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 through Online Banking and forward them to American Bank for distribution and posting. This is known as Wire origination.

General Wire Processing Overview
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.](www.ambk.com)
- Click on Create ACH/Wire on the left 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

- 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)

- Click the Create Payee option.

Create ACH/Wire

Create Payee

Create Batch Payee List

Import Batch from File
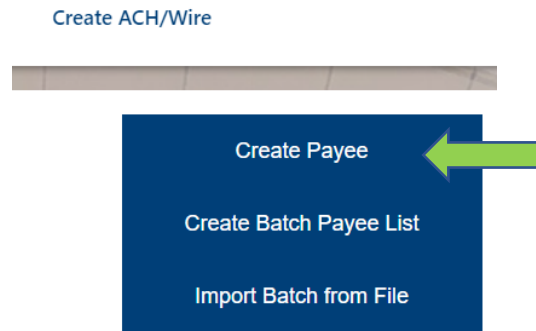
- Click on the check box next to Wire.

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** – This field is optional. The name of the specific contact receiving the wire.
  - **Email** - This field is optional. Enter the wire recipient's email address.
  - **Reference Number** - This field is optional. 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.
  - **Phone Number** - This field is optional. Enter the wire recipient's phone number.
  - **Fax Number** - This field is optional. Enter the wire recipient's fax number.
  - **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.
- 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. All payees will be listed in alphabetical order.
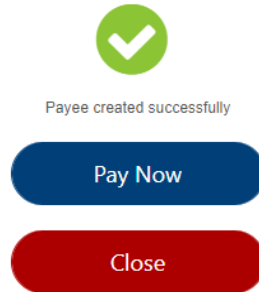

- To the far right of each recipient, you will see 3 dots – clicking on those dots will open a small window giving you the option to:
  - View Recipient Details.
  - Pay Again - opens the page to generate a new wire transfer.
  - Edit - allows you to edit the recipient information.
  - Delete - deletes the recipient from your listing.
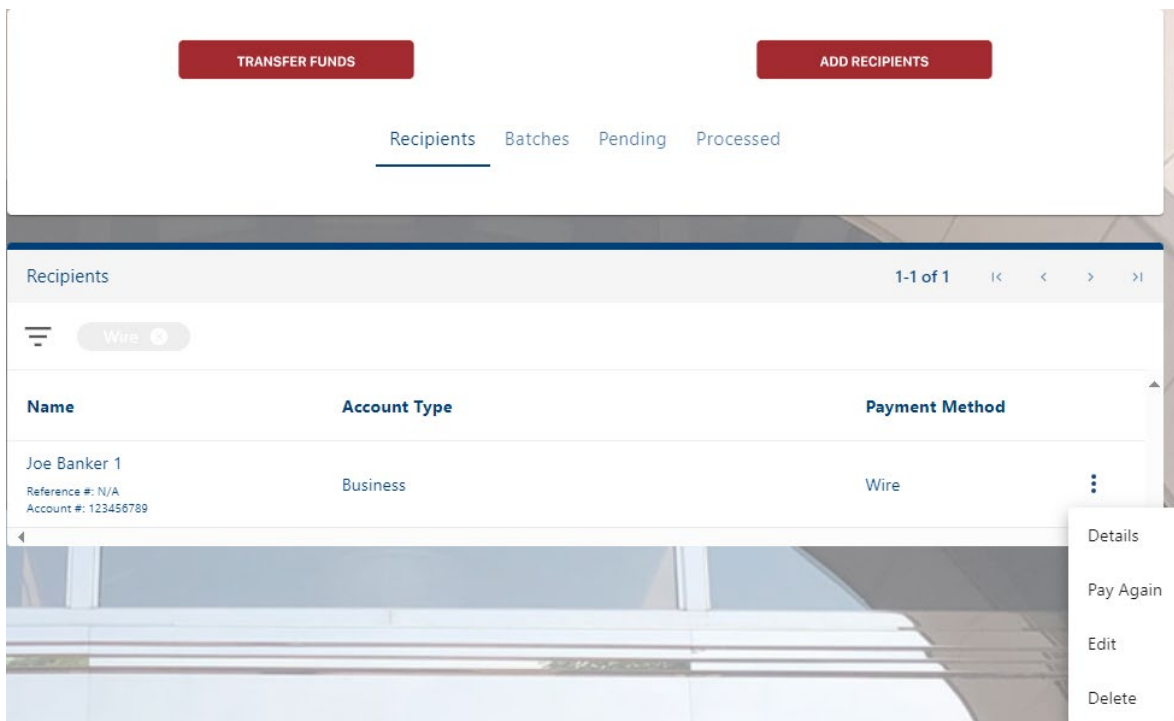
Initiating a Wire Transaction

