Fulton Bank BOSS

Create a Domestic Wire Payment

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Wire - Domestic Payments

A domestic wire payment creates an electronic funds transfer from payer to payee within the United States.

To create a domestic wire payment:

1. S

2. Click **Add a New Payment**.

3. Use the **Payment Type** drop-down to select **Wire-Domestic**, or use the **Select a Payment Template**
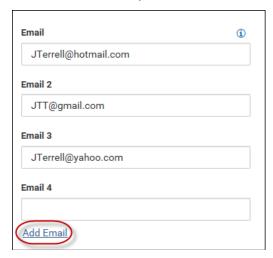   drop-down to select an existing template.

4. Click **Continue**.

5. Use the **Account Number** drop-down to select the account to be debited.

    Note

    If you selected a template, some fields may already be completed.

6. (optional) In the **Customer Reference** field, enter a customer reference.

7. (optional) Enter any comments. Comments will be stored with the transaction but will *not* be sent with the payment.

8. In the **Name** field, select a payee by clicking the lookup icon 🔍 and then selecting a payee from the list. Or enter the beneficiary name. If you select an entry from the beneficiary address book, some of the remaining fields will be automatically populated.

    If your company is configured for Beneficiary Notification, as many as five email addresses may appear for the beneficiary. These addresses can be added to the payment to notify beneficiaries to expect a payment.

    - If you select the beneficiary from the beneficiary address book, the email addresses are drawn from the address book and appear automatically. If you are not required to select beneficiaries from the address book, you can change the addresses as needed. For information on entering additional email addresses in the address book, see Adding a New Contact to the Contact Center.

    - If you enter the beneficiary name manually, you can add email addresses by clicking the **Add Email** link. Enter up to five addresses as needed.

Email	ⓘ
JTerrell@hotmail.com	

    Email 2

    JTT@gmail.com

    Email 3

    JTerrell@yahoo.com

    Email 4

    Add Email

9. If necessary, enter the address and country for the beneficiary.

    If you need to add another address line, click **Add Address Line**.

10. If your company has been configured for beneficiary notifications, you can enter an email address in the **Email** field. A notification will be sent to the email addressees entered when the payment has been confirmed by the bank. Click the **Add Email** link to add up to four additional email addresses.

11. Enter the account number.

12. Select a beneficiary bank code.

    The beneficiary bank name and address are automatically filled in.

13. In the **Date & Amount** section, use the calendar icon to select a value date.

    The application will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, "Payment must be approved by 21/04/2018 20:00 PST."

    Note

    If you modify the payment, this cutoff time may change. Be sure the payment is approved before the cutoff time.

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14. Use the **Charges** drop-down to select how any charges accruing from the transaction will be handled.

    ı **Beneficiary -** Charges will be paid by the beneficiary.

    ı **Ours -** Charges will be paid by your company.

    ı **Shared -** Charges will be shared by your company and the beneficiary.

15. Enter an amount.

16. (optional) If you want to enter intermediary bank information, expand the **Intermediary Bank** section, and select a bank code for the first intermediary bank.

17. (optional) If needed, click **Add 2nd Intermediary Bank** to add another bank.
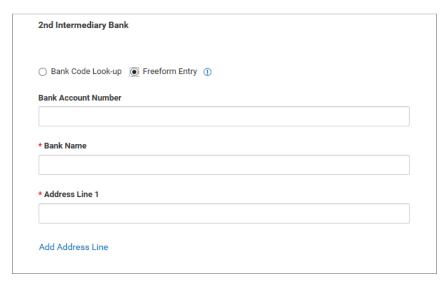

Note

Your system may be configured so that intermediary bank information can be added freeform. If it is configured that way, two radio buttons will appear:

ı Bank Code Look-up

ı Freeform Entry

If you click **Freeform Entry**, the following fields appear:

ı Bank Name

ı Bank Account Number

ı Address Line 1. Click **Add Address Line** to add additional lines, if desired.

2nd Intermediary Bank

○ Bank Code Look-up ◉ Freeform Entry ⓘ

Bank Account Number

[   ]

* Bank Name

[   ]

* Address Line 1
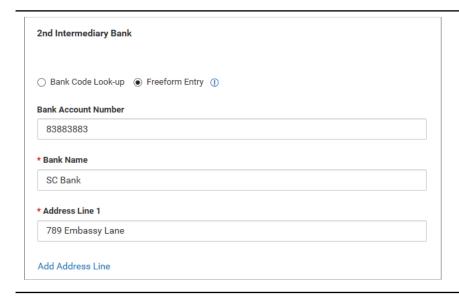
[   ]

Add Address Line

The bank name and the first line of the bank address are mandatory fields. The bank account number may be configured as a mandatory field. Enter the necessary information.

If your version of the application has been configured for structured address validation and you enter **Address Line 1**, you will be required to enter country and city.

Note

If the application allows freeform entry of second intermediary bank information and the beneficiary's contact information includes a second intermediary bank entered freeform, this information automatically populates the **2nd Intermediary Bank** fields.

2nd Intermediary Bank

○ Bank Code Look-up ⦿ Freeform Entry ⓘ

Bank Account Number

83883883

* Bank Name

SC Bank

* Address Line 1

789 Embassy Lane

Add Address Line

18. If you want to add more details, expand the **Payment Details** and **Bank-to-Bank Details** sections, and enter any payment details and bank-to-bank instructions that you want to accompany the payment.

    You can add up to four lines of details.

