



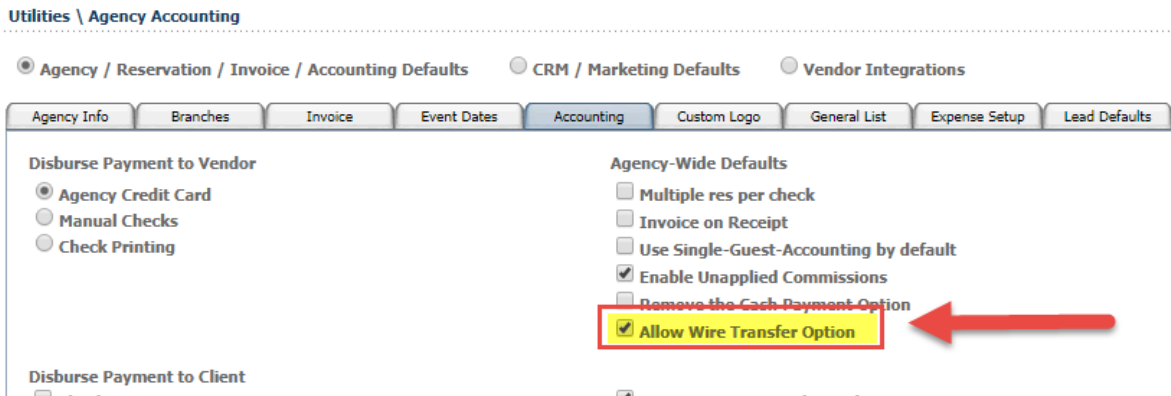
New Option under Form of Payment for Wire Transfer

Following the January 31st AgentMate release, a new option for **Wire Transfer** is available as a Form of Payment.

Enabling the Option for Wire Transfer

This is a permission turned on for use by an Agency via Agency Defaults. Some AgentMate Brands (like Nexion) will force this as an option and will be unable to turn the functionality ‘on’ or ‘off’. All other AgentMate Brands will see this as an option available to turn on for their Agency at the Agency Level.

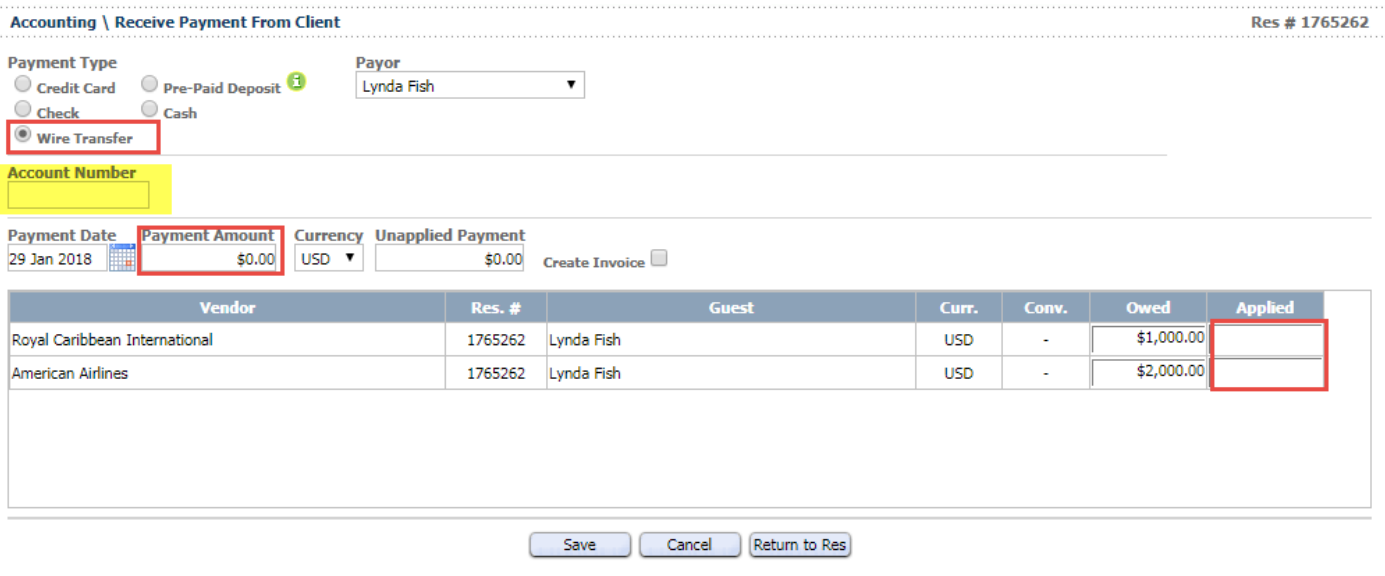
If an Agency wishes to enable the option to select Wire Transfer as a Form of Payment, a user with the permissions within Agency Defaults can navigate to *Utilities > Agency Defaults > Accounting* (tab) and check the box **Allow Wire Transfer Option**.