- Log into [www.AMBK.com.](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 top left side of the Create ACH/Wire screen.
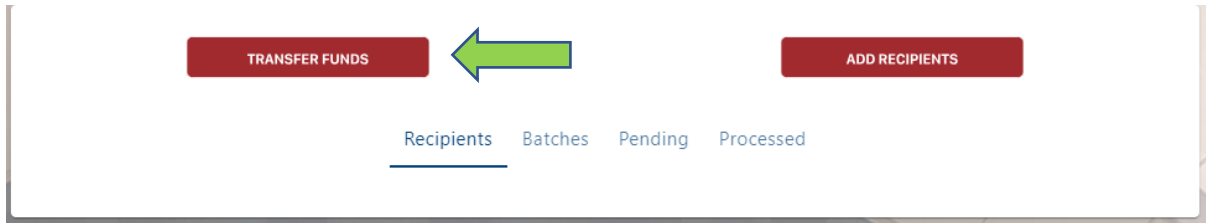
- The Create ACH/Wire screen refreshes with the following options:
  - Create Payment
  - One-time payment
  - Make Batch Payment (Not used for wire transactions)
  - ACH Upload (Not used for wire transactions)
- Click **Create Payment or One-time Payment**.
  - **Create Payment** is used if you already 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. 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.
  - Common examples of businesses that might have multiple Originating IDs include:
    - A corporation that owns several companies. For example, Ryan's Gym might also own another company set up under the agreement called Ryan's Gym Equipment or Ryan's Supplement Shop.
    - A business that processes payroll for other businesses.

  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.

- Select the Offset Account that will be used for this transaction. If an offset account is not visible, it could be it is not set up under the business, or the business user is not entitled to access that account.
- Enter the amount of the wire.
- Enter a Memo in the Purpose of Memo field. 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. 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 cancel a recurring payment at any time.*
- Your Payment Summary will appear on the left-hand side under Business Payments. Review your Payment Summary and Submit.

Payment Summary

Payee:	Joe Banker 1	Effective Date:	12/06/2023
Payment Method:	Wire		
Offset Account:	Checking Acct (...6133)		
Company ID:	American Bank (031302997)		
Amount:	$0.01		
Memo:	Test 1		

Cancel   Submit

- Click on Confirm to Authorize.
- A payment initiation will require the delivery of a one-time security code. Select the applicable delivery option. 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.

✓

Success!

Payment created successfully. Status is Approved

OK

✓

Success!

Payment created successfully. Status is Awaiting Approval

OK
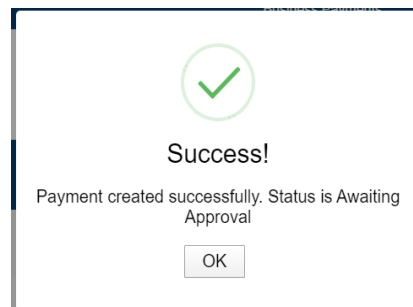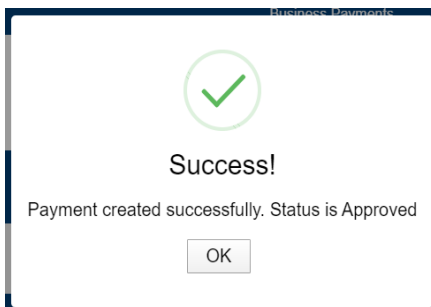
- You will be taken back to the Create ACH/Wire screen. Under the Pending tab you will see your wire transfer listed and the status (Approved or Awaiting Approval).

