



# Business Online Wire Transfer Guide

## Business Payments (Wires)

*AmericanBank Online* Wire Transfer allows you to electronically create and send domestic Wire transfers from your company via the Internet and forward them to American Bank for distribution and posting. Wire transfer processing, with the bank's approval, will allow you to electronically Wire funds from your company's account to creditors, for example. This is known as Wire origination.

### Company Functionality

When your business signs up and is approved for Wire origination, you will have the following functions available to you:

- Creating & Editing Wire Recipients.
- Sending domestic Wire Transfers.
- Viewing Wire History.

### The Process

Setting up and using *AmericanBank Online* Wire Transfer begins with the Bank's approval of your company's authority to originate Wire transfers. The Bank will then set up your business operating parameters and allow you to create and submit Wire transfers for forwarding into the Wire transfer network by the Bank.

Once the Bank completes set up, your business will:

- Determine which users will be set up to create and/or approve wire transfers through Manage User.
- Set wire limits for your users through Manage User.
- Create, Edit and Delete Wire Recipients.
- Begin creating and approving wires to the Bank for processing.

This section guides business users through the process of creating recipients and initiating Wire transfers. Your business must have a signed Wire Agreement to initiate online wires through *AmericanBank Online*. Only Domestic Wire Transfers can be initiated online. Authorized wires will be processed by the bank each business day at 9:00am, 11:00am, 2:00pm and 4:00pm.

***Admin Note: If you want your user to initiate and approve wires and release them to the bank in 1 step, without needing another approval, you must grant the user the permission of Wires Approval Override. This is located under the Manage User menu option. Please review the Business Administrator Guide for more details.***

## Creating Wire Recipients

Before sending a wire to a person or business, the payee/recipient must be added to your business within *AmericanBank Online*.

- Log into [www.ambk.com](http://www.ambk.com)
- Click on Create ACH/Wire on the side-bar menu.
- The default view for the Business Payments screen is the Recipients page. A list of all existing recipients/payees opens.
- Click the Add Recipients button on the right side of the Business Payments screen.

Business Payments

TRANSFER FUNDS

ADD RECIPIENTS

RecipientsBatchesActivity

Recipient Name Search

- The Business Payments screen refreshes with the following options:
  - Create Payee
  - Create Batch Payee List (Not used for wire transactions)
  - Import Batch from File (Not used for wire transactions)

Business Payments

Create Payee

Create Batch Payee List

Import Batch from File

- Click the Create Payee option.
- Click on the check box next to Wire.
- Complete each field based on the definitions below for the Beneficiary. All fields are Required unless noted.

Business Payments

Account InfoWireReviewComplete

1234

Transfer Type

☐ ACH☒ Wire

- **Consumer/Business** - The business user should select the choice that is appropriate for the recipient/payee of the Wire transfer. **Consumer** = Person **Company** = Business
- **Name** - The name of the business or person (Beneficiary) to whom the wire is being sent.
- **Contact Name** - The name of the specific contact receiving the wire. **Note:** This field is optional.
- **Email** - Enter the wire recipient's email address. **Note:** This field is optional.
- **Reference Number** - The detail in this field is used to differentiate between two recipients with the same name. This field can be populated with an invoice number, employee number, or other details unique to the recipient. **Note:** This field is optional.
- **Phone Number** - Enter the wire recipient's phone number. **Note:** This field is optional.
- **Fax Number** - Enter the wire recipient's fax number. **Note:** This field is optional.
- **Account Number and Account Type** - Enter the account number and account type (Checking or Savings) to which the wire will be sent.
- **Address1, Address 2, City, State, and ZIP code** - Enter the address details for the wire recipient.
- **Wire Routing Number** - Enter the routing number that corresponds to the account number entered in the Account Number field.
- **Bank Name** - Enter the name of the bank receiving the wire.
- **Address1, Address 2, City, State, and ZIP code** - Enter the address details for the bank receiving the wire.
- Click Next.
- Select the Receiver DI Bank or the Intermediary Bank check box, if applicable.
- Complete the applicable fields for the Receiver DI Bank or the Intermediary Bank if required.
- Click Next.
- Review the wire recipient details.
- Click Submit.
- The system returns a success message stating the payee was created successfully.
- Click Close.
- You will now be back on the Business Payments – Recipients page and you will see the payee you created listed below. **Note:** all payees will be listed in alphabetical order.
- To the far right of each recipient you will see 3 dots – clicking on those dots will open a small window giving you the option to:
  - View Recipient Details.
  - Pay Again - opens the page to generate a new wire transfer.
  - Edit - allows you to edit the recipient information.
  - Delete - deletes the recipient from your listing.

