



NetTeller
Cash Management System
Quick Reference Guide

Wires

The wires module allows you to send money to an individual or company. Your ability to use wires depends on your agreement with your financial institution.

Create wire instructions before sending wires. These instructions serve as a template that can be used once or multiple times. After creating a wire, you transmit the wire to your financial institution, which then sends out the wire. Wires can be sent out as single or repetitive wires.

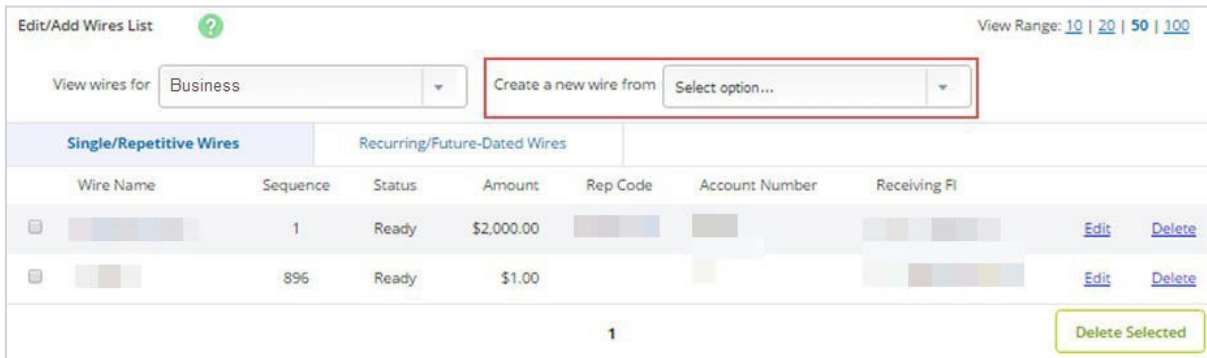
- Single wires are only transmitted once. These wires can be transmitted on the current date or a future date.
- Recurring and/or repetitive wires are based on wire instructions that are used multiple times. A repetitive wire can be sent on the current date, a future date, or be set to transmit automatically at a specified frequency.

NOTE

During the initial transmit process, flag a recurring wire to retain the template. Retaining the template allows the template to be transmitted outside of the recurring schedule if needed.

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.



Wire Name	Sequence	Status	Amount	Rep Code	Account Number	Receiving FI	
[Redacted]	1	Ready	\$2,000.00	[Redacted]	[Redacted]	[Redacted]	Edit Delete
[Redacted]	896	Ready	\$1.00	[Redacted]	[Redacted]	[Redacted]	Edit Delete

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



Cash Management System

- **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 Information**
Enter the address of the recipient for the wired funds.
- **Creditor Agent ID (previously Receiving Bank ABA Number)**
Enter the routing number (ABA) of the financial institution where the wire is being sent..

NOTE

Hit “Tab” on your keyboard after typing in this number and the **Creditor Agent Name and Address** should populate. All fields must be filled in.

- **Creditor Agent Name**
Enter the name of the financial institution where the wire is being sent.
- **Creditor Agent Address Information**
Enter the address of the financial institution where the wire is being sent, including the city, state, and ZIP.
- **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 repetitive or template wire. Repetitive or template wires can be used repeatedly.
- **Amount**
Enter the dollar amount of the wire.

General Wire Information

Wire Name

Creditor Account Information

Creditor Account Number

Creditor Account Name

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) Country Code (e.g., US)

Post Code (e.g., Zip Code)

Display Additional Creditor Account Address Fields

Creditor Agent Information

Creditor Agent ID

Creditor Agent Name

Creditor Agent Address Information:

Town Name (e.g., City) Country Sub Division (e.g., State or Province) Country Code (e.g., US)

Use an Instructed Agent
If no separate Instructed Agent ID is used, the Creditor Agent ID provided will also be used as the Instructed Agent ID for the wire.

Wire Information

Remittance Information

Save as Repetitive Wire?