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.
- If you have any items to approve you will see a number next to ACH Wire/Approval.

Create ACH/Wire

ACH Wire/Approval **1**

- Click on ACH Wire/Approval to be taken to the Approval screen.

ACH Wire/Approval				1-1 of 1 ⏮ ‹ › ⏭
Effective Date	**Payee**	**Offset Account**	**Status**	**Amount**
10-19-2023	American Bank Test Wire Reference #: 03302023	Checking Acct	Awaiting Approval	$0.01 ⋮

- 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.

Status	**Amount**	
Awaiting Approval	$0.01	⋮

View Details

Delete

Approve

Deny
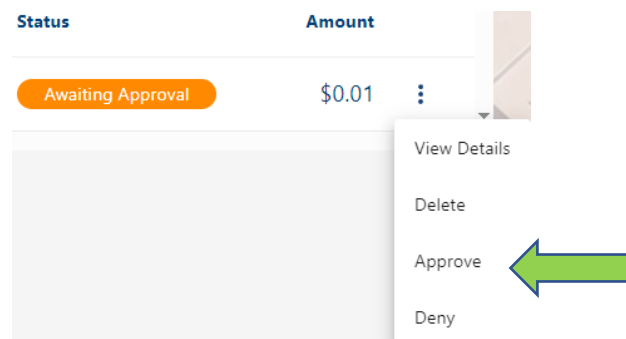
- You will now be brought to the Approval screen to review the details of the Wire Transfer for approval. You can only confirm Wire Transfers initiated by another business user.

Approve this payment?

Payee Name
Joe Banker 1

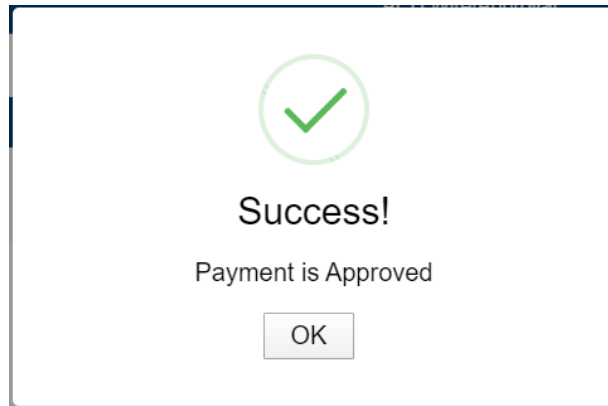Effective Date
12-07-2023

Amount
$0.01

Payment Method
Wire

Initiator
██████████

Status
Awaiting Approval

Back	Confirm

- Review & 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.