Business Payments

TRANSFER FUNDS

ADD RECIPIENTS

Recipients

Batches

Activity

Q

Recipient Name Search

| Name  | Account Type | Payment Methods |  |
|---|--------------|-----------------|--|
| Demo Business<br>Reference #: N/A<br>Account #: 8675309 | Business     | Wire            | <div> <div></div> <div>Details</div> <div>Pay Again</div> <div>Edit</div> <div>Delete</div> </div> |
| Demo Person<br>Reference #: N/A<br>Account #: 99999999  | Consumer     | Wire            |  |
| Eddie Test<br>Reference #: N/A<br>Account #: 8659756    | Consumer     | Wire            |  |

## Initiating a Wire Transaction

- Log into [www.AMBK.com](http://www.AMBK.com)
- Click on Create ACH/Wire on the side-bar menu. The default view for the Business Payments screen is the Recipients page. A list of all existing recipients/payees opens.
- Click on the Transfer Funds button on the left side of the Business Payments screen.

Business Payments

TRANSFER FUNDS

ADD RECIPIENTS

Recipients

Batches

Activity

Q

Recipient

- The Business Payments screen refreshes with the following options:
  - Create Payment
  - Make Batch Payment (Not used for wire transactions)
  - ACH Upload (Not used for wire transactions)

## Business Payments

Create Payment

Make Batch Payment

ACH Upload

- Click Create Payment. The Payment Summary screen opens.

The screenshot shows the 'Business Payments' header with a user icon. Below the header, the 'Pay To' section is active, showing a dropdown menu with 'Demo Business' selected. To the right of the dropdown is a person icon. Below the dropdown, the following details are listed: 'Payment Method: Wire', 'Routing #', and 'Account #: 8675309'. To the right of the 'Pay To' section, the 'Payment Summary' title is visible.

- Use the Pay To drop-down list to select the appropriate Payee.
- Select Wire from the Payment Method options. **Note:** If you have this payee set up to receive both Wires and ACH, then you would need to select Wires from the Payment Method drop down box. If they are set up to receive only Wires, this selection will be prefilled with Wires.
- Select the applicable Originating ID for the payment. In most cases there will only be one Company ID available to use.

**Note:** Originating IDs are entered by American Bank when your business is set up for online banking. Originating IDs are often the EIN for a business. If the field is blank, the business account holder must contact American Bank.

- Common examples of businesses that might have multiple Originating ID's include:
  - A corporation that owns several companies. For example, Ryan's Gym might also DBA Ryan's Gym Equipment or Ryan's Supplement Shop.
  - A business that processes payroll for other businesses.
- Select the Offset Account that will be used for this transaction.

**Note:** If an offset account is not visible, it could be the business, or the business user is not entitled to use that account.

- Enter the amount of the wire.

- Enter a Memo in the Purpose of Memo field.

**Note:** This field is limited to 140 characters or less for wire transactions.

- Click in the Effective Date field to select the date to send the transaction.

**Note:** The Effective Date field is populated with the first possible effective date by default.

- Use the drop-down list to select the frequency for the transaction if applicable.

- Frequency options include: One-time, Weekly, Every two weeks, Monthly, Every three months, and Annually.

If a recurring payment is desired, the user can also choose from these options to stop the recurrence:

- Until Canceled – Transactions process until the user cancels the recurring payment in the application.
- Until End Date – Transactions occur on the scheduled frequency until the end-date that the user designates has passed.
- Until Total Payments Made – Transactions occur on the scheduled frequency until the designated number of payments have been completed.

**Note:** A user can also cancel a recurring payment at any time.


- Your Payment Summary will appear on the left-hand side under Business Payments.
- Review your Payment Summary.