Using/Selecting Wire Transfer Form of Payment

For those utilizing the Accounting modules within AgentMate, *Wire Transfers* will function similarly to Cash or Checks processed through the system. When documenting a payment from the client (*Receive Payment from Client*), the option for Wire Transfer will appear for those who have it enabled within Agency Defaults.

1. Navigate to *Accounting > Receive Payment from Client*
2. Under **Payment Type**, select **Wire Transfer**
3. Enter the Account Number associated to the Wire Transfer
4. Enter the **Payment Amount**
5. Document the amount to be **Applied** next to each line item
6. Press **Save**



Once the Wire Transfer has been 'saved', it will appear on the AgentMate reservation under the *Transactions* tab, noted in *Pending* status. The transaction must be approved via the Accounting/Back-office workflow to finalize the transaction and change the status to *Current*.

Approval through Manage Pending Transactions (Back Office)

After the previous steps have been taken to document a Wire Transfer, the payment needs approval.

1. Confirm receipt of the Wire transaction by Agency
2. Navigate to *Accounting > Manage Pending Transactions*
3. Click **Cash/Checks/Wire** tab (to review unapproved Cash/Checks/Wires)
4. Select (**Sel.**) the transaction from the list displayed
5. Enter the **Transaction ID** and **Date** associated with the receipt
6. Click **Approve**

Accounting \ Manage Pending Transactions

CCSP Cash/Checks/Wire Agency Cards CCSP Approve Non-Voyage Decline

Currency
USD - US Dollar

Date	Agency	Res. #	Pay Type	Check/Account #	Payor	Curr.	Amount	Sel.	Trans. Note	File
29 Jan 2018	Main Office	1765237	RPFC/WIRE	12345678	Theresa Scurry	USD	\$600.00	<input type="checkbox"/>		

= Total \$0.00 Select All

Transaction ID: _____ Date: 29 Jan 2018

Export CSV Approve Cancel

After the Approval

- Following the approval process noted above, the Transaction noted on the AgentMate reservation will update the Status from *Pending* to *Current*.

Reservation Maintenance \ Transactions Res # 1765237

Res. Info Client Info Booking Res. Pricing Invoice Transactions Adjustments Cancel

Guest Activity

Edit	Type	Date	Name	Pay Type	Curr.	Amount	Card/Chk#	Card Type	Counselor	Status
	Received	29 Jan 2018	Theresa Scurry	WIRE	USD	\$600.00	12345678		Theresa Scurry	Current

- Approved items from the *Manage Pending Transactions > Cash/Checks/Wire* tab will appear on the agency's Banking Register.

Accounting \ Banking Register

Currency: USD - US Dollar Go To Date: 29 Jan 2018

Find In Register Report Go

[<< First 25 records](#)
 [< Previous 25 records](#)
 [Next 25 records >](#)
 [Last 25 records >>](#)

Date	Ref # FOP	Payee Applied-To Account	Res # Confo #	Payment	Edit	Deposit	Balance
29 Jan 2018	29JAN2018WIRE Check	Batch Transaction	Multiple			\$600.00	\$14,746,085.00

[<< First 25 records](#)
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 [Next 25 records >](#)
 [Last 25 records >>](#)

Add Line

Accounting / Batch Transaction [Reverse](#)

Date	Agency	Res. #	Pay Type	Check #	Payor	Curr.	Amount	File
29 Jan 2018	Main Office	1765237	WIRE	12345678	Theresa Scurry	USD	\$600.00	

Transaction ID: 29jan2018

Close Returned