Delete a Wire
- A Wire can only be deleted if it has not been processed by the bank.
- From the Business Services side bar menu click on Create ACH/Wire and 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 it. 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.
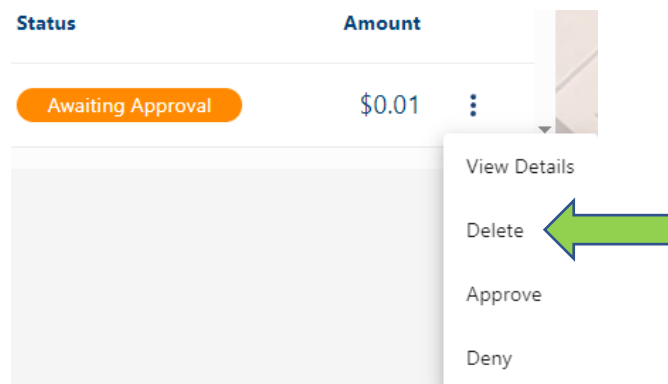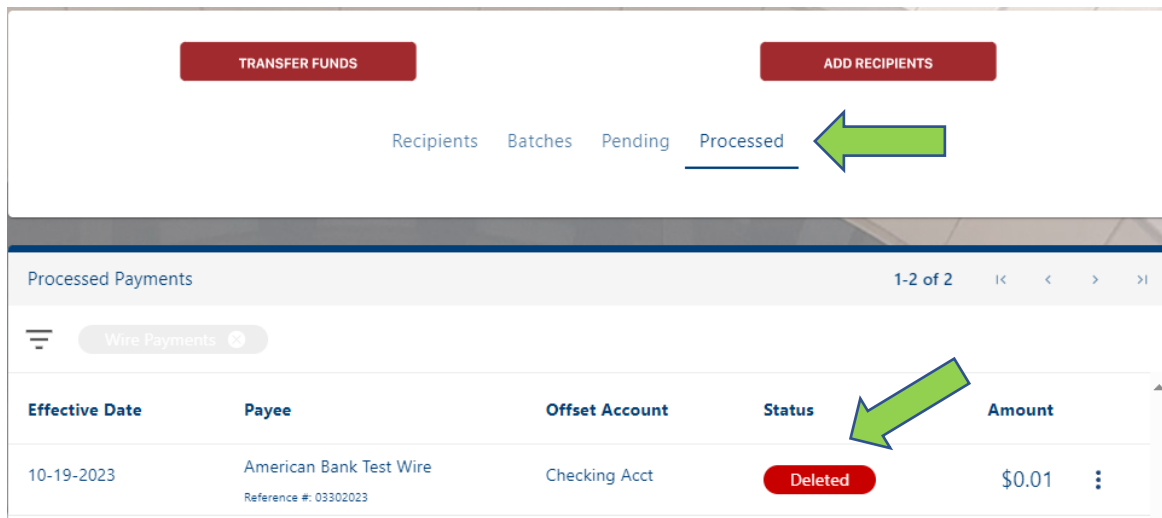

- If you choose Delete – you will be required to type in a reason – then click on Delete.
- A success message will appear letting you know the Payment is Deleted – click OK.
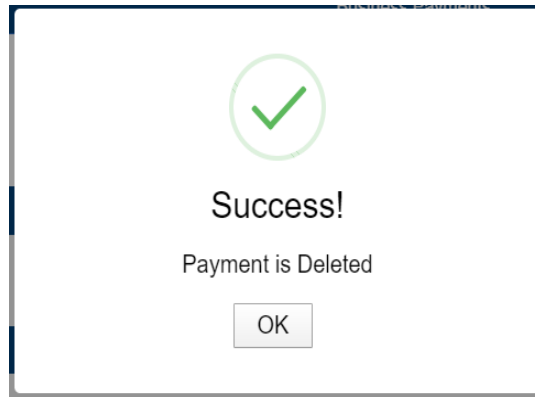
- The wire status will now go from Awaiting Approval/Approved to Deleted.

- If the wire is in a Processed status the option to delete the wire 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.

