



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, approve, and release wires to the Bank in one 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, you can create the payee/recipient within *AmericanBank Online*. This process will save the payee for future use.

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

Create ACH/Wire

TRANSFER FUNDS

ADD RECIPIENTS

- The Create ACH/Wire 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)

Create ACH/Wire

Create Payee

Create Batch Payee List

Import Batch from File

- Click the Create Payee option.
- Click on the check box next to Wire.

Create ACH/Wire

Account Info

Wire

Review

Complete

1

2

3

4

Transfer Type

☐ ACH

☒ Wire

Complete each Payee Information field based on the definitions below for the Beneficiary. All fields are required unless noted.

- **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 physical address details for the wire recipient – No P.O. Boxes
- **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 Save.
- The system returns a success message stating the payee was created successfully.



Payee created successfully

Pay Now

Close

- You now have the option to either Pay Now or Close.

- Pay Now will take you to the payment initiation screen to originate a wire.
- Close will close out the current screen and bring you back to the Create ACH/Wire–Recipients page. 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:
 1. View Recipient Details.
 2. Pay Again - opens the page to generate a new wire transfer.
 3. Edit - allows you to edit the recipient information.
 4. Delete - deletes the recipient from your listing.

Create ACH/Wire

The screenshot shows the 'Create ACH/Wire' interface. At the top, there are two red buttons: 'TRANSFER FUNDS' and 'ADD RECIPIENTS'. Below these are three tabs: 'Recipients' (selected), 'Batches', and 'Activity'. To the right of the tabs is a search bar labeled 'Recipient Name Search'. The main area contains a table with three columns: 'Name', 'Account Type', and 'Payment Method'. The table lists three recipients: George Jetson, Jacks Jeeps, and joe. A dropdown menu is open for the first recipient, showing options: Details, Pay Again, Edit, and Delete.

Name	Account Type	Payment Method
George Jetson Reference #: 55555555 Account #: 55555555	Consumer	Wire
Jacks Jeeps Reference #: N/A Account #: 222222	Business	ACH
joe Reference #: 1234 Account #: 123456789	Business	ACH

Initiating a Wire Transaction

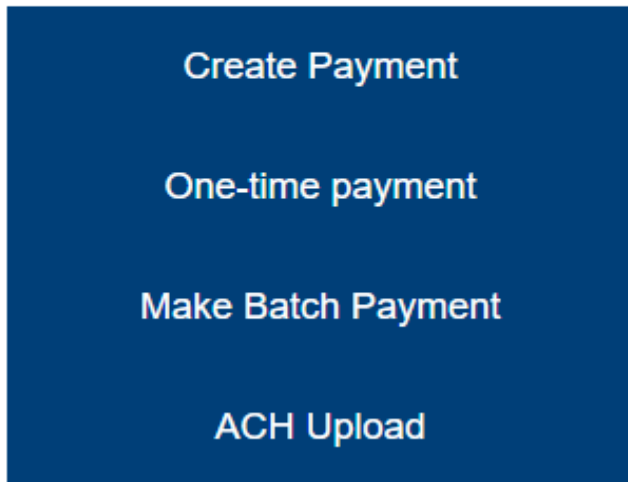
- Log into www.AMBK.com
- Click on Create ACH/Wire on the Business Services side-bar menu. The default view for the Create ACH/Wire screen is the Recipients page. A list of all existing recipients/payees opens.
- Click on the Transfer Funds button on the left side of the Create ACH/Wire screen.

Create ACH/Wire

This block shows the top portion of the 'Create ACH/Wire' interface, including the 'TRANSFER FUNDS' and 'ADD RECIPIENTS' buttons, the 'Recipients', 'Batches', and 'Activity' tabs, and the 'Recipient Name Search' bar.

- The Create ACH/Wire screen refreshes with the following options:
 - Create Payment
 - One-time payment
 - Make Batch Payment (Not used for wire transactions)
 - ACH Upload (Not used for wire transactions)

Create ACH/Wire



- Click **Create Payment or One-time Payment**.
 - **Create Payment** is used if you already have the recipient/beneficiary information entered and saved.
 - Use the Pay To drop-down list to select the appropriate Payee and then follow the steps below
 - **One-time payment** allows you to create a wire transfer without having to save the recipient/beneficiary information.
 - If you choose this option, enter the recipient details on the screens that follow.
 - Once the payee data is validated, click on Pay Now and then follow the steps below
- The Payment Summary screen opens.
- 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 IDs include:
 - A corporation that owns several companies. For example, Ryan's Gym might also have 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.