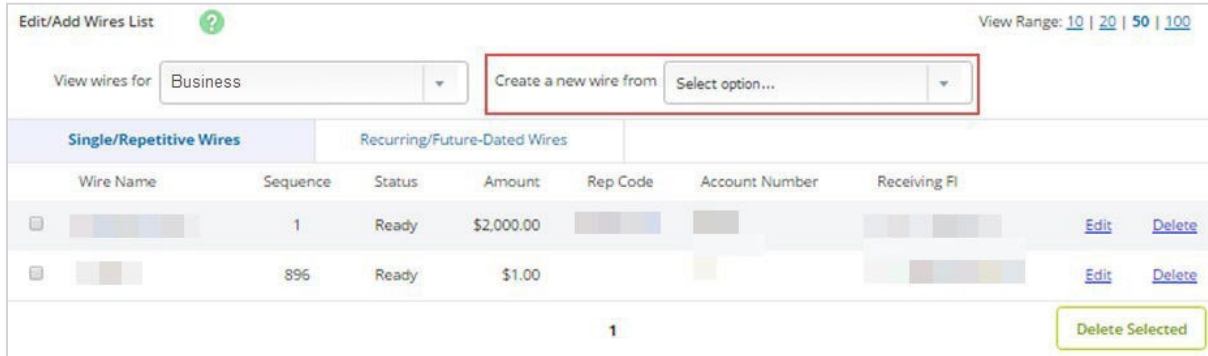
Amount \$

End-to-End ID

If no value is indicated, "Not provided" will be populated for this field.

Creating Wire Instructions: International Wires

1. Go to **Cash Manager > Wires > Edit/Add**.
2. Select the desired account from the **Create a New Wire From** drop-down 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				Edit Delete
	896	Ready	\$1.00				Edit Delete

1 [Delete Selected](#)

3. Select **Click Here for International Wire Input Screen**.



Define New Wire For CK 073

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

General Wire Information

Wire Name:

Credit Account Information

4. Complete the fields as necessary, and then select **Submit**.



Cash Management System

- **Wire Name**
Enter a descriptive name for the wire. This value appears on the various wire listing screens.
- **Creditor Account/IBAN Number**
Enter the account or associated IBAN number to receive the wired funds.
- **Creditor Account Name**
Enter the name on the account receiving the wired funds.
- **Creditor Account Address Information**
Enter the address of the recipient for the wired funds. All fields are required.
- **Creditor Agent ID**
Enter the Swift Code for the foreign bank. routing number of the financial institution where the wire is sent.

Creditor Agent Information

Creditor Agent ID

Creditor Agent Name

Creditor Agent Address Information:

- **Creditor Agent Name**
Enter the name of the foreign financial institution where the wire is being sent.
- **Creditor Agent Address Information**
All fields must be completed.
- **Remittance Information**
Enter special instructions for the wire. These remarks appear to the wire recipient.
- **Repetitive Wire**
Select this check box to save the wire as a template or repetitive wire.
- **Amount**
Enter the dollar amount of the wire.

General Wire Information

Wire Name

Creditor Account Information

Creditor Account/IBAN Number

Creditor Account Name

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) Country Code (e.g., US)

Post Code (e.g., Zip Code)

Display Additional Creditor Account Address Fields

Creditor Agent Information

Creditor Agent ID

Creditor Agent Name

Creditor Agent Address Information:

Town Name (e.g., City) Country Sub Division (e.g., State or Province) Country Code (e.g., US)

Instructed Agent Information

Instructed Agent ID

Use an International Intermediary Agent

Wire Information

Remittance Information

Save as Repetitive Wire?

Amount \$

End-to-End ID

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



Managing Wires

1. Go to **Cash Manager > Wires > Edit/Add**.
2. Select one of the following:
 - **Single/Repetitive** - edit a single wire or template
 - **Recurring/Future-Dated** - edit recurring or future-dated wires

Edit/Add Wires List View Range: 10 20 50 100									
View wires for: Payroll									
Single/Repetitive Wires					Recurring/Future-Dated Wires				
Wire Name	Sequence	Status	Amount	Rep Code	Recurring	Effective Date	Account Number	Receiving FI	
	1	Ready	\$1000.00		Weekly	06/16/2016			Edit Delete
	2	Ready	\$1500.00		Monthly	07/01/2016			Edit Delete

3. Select the desired account from the **View Wires For** drop-down list.
4. Choose a situation and complete the corresponding steps.

Situation

Steps

Editing a Wire

1. Select **Edit**.
2. Modify the wire instructions.
3. Select **Submit**.

Deleting a Wire

1. Select **Delete**.
2. Select **Submit**.



Transmitting an Immediate Single Wire

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

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI
SampleWire	880	Ready	\$500.00	No	8888	JHA Test Bank and Trust

5. Set the **Effective Date** field to the current date.

NOTE

The **Enter Future-Dated Wires** entitlement must be enabled in **NetTeller > Cash Manager > Users > CM User List > Default Settings/Account Settings** to see this field.