Business Payments

Pay To

✓ Demo Business

× ▾



Payment Method

✓ Wire

Company ID

✓ American Bank (232852733)

× ▾

Offset Account

✓ Business Checking (...33)

× ▾

Amount

✓ \$39.99

Purpose of Memo

Testing 123

✓

Effective Date

✓ 02-07-2020

Payment Summary

Payee

Demo Business

Account Number

8675309

Routing Number

031000503

Account Type

Checking

Company ID

American Bank (232852733)

Offset Account

(...33)

Amount

\$39.99

Memo

Testing 123

Effective Date

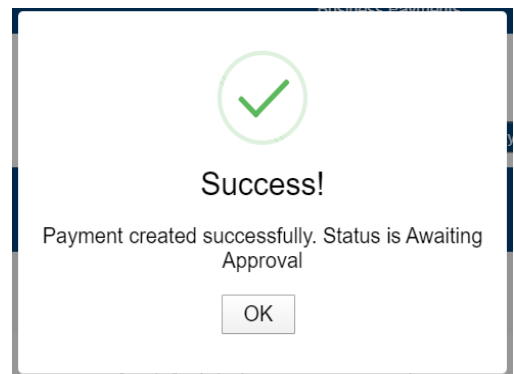
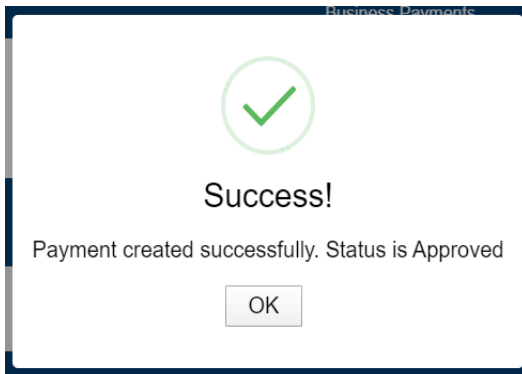
02-07-2020

Cancel





Submit





- Click on Submit.
- Click on Confirm to Authorize.
- Payment Initiation such as a wire transfer will require the delivery of a one-time security code. Select your delivery method and channel – once you receive your security code, enter and click Submit.
- You will receive a message stating the payment created successfully and the wire is either Approved or Awaiting Approval depending on the business user's permissions – Click OK.





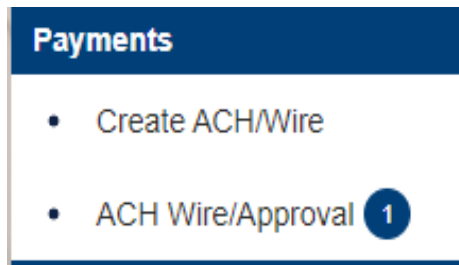
- You will be on the Business Payments screen under the Activity tab – you should see your wire transfer listed and the status.

| Business Payments  |               |                                  |  |   |
|---|---------------|----------------------------------|--|---|
| <b>TRANSFER FUNDS</b>   |               | <b>ADD RECIPIENTS</b>            |  |   |
| Recipients  |               | Batches                          | Activity   |            |
| Effective Date  | Payee         | Offset Account                   | Status   | Amount  |
| Review Payment  |               |                                  |  |   |
| 02-07-2020  | Demo Business | Business Checking (...33) - Wire | Approved  | \$39.99  |

| Business Payments  |                                    |                                  |   |   |
|---|------------------------------------|----------------------------------|---|---|
| <b>TRANSFER FUNDS</b>   |                                    | <b>ADD RECIPIENTS</b>            |   |   |
| Recipients  |                                    | Batches                          | Activity  |          |
| Effective Date  | Payee                              | Offset Account                   | Status  | Amount  |
| Review Payment  |                                    |                                  |   |   |
| 02-07-2020  | ABC Company<br>Reference #: 123435 | Business Checking (...75) - Wire | Awaiting Approval  | \$59.99  |

