

## Creating Wire Instructions: Domestic Wires

1. Go to **Cash Manager > Wires > Edit/Add**.
2. Select the desired account from the **Create a New Wire From** drop-down list.

Edit/Add Wires List ? View Range: [10](#) | [20](#) | [50](#) | [100](#)

View wires for: Business ▼ Create a new wire from: Select option... ▼

Single/Repetitive Wires		Recurring/Future-Dated Wires				
Wire Name	Sequence	Status	Amount	Rep Code	Account Number	Receiving FI
	1	Ready	\$2,000.00			
	896	Ready	\$1.00			

1 Delete Selected

3. Complete the following fields, and then select **Submit**.

Define New Wire For Money Mkt 2002 ?

[Click here for International wire input screen](#)

**General Wire Information**  
Wire Name:

**Creditor Account Information**  
Creditor Account Number:  'Creditor Account Number' in FAIM Format  
Creditor Account Name:  'Creditor Account Name' in FAIM Format

**Creditor Account Address Information:**  
 Building Number (e.g., House Number):   
 Street Name (e.g., Elm Street):   
 Town Name (e.g., City):   
 Country Sub Division (e.g., State or Province):   
 Post Code (e.g., Zip Code):   
 Country Code (e.g., US):  'Creditor Account Address' in FAIM Format

Display Additional Creditor Account Address Fields

**Creditor Agent Information**  
 Beneficiary FI:  'Beneficiary FI..BBK/4100' in FAIM Format Creditor Agent ID:  Search for ABA Number  
 Beneficiary FI name:  'Beneficiary FI name..BBK/4100' in FAIM Format Creditor Agent Name:

**Creditor Agent Address Information:**  
 Town Name:   
 Country Sub Division:   
 Country Code:  'Beneficiary FI address..BBK/4100' in FAIM Format  
'Beneficiary FI address2..BBK/4100' in FAIM Format  
'Beneficiary FI address3..BBK/4100' in FAIM Format

Use as Instructed Agent

**Instructed Agent Information**  
 Receiving Bank ABA Number:  'Receiving Bank ABA Number' in FAIM Format Instructed Agent ID: 103901909 Search for ABA Number  
 Receiving Bank Name:  'Receiving Bank Name' in FAIM Format Instructed Agent Name: AMER RT TULSA  
 Town Name: TULSA  
 Country Sub Division: OK  
 Country: US - United States 'Receiving Bank Address' in FAIM Format

**Wire Information**  
 Remarks:  'Remarks' in FAIM Format Remittance Information:

Save as Repetitive Wire?   
 Amount: \$0.00

Reference Beneficiary:  'Reference Beneficiary..RFB/4320' in FAIM Format End-to-End ID:

If no value is indicated, 'Not Provided' will be populated for this field.

**Wire Name** -Enter a descriptive name for the wire. This value appears on the various wire listing screens.

**Creditor Account Number** - Enter the account to receive the wired funds.

**Creditor Account Name** -Enter the name on the account receiving the wired funds.

**Creditor Account Address** - Enter the address of the recipient for the wired funds.

**Creditor Agent ID** -Enter the routing number of the financial institution where the wire is sent. Select **Search for ABA Number** to search for a financial institution. Selecting an ABA from the search option populates all remaining *Receiving Bank Information* fields.

**Creditor Agent Name** - Enter the name of the financial institution where the wire is being sent.

**Creditor Agent Address** - Enter the address of the financial institution where the wire is being sent, including the city, state, and Country.

\*Note\* – **DO NOT** select the **Use an Instructed Agent** check box (the provided Creditor Agent ID is automatically used as the Instructed Agent ID for the wire).

**Remittance Information** - Enter special instructions for the wire. These remarks appear to the wire recipient.

**Repetitive Wire**

Select this option if the wire being created is used as a template wire. Template wires can be used repeatedly. If a template is created for future use the only fields that can be edited are amount and remarks.

**Amount** - Enter the dollar amount of the wire.

**End-to-End ID** - Enter a unique identifier/reference number. (If no value is indicated, "Not Provided" will be populated in this field)

## Transmitting an Immediate Single Wire

1. Go to **Cash Manager > Wires**.
2. Select **Transmit**.
3. Select the desired account from the **View Wires For** drop-down list.
4. Locate and select the desired wire, and then select **Transmit**.

Transmit Wires List View Range: [10](#) | [20](#) | [50](#) | [100](#) | [All](#)

View Wires for:

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI	
<input type="checkbox"/> SampleWire	880	Ready	\$500.00	No	0000	JHA Test Bank and Trust	<a href="#">Transmit</a>

- Set the **Effective Date** field to the current date. Note this will only appear if you have elected for Futured Date wire access. If future dated wire access is needed, please contact the help desk at [TMHelpDesk@MidwestBankCentre.com](mailto:TMHelpDesk@MidwestBankCentre.com)
- Enter the **Wire Password**, and then select **Transmit**

Transmit Wire Transfer From 0000 (Non-Repetitive) ?

**General Wire Information**

Wire Name: SampleWire  
Debit Account: 0000 (Non-Repetitive)

**Credit Account Information**

Account #/Type: 0000 / Demand  
Name: John Doe  
Address: 663 W. Highway 60, Monett, MO 65708-8251

**Receiving Bank Information**

ABA Number: 9912-3456-7  
Name: JHA Test Bank and Trust  
Address: 663 W. Highway 60, Monett, MO 65708-8251

**Wire Information**

Repetitive Codes:  
Amount: \$500.00  
Remarks:

**Date Information**

Effective Date:

Wire Password:

An e-mail confirmation will be sent to the user who transmitted the wire, and the funds will automatically be debited from the specified account. Any fees that apply will be accessed.

## Wire History

Use the **Wire History Activity** option to view processed single wires.

Wire History for Transmitted Date Range 04/06/2014 to 05/20/2016 View Range: [7 Days](#) | [15 Days](#) | [30 Days](#) | [Search](#)

View Wire Activity for:

Wire Name:	Transmitted:	Effective:	Amount:	Rep. Code:	Recurring:	Receiving Account Number:	Beneficiary Name:	Receiving FI:	OMAD:
Smith	09/16/2014	09/16/2014	\$100.00	0001	None	123456	Mary S		
Smith	09/16/2014	09/16/2014	\$100.00	0001	None	123456	Mary S		
Edwardsville	09/16/2014	09/16/2014	\$100.00	0003	None	11	Mary S		