6. 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: 8888 / Demand
Name: John Doe
Address: 663 W. Highway 60,
Monett, MO 65708-8251

Receiving Bank Information

ABA Number: 8912-3456-7
Name: JHA Test Bank and Trust
Address: 663 W. Highway 60,
Monett, MO 65708-8251

Wire Information

Repetitive Code:
Amount: \$500.00
Remarks:

Date Information

Effective Date: 05/20/2016

Wire Password: ****

Transmit **Cancel**



Transmitting a Future-Dated Single Wire

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

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI
SampleWire	880	Ready	\$500.00	No	0000	JPA Test Bank and Trust

5. Select the date for the wire to process from the **Effective Date** field.

NOTE

The **Enter Future-Dated Wires** entitlement must be enabled in **NetTeller > Cash Manager > Users > CM User List > Default Settings/Account Settings** to see this field.

6. Enter the **Wire Password**, and then select **Transmit**.

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,
Monroeville, MD 65708-8251

Receiving Bank Information

ABA Number: 9912-3456-7
Name: JPA Test Bank and Trust
Address:

Wire Information

Repetitive Code: 1
Amount: \$
Remarks: 15, 16, 17, 18, 19, 20, 21

Date Information

Effective Date: 05/28/2016

Wire Password: ****

Transmit Cancel

Transmitting an Immediate Repetitive Wire

1. Go to **Cash Manager > Wires**.
2. Select **Transmit Templates**.
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 Templates List View Range 10 | 20 | **50** | 100 | All

View Wires for:

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI	
<input type="checkbox"/> Smith	1	Ready	\$100.00	Y	123456	XXXXXXXXXX	Transmit
<input type="checkbox"/> Sample Wire	2	Ready	\$1,500.00	Y	123456	XXXXXXXXXX NC	Transmit

1

Transmit Selected

5. Enter the **Wire Password**, and then select **Transmit**.

Transmit Wire Transfer 0 (Repetitive) ?

General Wire Information

Wire Name: John D
Debit Account: 0 (Repetitive)

Credit Account Information

Account #/Type: 123456 / Demand
Name: Mary S
Address:

Receiving Bank Information

ABA Number:
Name:
Address: MONETT, MO

Wire Information

Repetitive Code:
Amount: \$100.00
Remarks: Travel with wire

Date Information

Effective Date:

Repeating Information

Frequency:

Wire Password

Transmit Cancel

Transmitting a Future-Dated Repetitive Wire

1. Go to **Cash Manager > Wires**.
2. Select **Transmit Templates**.
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 Templates List View Range 10 | 20 | 94 | 100 | 28

View Wires For:

Wire Name	Sequence	Status	Amount	Req	Account Number	Receiving FI	
<input type="checkbox"/> Smith	1	Ready	\$100.00	Y	123456	XXXXXXXXXX	Transmit
<input type="checkbox"/> Sample Wire	2	Ready	\$1,500.00	Y	123456	XXXXXXXXXX NC	Transmit

1

[Transmit Selected](#)

5. Enter the **Wire Password**, and then select **Transmit**.

Transmit Wire Transfer From 0 (Repetitive) 2

General Wire Information

Wire Name: Smith

Debit Account: 0 (Repetitive)

Credit Account Information

Account #/Type: 123456 / Demand

Name: Mary S

Address:

Receiving Bank Information

ABA Number:

Name:

Address: LAKEMILE CT

Wire Information

Repetitive Code: 1

Amount: \$

Remarks: 1

Date Information

Effective Date: 05/20/2016

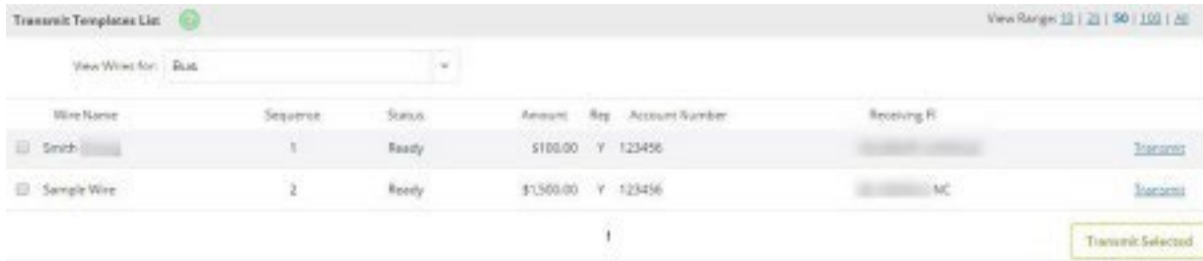
Recurring Information

Frequency: None

Wire Password:

Transmitting a Recurring Wire

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



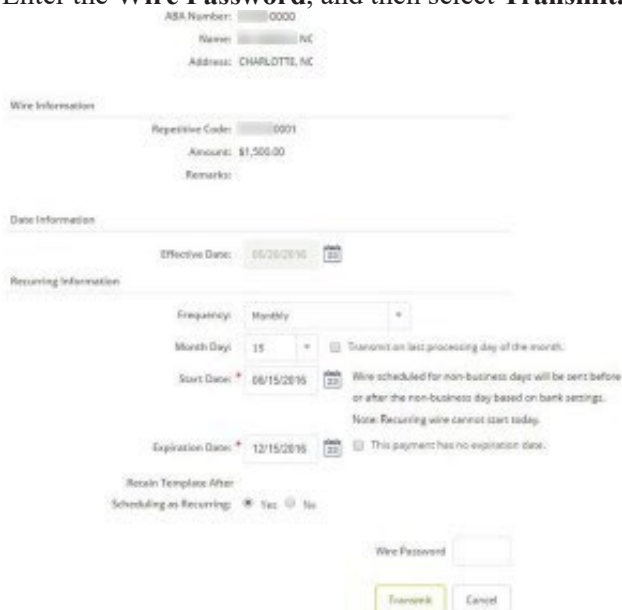
Wire Name	Sequence	Status	Amount	Reg	Account Number	Receiving FI	
Smith	1	Ready	\$100.00	Y	123456	...	Transmit
Sample Wire	2	Ready	\$1,500.00	Y	123456	...	Transmit

5. Determine the frequency of the wire.
 - *Weekly*
 - *Bi-Weekly*
 - *Monthly*
 - *Semi-Monthly*
 - *Quarterly*
 - *Annually*
 - *Semi-Annually*
6. If desired, select **Retain Template After Scheduling as Recurring** to save a separate template of the wire.

NOTE

Saving a separate template allows you to transmit the wire individually outside of the recurring frequency.

7. Enter the **Wire Password**, and then select **Transmit**.



ASA Number: 0000
 Name: NC
 Address: CHARLOTTE, NC

Wire Information
 Repetitive Code: 0001
 Amount: \$1,500.00
 Remarks:

Date Information
 Effective Date: 05/28/2015

Recurring Information
 Frequency: Monthly
 Month Days: 15
 Start Date: 06/15/2015
 Expiration Date: 12/15/2015

Retain Template After Scheduling as Recurring: Yes No

Wire Password:

Transmitting a Dual Control Wire

NOTE

Dual control wires require two cash users. The second cash user cannot approve future-dated or recurring wires until the day the wire is scheduled to process.

1. Go to **Cash Manager > Wires**.
2. Choose a situation and follow the corresponding steps.

Situation

Steps

First Cash User

1. Select **Transmit Wires** for a single wire or **Transmit Templates** for repetitive wires.
2. Select the desired account from the **View Wires For** drop-down list.
3. Locate and select the desired wire, and then select **Transmit**.
4. Enter the **Wire Password**, and then select **Approve**.

A message appears indicating the wire requires dual control. The wire appears in the *Approval* status until the second cash user transmits the wire.

Second Cash User

1. Select **Transmit Wires**.
2. Locate and select the wire in *Approval* status, and then select **Transmit**.

NOTE

Future-dated and recurring wires do not appear in the *Approval* status and cannot be approved until the date they are scheduled to process.

3. Enter the **Wire Password**, and then select **Transmit**.

Dual Control Message for Initial/First Cash User

Remarks:

Date Information

Effective Date: 05/20/2016

This wire requires two-person authorization before it can be transmitted. Enter your Wire Password and select **Approve** to begin this process.

Wire Password

Approval Status for Second Cash User

Transmit Wires List View Range: 11 | 22 | 50 | 100 | All

View Wires for: t111

Wire Name	Sequence	Status	Amount	Rep.	Account Number	Receiving FI	
<input type="checkbox"/> SampleWire	880	Approval	\$500.00	No	123456	JMA Financial Institution	<input type="button" value="Transmit"/>



Cash Management System

Wire History

Use the **Wire History** option to view processed single, repetitive, and recurring NetTeller wires.

Wire History for Transmitted Date Range 04/06/2014 to 09/20/2014 View Range: 7.Days | 15.Days | 30.Days | Search

View Wire Activity for:

Wire Name:	Transmitted: Y:	Effective:	Amount:	Rep Code:	Recurring:	Receiving Account Number:	Beneficiary Name:	Receiving FI:	OMAG:
Smith	09/16/2014	09/16/2014	\$100.00	001	None	123456	Mary S		
Smith	09/16/2014	09/16/2014	\$100.00	001	None	123456	Mary S		
Edwardsville	09/16/2014	09/16/2014	\$100.00	005	None	11	Mary S		