## Process to Approve a Wire Transfer:

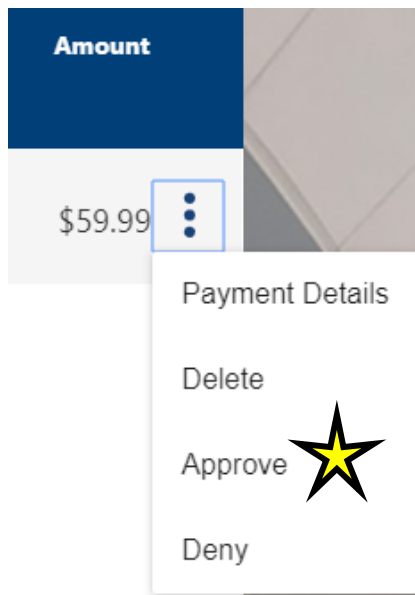
- If your business user permissions allow for one user to initiate a wire and another user to approve a wire transfer before releasing it to the Bank you will follow the below process.
- Log into [www.AMBK.com](http://www.AMBK.com)
- Click on ACH Wire/Approval on the side bar menu – if you have any items to approve you will see a number next to this location.



- You will be directed to the ACH Wire Approval screen.

| ACH Wire/Approval |                                    |                                     |                   |         |
|-------------------|------------------------------------|-------------------------------------|-------------------|---------|
| Effective Date    | Payee                              | Offset Account                      | Status            | Amount  |
| Review Payment    |                                    |                                     |                   |         |
| 02-07-2020        | ABC Company<br>Reference #: 123435 | Business Checking<br>(...75) - Wire | Awaiting Approval | \$59.99 |

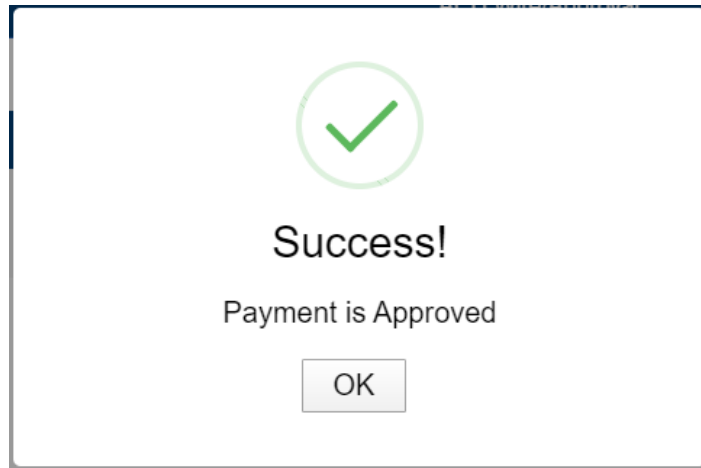
- Next to the wire dollar amount you will see 3 dots – clicking on those dots will open a small window giving you the option to view Payment Details, Delete, Approve or Deny – Click on Approve.



- You will now be brought to the ACH Wire/Approval Screen and you will need to review the details of the wire transfer initiated by another business user.

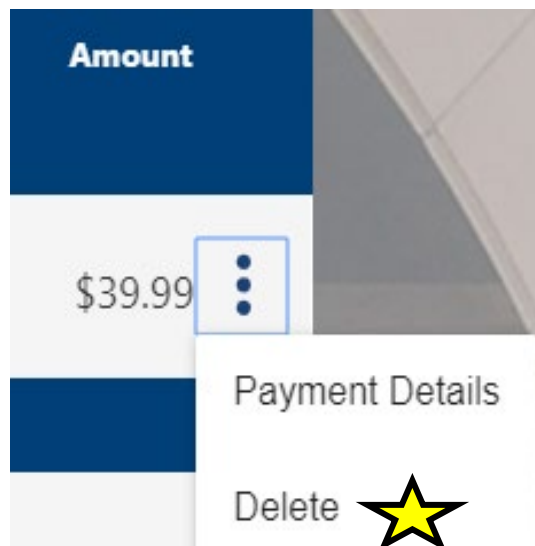
| ACH Wire/Approval     |                   |
|-----------------------|-------------------|
| Approve this payment? |                   |
| Payee Name            | ABC Company       |
| Effective Date        | 02-07-2020        |
| Amount                | \$59.99           |
| Payment Method        | Wire              |
| Initiator             | Kelly Donlin      |
| Status                | Awaiting Approval |
| Back                  | Confirm           |

- Click on Confirm.
- You will receive a message stating Success – Payment is Approved.