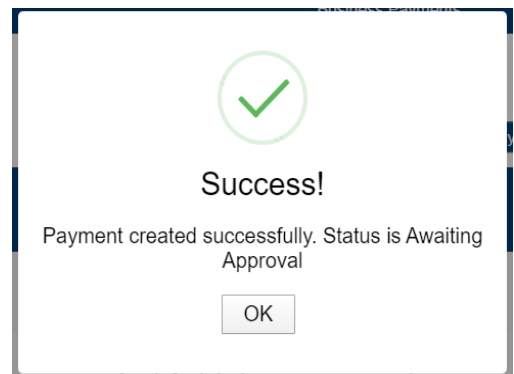
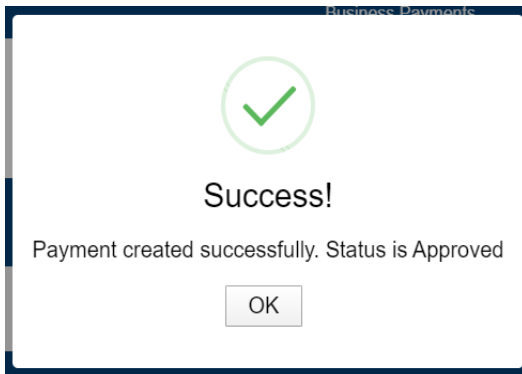
Note: A user can also cancel a recurring payment at any time.

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

Create ACH/Wire

	Payment Summary
<div>✓</div> <div>Pay To</div> <div>George Jetson</div>	Payee George Jetson
<div>✓</div> <div>Payment Method</div> <div>Wire</div>	Account Number 55555555
<div>✓</div> <div>Company ID</div> <div>American Bank (1232852733)</div>	Routing Number 031000503
<div>✓</div> <div>Select an Offset Account</div> <div>Business Checking (...33)</div>	Account Type Checking
<div>✓</div> <div>Amount</div> <div>\$25.00</div>	Company ID American Bank (1232852733)
<div>✓</div> <div>Purpose of Wire</div> <div>Test Reason 123</div>	Offset Account (...33)
<div>✓</div> <div>Effective Date</div> <div>05-17-2022</div>	Amount \$25.00
	Memo Test Reason 123
	Effective Date 05-17-2022
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.



- After you click OK, you will be on the Create ACH/Wire screen under the Activity tab – you should see your wire transfer listed and the status (Approved or Awaiting Approval)

Process to Approve a Wire Transfer:

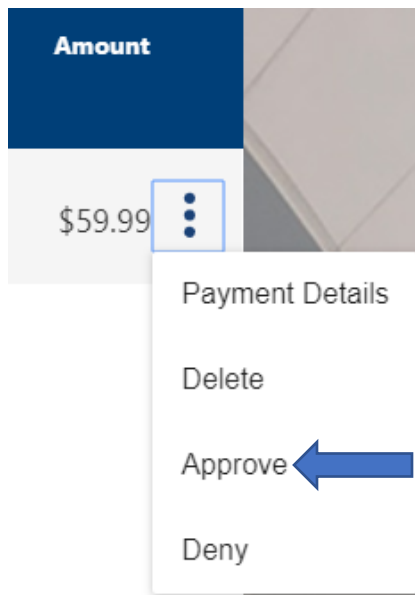
- If your business user permissions allow for one user to initiate a wire and another user to approve a wire transfer before releasing it to the Bank you will follow the below process.
- Log into www.AMBK.com
- Click on ACH Wire/Approval under Business Services on the side bar menu – if you have any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

- Create ACH/Wire
- ACH Wire/Approval **1**

- 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 Reference #: 123435	Business Checking (...75) - Wire	Awaiting Approval	\$59.99

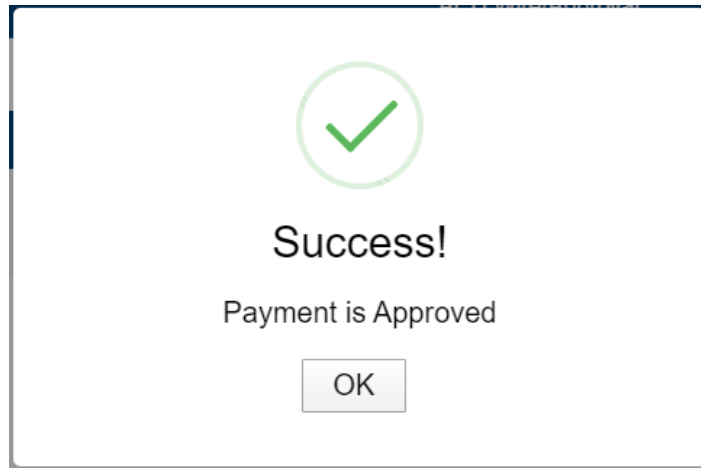
- Next to the wire dollar amount you will see 3 dots – clicking on those dots will open a small window giving you the option to view Payment Details, Delete, Approve or Deny – Click on Approve.



- 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.