19. (optional) If desired, expand the **Ordering Party** section, and use the ID Type drop-down to select a type for the originator of the transaction, if any.

20. (optional) Enter the originator's ID.

21. Enter a name for the originator.

22. (optional) Enter an address line for the originator if it has not been filled in automatically. If you need to enter an additional line, click **Add Address Line**.

23. (optional) Use the **Country** drop-down to select the originator's country.

24. (optional) If your company is configured to support extended remittance information, the **Add Extended Remittance** checkbox will be available. Click the box to include this information. See Add Extended Remittance Information below.

25. To save this payment as a template, check the **Save this payment as a template for future use** checkbox. Then enter a Template Code (a descriptive name for the template) and Template Description. If you want the template to be visible only to users who are explicitly entitled to it, check the **Restrict** checkbox. The template will need to be approved before it can be used. For information on approval, see Working with Lists.

26. Click **Submit** to submit the payment or **Save for Later** to edit the payment later.

    After the payment is submitted or saved, a message will appear at the top of the screen indicating whether the payment was submitted or saved successfully or if the payment has any errors.

27. A payment must be approved before it is sent to the beneficiary. Payments can be approved from the Payment Management List.
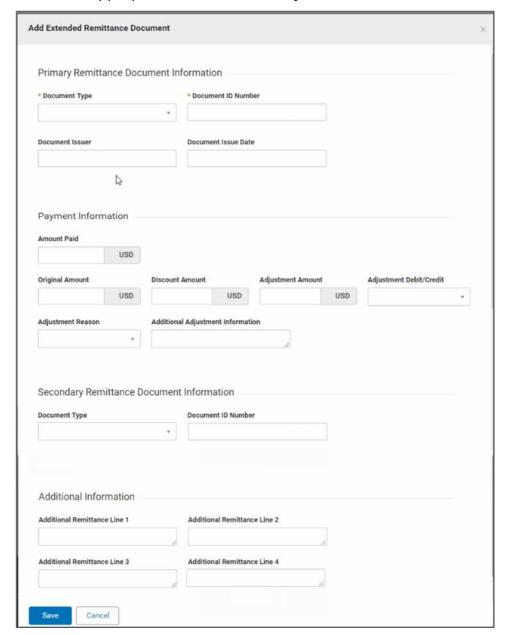
Add Extended Remittance Information

Your company may have been configured to allow the addition of extended information. This permits inclusion of up to 9,000 characters of information, which is to help the receiver apply the payment. The additional information consists of three components:

- **Remittance originator information** - Information associated with the customer initiating the wire (name, ID number, contact numbers, and so forth).

- **Remittance beneficiary information** - Information associated with the beneficiary receiving the wire (name, type, ID number, and so forth).

- **Remittance document(s)** - Information contained in each remittance document associated with the payment. You can add one or more documents to the payment.

To add extended remittance information:

1. Check the **Add Extended Remittance** checkbox at the bottom of the New Wire Domestic Payment screen.

2. In the **Remittance Originator** section, complete the fields that identify the originator, include ID type (for example, tax identification number) and number, address, and other contact information.

3. In the **Remittance Beneficiary** section, enter

   - beneficiary name

   - beneficiary type: organization or individual

   - ID number type and number

4. To include a document or documents, click **Add Document**, and then browse for and select the appropriate one(s). Note that you must include one document at a minimum.

5. Use the **Document Type** drop-down to select a type, for example, *Commercial Invoice*.

6. Enter the document ID number.

7. (optional) Enter the name of the issuer of the document and date of issue.

8. (optional) Enter payment information, including the amount paid, original amount, any adjustments made to the amount, and information about the adjustment.

9. (optional) If there is a secondary remittance document, select the document type and enter the ID number.

10. (optional) In the **Additional Information** section, enter additional remittance information.

11. When you have finished, click **Save**.

12. To include an additional document or documents, click **Add Document**, and repeat steps 4 through 11 above.

Approve/Unapprove

Many items require approval when they are entered or modified. Items that need approval will usually have a status of **Entered** or **Modified** (shown in the **Status** column of the list). To approve an item, click or select **Approve** in the **Actions** column. You can also approve multiple items at one time by checking the appropriate checkboxes and clicking the **Approve** button.

In addition, if the **Unapprove** option is available, you can unapprove any items that were approved in error.

If you attempt to approve/unapprove an item or items, a confirmation screen may appear telling you that some of the selected items are not eligible.

Click **Yes** to continue; otherwise click **No**.

Below is a list of payment statuses.

Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified or deleted.
Incomplete	Saved in an incomplete status. Can be modified or deleted.
Needs Repair	Needs repair usually due to an error in a file import validation.
Incomplete Approval	Currently in the approval workflow. Not available for modification or deletion.
High Value	Requires secondary approval for high value payments. Not available for modification or deletion.
Approved	An approved payment is ready for extraction to the back office. An approved payment cannot be modified or approved.
Approver Rejected	Rejected by approver. Can be modified or deleted.
Deleted	Not available for workflow or modification.
Import In Process	Payments currently being imported are set to this temporary status and cannot be modified, deleted or approved.

Status	Definition
Export In Process	Payments currently being extracted are set to this temporary status and cannot be modified, deleted or approved.
Needs Rate	Needs an exchange rate.
Released	Released to the back office. Not available for deletion or modification.
Bank Received	Received by the back office. Not available for deletion or modification.
Bank Confirmed	Confirmed by the back office. Not available for deletion or modification.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.