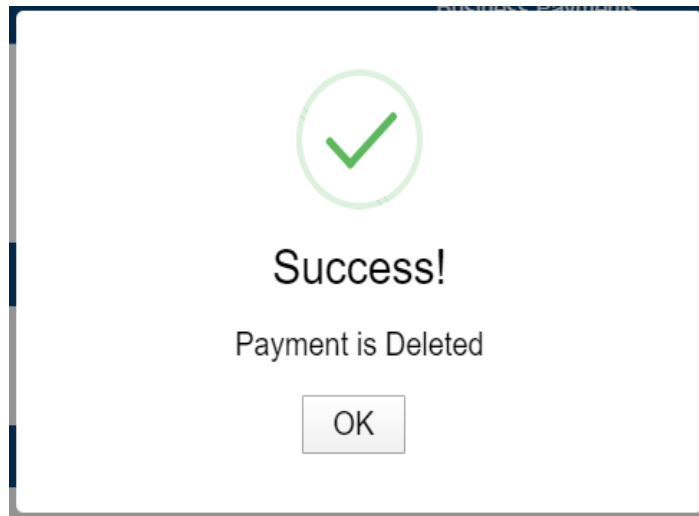


### Process to Delete a Wire before Processing:

- Go to the Business Payments screen by clicking on Create ACH/Wire from the side bar menu and then click the Activity tab.
- If the wire is in an Awaiting Approval or Approved status, you have the option to delete the wire before American Bank processes the wire – processing times for outgoing wires are 9:00am, 11:00am, 2:00pm and 4:00pm.
- Next to the wire dollar amount you will see 3 dots – clicking on those dots will open a small window giving you the option to either view the Payment Details or Delete the wire – Click Delete.



- If you choose Delete – you will be required to type in a reason – then click on Delete.
- A success message will appear letting you know the Payment is Deleted – click OK.



- The wire status will now go from Awaiting Approval/Approved to Deleted.

| Business Payments   |               |                                  |          |         |
|---------------------|---------------|----------------------------------|----------|---------|
| TRANSFER FUNDS      |               | ADD RECIPIENTS                   |          |         |
| Recipients          |               | Batches                          | Activity |         |
| Effective Date      | Payee         | Offset Account                   | Status   | Amount  |
| No Pending Payments |               |                                  |          |         |
| Processed Payments  |               |                                  |          |         |
| 02-07-2020          | Demo Business | Business Checking (...33) - Wire | Deleted  | \$39.99 |


- If the wire is in a Processed status the option to delete will no longer be available. This means the wire has already been processed by the Bank. You will only see the option to view the payment details.

|            |             |                                  |           |         |                 |
|------------|-------------|----------------------------------|-----------|---------|-----------------|
| 02-07-2020 | Demo Person | Business Checking (...33) - Wire | Processed | \$19.99 |                 |
|            |             |                                  |           |         | Payment Details |

## Viewing Payee Details (Wire & ACH Recipients)

After logging into www.AMBK.com, follow the steps below to view payee details.

- Click on Create ACH/Wire from the side-bar menu.
- The default view for the Business Payments screen is the Recipients page. A list of all existing recipients populates.
- Scroll or search to find the recipient. The Payment Methods column lists if they are set up for ACH, Wires or Both.

| Business Payments   |              |                                |  |
|---|--------------|--------------------------------|---|
| <a href="#">TRANSFER FUNDS</a>  |              | <a href="#">ADD RECIPIENTS</a> |   |
| <a href="#">Recipients</a> <a href="#">Batches</a> <a href="#">Activity</a> |              | 🔍 Recipient Name Search        |   |
| Name  | Account Type | Payment Methods                |   |
| ABC Company<br>Reference #: 123435<br>Account #: 1000374106                 | Business     | ACH, Wire                      | ⋮   |
| ACH Andy<br>Reference #: N/A<br>Account #: 7777777                          | Consumer     | ACH                            | ⋮   |
| Ambers Puppy Palace<br>Reference #: N/A<br>Account #: 555555                | Consumer     | ACH, Wire                      |   |
| Arnies Rentals<br>Reference #: N/A<br>Account #: 858585                     | Business     | ACH                            |   |
| Banker Betty<br>Reference #: N/A<br>Account #: 555555                       | Consumer     | ACH, Wire                      | ⋮   |