Viewing Payee Details
- Log into www.AMBK.com.
- 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.
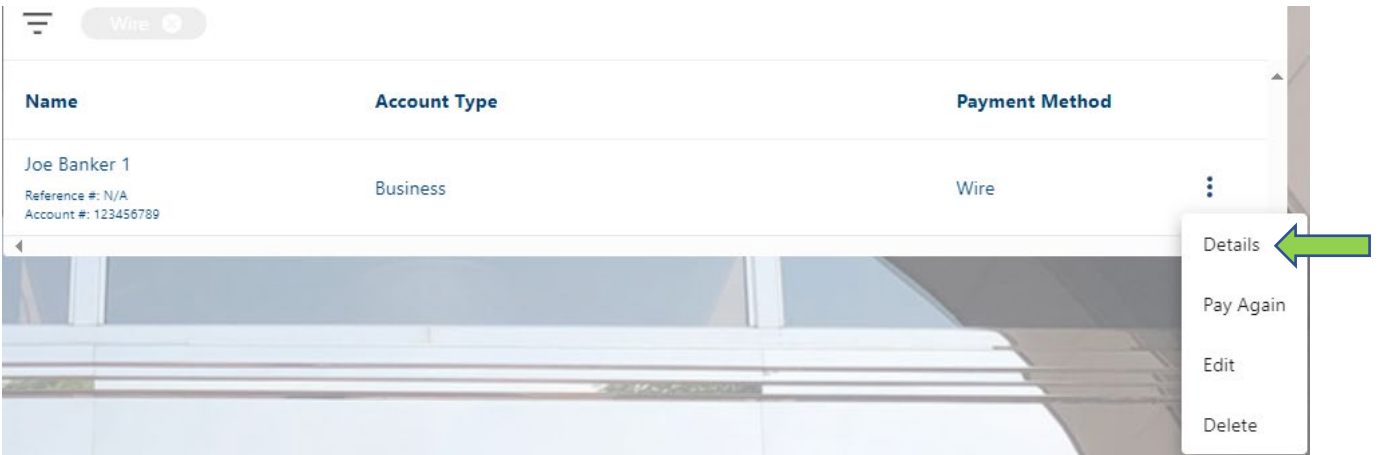
- The screen opens showing the following fields:
  - Payee Name.
  - Payee Type.
  - Account Type.
  - Account Number.
  - Routing Number.
  - Address 1.
  - Address 2.
  - City.
  - State.
  - Zip Code.
- View the Payee details; then, click Back to return to the previous page.

Paying a Payee

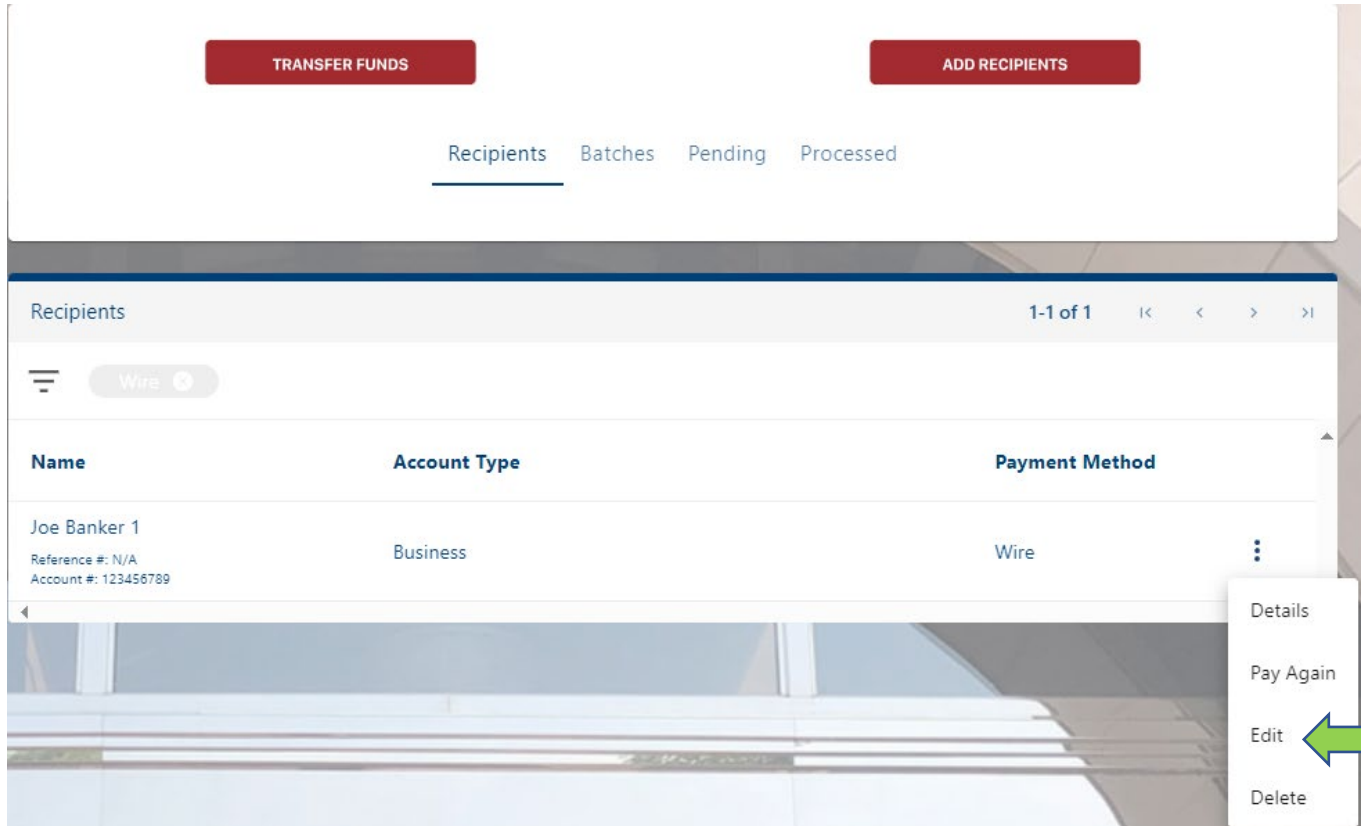Once a payee has been created, follow the steps below to pay the payee.

