

FULTON BANK

BOSS Online Banking Platform

Wire Payments Guide

Creating, Importing & Managing Wire Transfers

This guide walks you through creating domestic and international wire payments in BOSS Online Banking, including how to use templates, approve wires, and track payment status.

What Is a Wire Payment?

Wire payments are electronic funds transfers sent directly from one bank to another. Unlike ACH payments, which are batched and settle in one to two business days, wire payments transfer funds in near real-time and typically settle the same business day.

Wire payments are ideal for high-value, time-sensitive transactions — such as real estate closings, large vendor payments, or international disbursements. Because they are sent directly through the Federal Reserve's FedWire system (domestic) or the SWIFT network (international), they carry a higher degree of finality.

Wire Payment Types in BOSS

Wire Type	Description
Domestic Wire	Standard wire payment to a U.S. bank account via FedWire.
International Wire	Wire payment sent to a foreign bank account via the SWIFT network.
Drawdown Payment	Requests funds from another party's account (requires authorization).
Federal Tax Wire	Electronically submits tax payments to the IRS or state tax authorities.
Multi-Bank Payment	Sends a single wire to multiple banks or accounts.
Notice to Receive	Notifies your bank to expect an incoming wire payment.

WARNING: Wire payments are typically more expensive than ACH payments and are generally non-reversible once sent. Always double-check beneficiary information before submitting.

Creating a Domestic Wire Payment

A domestic wire payment sends funds from your account to a U.S.-based bank account. Follow the steps below to create one.

Step-by-Step: Domestic Wire

Step	Action
1	From the top navigation, select Payments & Transfers > Payment Management.
2	Click Add a New Payment.
3	Select the Payment Type radio button and choose Wire - Domestic from the drop-down list.
4	Click Continue.
5	Use the Account Number drop-down to select the account to be debited.
6	(Optional) Enter a Customer Reference number and any internal comments.
7	In the Beneficiary Information section, click the lookup icon to select a saved beneficiary from the Contact Center, or manually enter: Beneficiary Name, Beneficiary Bank Routing Number (ABA Number), Beneficiary Account Number.
8	(Optional) Enter the beneficiary's address if required.
9	In the Amounts & Dates section, enter the wire Amount and select the Value Date.
10	Note the cutoff time displayed below the Value Date field. The payment must be approved before this time.
11	(Optional) In the Payment Details section, enter any remittance information or payment instructions to be sent with the wire.
12	(Optional) To add Initiating Party or Ordering Party information, expand those sections and complete as required.
13	Review all information carefully.
14	Click Submit to send for approval, or Save for Later to return to it.

TIP: The beneficiary's ABA routing number must be the wire-specific routing number for their bank, which may differ from the ACH routing number. Verify routing numbers with your beneficiary before sending.

Creating an International Wire Payment

International wire payments are sent to banks outside the United States via the SWIFT network. They require additional information compared to domestic wires, including SWIFT/BIC codes and beneficiary address details.

Step-by-Step: International Wire

Step	Action
1	From Payments & Transfers, select Payment Management.
2	Click Add a New Payment.
3	Select Wire - International from the Payment Type drop-down.
4	Click Continue.
5	Select the account to debit from the Account Number drop-down.
6	In the Beneficiary Information section, enter: Beneficiary Name, Beneficiary Address (required for international wires), Beneficiary Account Number or IBAN (International Bank Account Number).
7	Enter the Beneficiary Bank information: SWIFT/BIC Code, Bank Name, and Bank Address.
8	In the Amounts & Dates section, enter the Amount and select the currency (USD or the beneficiary's local currency if foreign exchange is enabled).
9	Select the Value Date and note the approval cutoff time.
10	(Optional) Enter any Payment Details or remittance information.
11	(Optional) Add Initiating Party, Ordering Party, or Ultimate Creditor information if required.
12	Review all entries carefully, then click Submit.

TIP: When sending in foreign currency, the exchange rate is typically captured at the time of approval. Contact Fulton Bank's foreign exchange team for rate information.

WARNING: Beneficiary address validation may be required for international wires. Ensure the full street address, city, and country are entered accurately to avoid delays.

Using Wire Payment Templates

If you regularly send wires to the same beneficiaries, templates eliminate repetitive data entry and reduce the risk of errors.

Creating a Wire Template

Step	Action
1	While creating a wire payment, check the Save this payment as a template for future use checkbox.
2	Enter a Template Code (a short name you'll recognize) and a Template Description.
3	(Optional) Check Restrict if the template should only be visible to specific entitled users.
4	Submit the payment as normal. The template is saved and will require approval before it can be used.

Creating a Wire from a Template

Step	Action
1	From Payment Management, click Add a New Payment.
2	Select the Template radio button.
3	Choose your wire template from the list and click Continue.
4	Review and update any variable fields, such as the amount or value date.
5	Click Submit to send for approval.

NOTE: Templates lock certain fields (like beneficiary bank routing number) to prevent accidental changes. If a beneficiary's banking information changes, a new template will need to be created and approved.

Approving Wire Payments

Wire payments must be approved by an authorized user before Fulton Bank will process them. Depending on your company's approval setup, one or multiple approvals may be required.

Approving from the Payments List View

Step	Action
1	From Payments & Transfers, select Payment Management.
2	In the Payments List View, filter or sort to find payments with a status of Entered or Pending Approval.
3	Check the checkbox next to the payment(s) to approve.
4	Click Approve.
5	Confirm the approval.

Approving from the Payment Detail Screen

Step	Action
1	Click the payment in the list to open its detail screen.
2	Review all payment information including beneficiary details, amount, and value date.
3	Click Approve at the bottom of the screen.

WARNING: Wire payments are irrevocable once sent to the bank for processing. Always carefully verify the beneficiary name, account number, and routing number before approving.

Tracking Wire Payments

Once a wire payment has been submitted and approved, you can track its status from the Payments List View.

Payment Statuses

Status	Meaning
Entered	Payment has been created but not yet approved.
Pending Approval	Payment is awaiting required approvals.
Approved	Payment has been approved and is pending extraction by the bank.
Submitted	Payment has been sent to Fulton Bank for processing.
Completed	Payment has been processed and sent to the beneficiary's bank.
Rejected	Payment was rejected by an approver or by the bank.

Unique End-to-End Transaction Reference (UETR)

BOSS assigns a Unique End-to-End Transaction Reference (UETR) to wire payments, allowing them to be tracked throughout their entire lifecycle — from initiation to settlement. If your beneficiary's bank participates in SWIFT GPI tracking, you may be able to share the UETR with them for real-time payment tracking.

To view or copy a UETR, open the payment detail screen and look in the Additional Information section. Click the clipboard icon next to the UETR to copy it.

TIP: The UETR is useful when corresponding with Fulton Bank or a beneficiary's bank about the status of a specific wire payment. Include it in any support inquiries.

For additional assistance with wire payments, contact your Fulton Bank relationship manager or client support team.