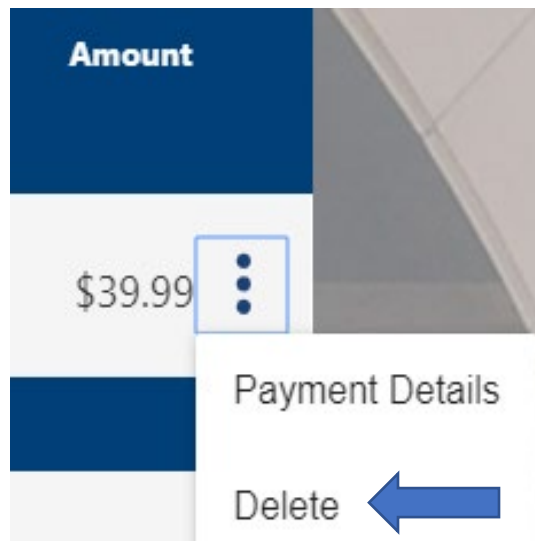


Viewing Details of Processed Wire Payments

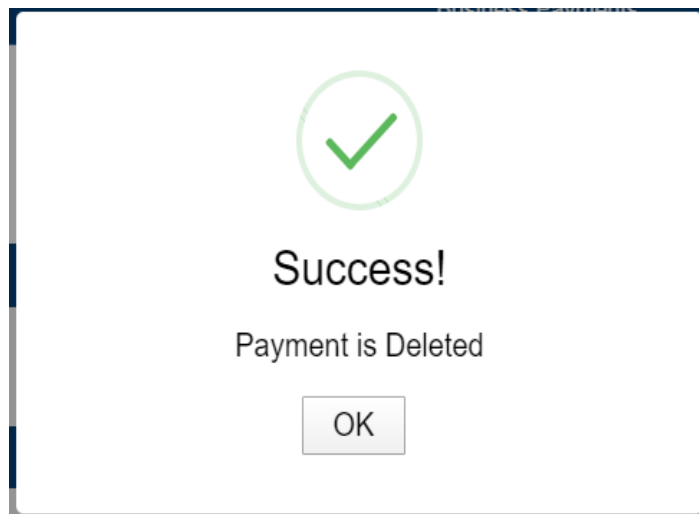
- From the Business Services side bar menu click on Create ACH/Wire
- From the Create ACH/Wire screen, click on the Activity tab
- Under Processed Payments, locate the wire
- Next to the wire dollar amount you will see 3 dots – clicking on those dots will open a small window, click on View Details
- The details screen will appear – you will see the Payment Info, including the **Fed Wire Reference Number (IMAD)** which confirms the wire transfer has been processed by Fed, the Routing Instructions, and the Payment Status.

Process to Delete a Wire before American Bank Processes:

- From the Business Services side bar menu click on Create ACH/Wire
- From the Create ACH/Wire screen, click on the Activity tab
- If the wire is in an Awaiting Approval or Approved status, you have the option to delete 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.

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 and unable to be changed/deleted. 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.

- From the Business Services side bar menu click on Create ACH/Wire
- The default view for the Create ACH/Wire 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.
- Click the 3 dots next to the payment method on the recipient of your choice, select Details.

TRANSFER FUNDS
ADD RECIPIENTS

Recipients

Batches

Activity

Recipient Name Search

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

⋮

Details

Pay Again

Edit

Delete

- The 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, follow the steps below to pay a recipient again.

- From the Business Services side bar menu click on Create ACH/Wire
- The default view for the Create ACH/Wire 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.

The screenshot shows a web interface for managing recipients. At the top, there are two red buttons: 'TRANSFER FUNDS' and 'ADD RECIPIENTS'. Below these are tabs for 'Recipients', 'Batches', and 'Activity', with 'Recipients' being the active tab. A search bar labeled 'Recipient Name Search' is on the right. The main content is a table with columns: 'Name', 'Account Type', and 'Payment Methods'. The table lists several recipients, including 'ABC Company', 'ACH Andy', 'Ambers Puppy Palace', 'Arnies Rentals', and 'Banker Betty'. For 'ACH Andy', a dropdown menu is open, showing options: 'Details', 'Pay Again' (highlighted with a blue arrow), 'Edit', and 'Delete'.

Name	Account Type	Payment Methods
ABC Company Reference #: 123435 Account #: 1000374106	Business	ACH, Wire
ACH Andy Reference #: N/A Account #: 7777777	Consumer	ACH
Ambers Puppy Palace Reference #: N/A Account #: 555555	Consumer	ACH, Wire
Arnies Rentals Reference #: N/A Account #: 858585	Business	ACH
Banker Betty Reference #: N/A 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, follow the steps below to edit payee details.

- From the Business Services side bar menu click on Create ACH/Wire
- The default view for the Create ACH/Wire 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.

TRANSFER FUNDS
ADD RECIPIENTS

Recipients
Batches
Activity

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

- 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.

- From the Business Services side bar menu click on Create ACH/Wire
- The default view for the Create ACH/Wire 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.

TRANSFER FUNDS

ADD RECIPIENTS

Recipients

Batches

Activity

Q

Recipient Name Search

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

- Click Confirm to authorize the deletion of the payee.