United Prairie Bank™

WIRE USER GUIDE

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MEMBER FDIC

WIRE USER GUIDE

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Send a Wire Using a Template

1. Log in to Business Online.
2. From the Home screen, find the **Pay Or Transfer** section on the right side of the screen.
3. Click on **Wire** dropdown.
4. Choose the desired template from the **Template Name** drop down menu.
5. Select the date the wire should be sent from the **Date** field.
6. Enter the dollar amount in the **Amount** field.
7. Click **Preview Wire.**
8. Review the information and click **Complete Wire** to send the wire, **Edit** to update any information, or **Cancel** to discontinue initiating the wire.

View Wires Previously Sent or Received

1. Log in to Business Online.
2. From the home screen select the **Payments & Transfers** menu, then select **Wire**.
3. Select **Inquire Wire Transfer** and select the **Transfer Type** from the dropdown and enter a **Date Range**.
4. Click **Submit**.
5. The status of the wire will be displayed under the **Status** header.
6. To view the wire details, click the **Wire Number**.
7. When finished viewing the wire click **Done**.

Send a Wire from Wire Module

1. Log in to Business Online.
2. From the home screen select the **Payments & Transfers** menu, then select **Wire**.
3. Select **Wire Transfer Template** and click **Submit**.
4. Click on the **New** icon under the New Transfer header next to the existing wire transfer template.
5. Select the **Transfer Start Date** and enter the **Amount**.
6. If needed, additional information can be entered in the **Message to Beneficiary** fields.
    a. This information could include an invoice number or other information that would help identify what the funds were sent for.
7. Click **Process**.
8. Press the button on your token to generate the password needed to submit the wire.
9. Click **Submit**.

Review Wire Transfer

The **Review Wire Transfer** functionality ensures that individual users can review and approve wire transfers that require secondary approval prior to being released for processing.

1. Log in to Business Online.
2. From the home screen select the **Payments & Transfers** menu, then select **Wire**.
3. Select **Review Wire Transfer** and click **Submit**. The system displays the **Review Wire Transfers** list.
4. If file content needs to be reviewed, click on the hyperlink under **Description** and the wire can be reviewed.
5. Locate the wire transfers that require review and select **Approve** or **Disapprove** from the **Status** drop-down list.

   Note: It is possible to approve or disapprove all of the wire transfers displayed in the **Review Wire Transfers** list by clicking the **Approve All** hyperlink or the **Disapprove All** hyperlink.
6. Click **Save**.