- Log into www.AMBK.com.
- 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.
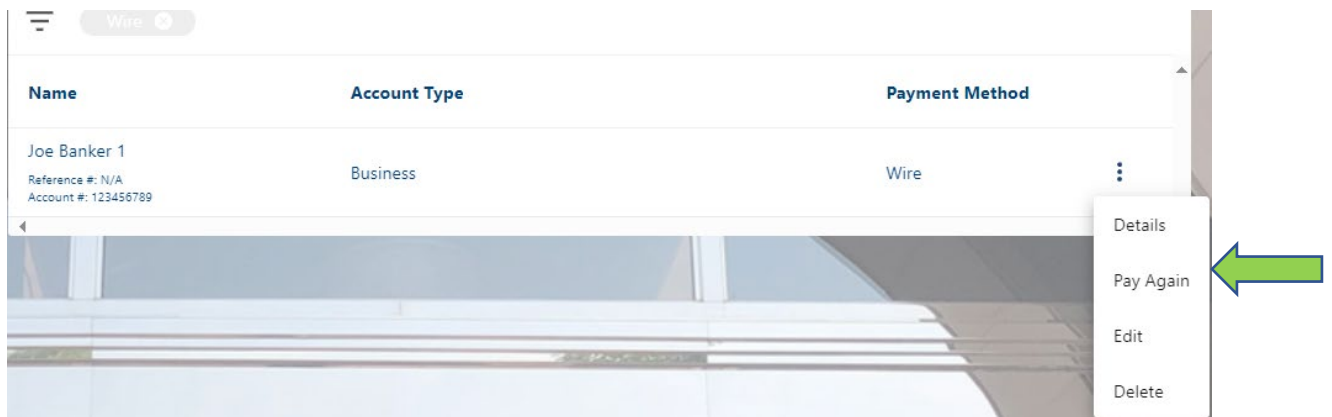
- Review the payee details; then, click Submit.

Editing a Payee

- Log into www.AMBK.com.
- 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.

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

Deleting Payees

- Log into www.AMBK.com.
- 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.

- Click Confirm to authorize the deletion of the payee.