediary Institution
Additional Intermediary Institution Information	If your financial institution requires you to provide address information for intermediaries, enter the information in the fields provided in this section.
Address Line 1	Enter the address of the Intermediary Institution
Address Line 2	Enter the address of the Intermediary Institution
City	Enter the city of the Intermediary Institution
State	Select the state of the Intermediary Institution
Zip	Enter the zip code of the Intermediary Institution

Click the "Review" button. The application scrolls to the top of your wire requests. Please review your information for accuracy.

Actions

Submit	Click the Submit button to schedule your template. Note: Your requests may require additional review and approval before release to your financial institution for processing.
Cancel	Click Cancel to stop your request and return to the One-Time Wire submission page.

Edit	Click Edit to update or change information associated with your wire

After clicking "Submit" the system displays a confirmation page that can be printed for record keeping. Your request may require additional review and approval before release to your financial institution for processing.

Approving Wire Transfer Requests

Depending on the approval setting established by your financial institution, your business may be required to approve your templates before submitting them for processing.

If your business is required to approve templates before release, one of the following rules is enforced:

Approval Setting	Description
Same User Allowed	This rule allows the user who submitted the request to review and approve the request for release to your financial institution. Any user with Wire Approval permissions is allowed to approve the request
Unique User Required	The user who submitted the wire request is not permitted to approve the wire. Other users with the ability to approve wires are authorized to approve the request for processing.

Multi-Factor Challenge

A MFA (Multi-Factor Challenge) might be presented when a user schedules and/or approves wire transfer requests. Two-factor verification adds an extra layer of security to your account by allowing you to enter a code that you received in a second channel, such as SMS, email or Google Authenticator.

Depending on your financial institution, you may be challenged each time you schedule or approve a wire request during your online banking session or the first time you perform the action within a session.

Scheduled Wire Transfers

The Scheduled tab displays one-time wires and recurring template schedule dates and details.

Search/Sort/Filter Feature	Description
Time Span Filter	Select a default range for your search or create a custom range: ● Past 90 Days ● Past 180 Days ● Past Year ● This Year ● Custom (Select tailored date range)
Search	Search wires by: ● Template or Beneficiary Name ● Wire Amount
Sort	Sort wires by: ● Amount (High to Low) ● Amount (Low to High) ● Date (Ascending) ● Date (Descending) ● Name (A-Z) ● Name (Z-A) ● Type (A-Z) ● Type (Z-A) **Note:** By default, the application automatically saves your last Sort By setting, so when you leave and return to a page, the screen will sort your recipients by the last sort by setting you used.

Wire Statuses

Status	Description
Processed	The financial institution, approved and processed received your wire.
Returned	The receiving financial institution subsequently returned the request. Wires flagged as Returned have not settled.
Rejected	The wire transfer request was rejected by an approver at your business.
FI Rejected	Your financial institution rejected the wire transfer request.
Canceled	A scheduled wire was canceled before it was submitted to your financial institution for processing.
Expired	A wire transfer that needed to be approved was not approved in time for processing. **Note:** The application sends an email alert to wire approvers when a wire is scheduled and second notification if the wire hasn't been approved 40 minutes before the cut-off time on the day the transaction needs to be approved.

Wire Transfer History

The History tab displays one-time wires and recurring template information.

Search, Sort and Filter Wire History

Search/Sort/Filter Feature	Description
Time Span Filter	Select a default range for your search or create a custom range: ● Past 90 Days ● Past 180 Days ● Past Year ● This Year ● Custom (Select tailored date range)
Search	Search wires by: ● Template or Beneficiary Name ● Wire Amount
Sort	Sort wires by: ● Amount (High to Low) ● Amount (Low to High) ● Date (Ascending) ● Date (Descending) ● Name (A-Z) ● Name (Z-A) ● Type (A-Z) ● Type (Z-A) **Note:** By default, the application automatically saves your last Sort By setting, so when you leave and return to a page, the screen will sort your recipients by the last sort by setting you used.

Exporting Wire Transfer History

Users can export history search results in .csv format. To export your report, click the Export icon located near the upper right-hand corner of the History screen.

Wire Limits & Cut-Off Times

Select Limits & Cut-off Times to view your individual wire limits and your institution's daily wire cut-off times.

Wire Alerts

Business users can manage business Wire subscription alerts by selecting the Alerts tab in the "kabob" (...) menu. On the main alerts page, you can establish alerts for accounts (balance and transaction alerts) transfers, credit card alerts and business alerts including Wire approval alerts.

Business Alert	Description

Wire Approval Alerts	Wire Approval Alerts are **subscription-based** alerts sent to users with Wire approval rights and to the user who submitted the template when a Wire Template requires approval before release.

If a template hasn't been approved 40 minutes before the cut-off time, users will receive a reminder alert. |
Wire Template Rejected by FI	If your template is rejected by your institution, users will receive a security alert.
Business Wire Template Failed Pre-Funding	Notification sent if the offset account for an Wire credit template
Wire Template Expired	Notification sent when a template hasn't been approved in time and has lapsed into expired status. This message is sent after COB.

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