

# INCOMING WIRE REPORT AND ALERT FAQ

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## How do I view my incoming wire report in Business Internet Banking?

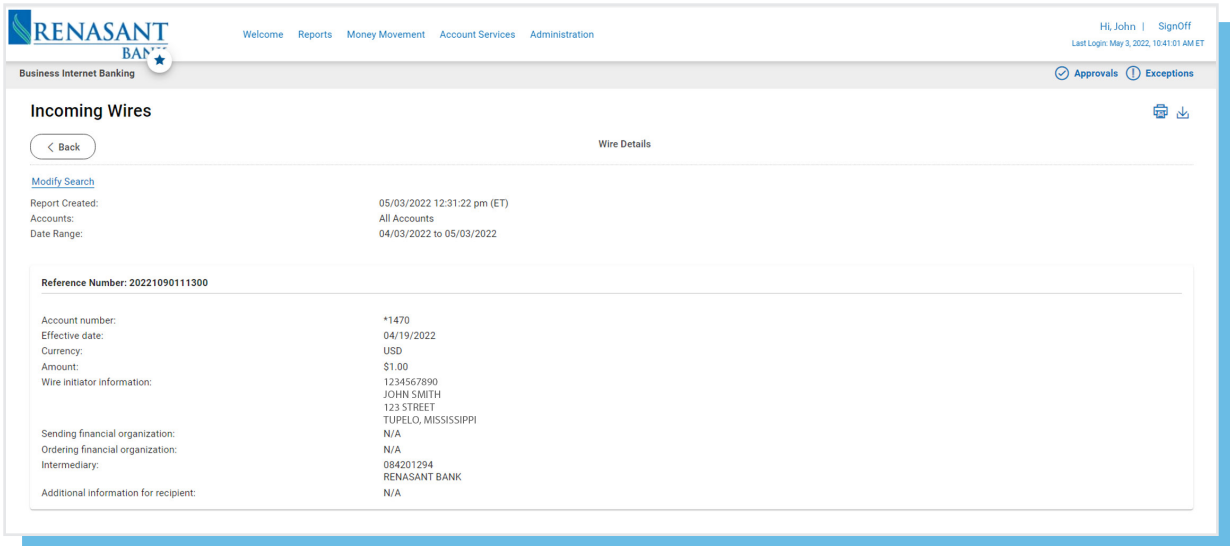
- Click **Reports > Incoming Wires**
- You will be presented with the a summary report for the current day
- Check the box beside each incoming wire and tap the View selected button to view wire detail. You have the option to print or download the wire detail.

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## How do I search for previous incoming wires?

- Click **Reports > Incoming Wires**
- Click the **Modify Search** link
- Select **Output To** and select from Screen (HTML) or CSV (file download)
- Select **View** to select the **Account Type** or **View All Accounts**
- Select **All Accounts** or a **Specific Account**
- Select **Specific Date** or **Date Range**
- Optional search includes the Wire Initiator, Specific Amount and Range
- Click **Search** when complete

Note: The incoming wire report is available to the Company Administrator and entitled users only.



The screenshot shows the Renasant Business Internet Banking interface. At the top, there is a navigation bar with the Renasant Bank logo, a user profile for 'Hi, John', and a 'SignOff' button. Below the navigation bar, there are tabs for 'Welcome', 'Reports', 'Money Movement', 'Account Services', and 'Administration'. The main content area is titled 'Incoming Wires' and includes a 'Wire Details' section. A 'Modify Search' link is visible, along with a table of search criteria: Report Created (05/03/2022 12:31:22 pm (ET)), Accounts (All Accounts), and Date Range (04/03/2022 to 05/03/2022). Below this, a 'Reference Number: 2022109011300' is displayed. The wire details table includes fields for Account number (\*1470), Effective date (04/19/2022), Currency (USD), Amount (\$1.00), Wire initiator information (1234567890, JOHN SMITH, 123 STREET, TUPELO, MISSISSIPPI), Sending financial organization (N/A), Ordering financial organization (N/A), Intermediary (094201294, RENASANT BANK), and Additional information for recipient (N/A).

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## Is wire remittance information available for every incoming wire?

- The inclusion of remittance information with a wire transfer is optional at the discretion of the wire originator. Business Internet Banking provides access to all remittance information included with the incoming wire.

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## How will I know when an incoming wire report is available?

- An incoming wire Alert can be set through Alerts Management as follows:
  - » Click **Administration > Communications > Manage Alerts**
  - » Select **Account** for the Alert type as well as the corresponding account number from the drop down. Select **Multiple Accounts** if more than one account receives incoming wires:

The screenshot shows a navigation bar with four tabs: 'Account' (selected), 'Non-Account', 'Multiple Accounts', and 'Custom'. Below the tabs is a dropdown menu with the text 'Account' and 'John Smith - \*7890'.

- » Scroll down the page to see available alerts and select the **Incoming Wire > Add**.

The screenshot shows the 'Incoming Wire Report Available' alert configuration screen. It includes a 'Send To' section with two options: 'Email' (selected) with the address 'johnsmith@renasant.com' and 'Text' with the number '(123) 456-7890'. There are 'Save' and 'Cancel' buttons at the bottom.

- » The Alert delivery destination is managed through Personal Preferences: **Administration > Self Administration > Personal Preferences**
- » In order to select text message alert delivery, your mobile number must be available in **Personal Preferences**, and the **Use with alerts** button must also be selected.



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