- Click the 3 dots next to the payment method on the recipient of your choice, select Details. The Business Payments screen opens showing the following fields:
  - Payee Name.
  - Payee Type.
  - Account Type.
  - Account Number.
  - Routing Number.
  - Address 1.
  - Address 2.
  - City.
  - State.
  - Zip Code.

- View the Payee details; then, click Back to return to the previous page.

## Paying a Payee Again

If a payee has been paid before, follow the steps below to pay the payee again using the same details. After logging into [www.AMBK.com](http://www.AMBK.com), follow the steps below to pay a recipient again.

- Click on Create ACH/Wire from the side-bar menu.
- The default view for the Business Payments screen is the Recipients page. A list of all existing recipients populates.
- Scroll or search to find the recipient.
- Click the 3 dots next to the payment method on the recipient of your choice, select Pay Again.

| Name   | Account Type | Payment Methods |
|--|--------------|-----------------|
| ABC Company<br>Reference #: 123435<br>Account #: 1000374106  | Business     | ACH, Wire       |
| ACH Andy<br>Reference #: N/A<br>Account #: 7777777           | Consumer     | ACH             |
| Ambers Puppy Palace<br>Reference #: N/A<br>Account #: 555555 | Consumer     | ACH, Wire       |
| Arnies Rentals<br>Reference #: N/A<br>Account #: 858585      | Business     | ACH             |
| Banker Betty<br>Reference #: N/A<br>Account #: 555555        | Consumer     | ACH, Wire       |

- The Business Payments page opens
- Review the payee details; then, click Submit.

## Editing a Payee

After logging into [www.AMBK.com](http://www.AMBK.com), follow the steps below to edit payee details.

- Click on Create ACH/Wire from the side-bar menu

- The default view for the Business Payments screen is the Recipients page. A list of all existing recipients populates.
- Scroll or search to find the recipient.
- Click the 3 dots next to the payment method on the recipient of your choice, select Edit.

Business Payments

TRANSFER FUNDS

ADD RECIPIENTS

Recipients

Batches

Activity

Q

Recipient Name Search

| Name   | Account Type | Payment Methods |
|--|--------------|-----------------|
| ABC Company<br>Reference #: 123435<br>Account #: 1000374106  | Business     | ACH, Wire       |
| ACH Andy<br>Reference #: N/A<br>Account #: 7777777           | Consumer     | ACH             |
| Ambers Puppy Palace<br>Reference #: N/A<br>Account #: 555555 | Consumer     | ACH, Wire       |
| Amnies Rentals   |              |                 |

⋮

Details

Pay Again

Edit

Delete

- The Payee Details page opens.
- Edit the payee details as needed; then, click Submit.

## Deleting Payees

After logging into www.AMBK.com, follow the steps below to delete a payee.

- Click on Create ACH/Wire from the left side-bar menu.
- The default view for the Business Payments screen is the Recipients page. A list of all existing recipients populates.
- Scroll or search to find the recipient.
- Click the 3 dots next to the payment method on the recipient of your choice, select Delete.



Business Payments

TRANSFER FUNDS

ADD RECIPIENTS

Recipients

Batches

Activity

Q

Recipient Name Search

| Name   | Account Type | Payment Methods |  |
|--|--------------|-----------------|--|
| ABC Company<br>Reference #: 123435<br>Account #: 1000374106  | Business     | ACH, Wire       | <div><div></div><div>Details</div><div>Pay Again</div><div>Edit</div><div>Delete</div></div> |
| ACH Andy<br>Reference #: N/A<br>Account #: 7777777           | Consumer     | ACH             |  |
| Ambers Puppy Palace<br>Reference #: N/A<br>Account #: 555555 | Consumer     | ACH, Wire       |  |

- Click Confirm to authorize the deletion of the payee.