

Outwire Posting

In the Fairwater Main menu select Accounting / Cash And Banking / Functions/ Outwires as shown below.

You will see the Outwire List which will default to show all open outwires, meaning that the entries have been saved but not posted. Select “Add New” to create a new Outwire entry.

[illegible]

On Outwire Entry screen, enter the required data fields which are marked with a red asterisk as shown below. Although "Description is not a required field, it is suggested that this be entered for reference purposes.

In the “Bank Header” section, select radio button for “Vendor” since wire being sent out relate to a vendor (Regular or Sub Agent). The radio button for “Principal” is used when sending wires to Principals such as refund of credit DA balance. This procedure will not be covered in this manual as explained in the previous section above.

After entering header information as shown below, click the **SAVE** button at bottom of the screen to continue.

Outwire Entry

BANK HEADER INFORMATION

Vendor Principal

Bank Account COLLOT - Citibank NA

Bank Entry COL

Bank Ref 37612254

Office Select Office

Profit Center Select Profit Center

Bank Trans Type WIRE-OUT

Cur USD

Period 202312

Principal Type into 3 char for search

Business Type Select Business Type

Payment Total 12000.00

Payment Date 12/23/2023

Description WIRE TO LANYAMAN AND MORRIS TO ADVANCE AGAINST SUBSEQUENT PDA SUBMISSION

Responsible Type into 3 char for search

File Number Enter into 3 char

PAYMENT HEADER INFORMATION

Primary Cust/Vend Acct1 T0189 - LANYAMAN AND MORRIS (SHIPPING) LIMITED

Bank Fees

Cust/Vend Banking Details Select Vendor Bank

On Account

Remit To Name Remit To Name

OPTIONAL FIELDS

Bank Fees

Office Select Office

Profit Center Select Profit Center

On Account

Principal

Business Type Select Business Type

Responsible Type into 3 char for search

File Number Enter into 3 char

Office Select Office

Profit Center Select Profit Center

GL Account Select Account Number

Principal

Business Type Select Business Type

Description

Responsible Type into 3 char for search

File Number Enter into 3 char

Clear

Save

After saving, if you wish to attach a copy of the wire request or wire advice showing payment of funds, click the paper-clip icon to attach .pdf file. Choose Document Type as "Bank Document".

Outwire Entry

[View Report](#) [Add New](#)

BANK HEADER INFORMATION

☒ Vendor ☐ Principal
 Bank Account: CCL 237 - Outwire Hub Bank Trans Type: WIRE OUT Payment Total: 12000.00
 Bank Entry: CCL Currency: USD Payment Date: 12/23/2023
 Bank Ref: 5781285 Period: 12/23/23 Description: WIRE TO JANNAMAN AND MOORE TO ADVANCE AGAINST
 Office: Select Office Principal: Select Office Responsible: Type into 3 char for search
 Profit Center: Select Profit Center Business Type: Select Business Type Voucher No: CCL080000002
 File Number: Select File Number
 Posted Date: 12/23/2024 | Posted:

After clicking the SAVE button, the “Payment Details” section will appear at the bottom of the screen.

The “Actual Amount” column will show the amounts for each service that you had entered in the Agency Fee and Services Tab of the Port Call. Enter on each row the amount being paid by this wire.

PAYMENT DETAILS

Performance ID: 124510283

[Payment Grid](#)
[Cost/Ven's Included](#)
[Customer's Journals](#)
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Entry	Office	Ledger	Cost/Ven's	Service/Item Name	File #	Invoice Num	Due Date	Currency	Actual Amount	Open/Cl. Amts.	Paid Amount	Balance
CCL	PACEL CARIBBEAN HUB - TNAMIA	WIP	JANNAMAN AND MOORE (SHIPPING) LIMITED	1041 LINES MOORING	2372980P				\$150.00	\$150.00	\$0.00	\$150.00
CCL	PACEL CARIBBEAN HUB - TNAMIA	WIP	JANNAMAN AND MOORE (SHIPPING) LIMITED	1042 LINES UNMOORING	2372980P				\$150.00	\$150.00	\$0.00	\$150.00
CCL	PACEL CARIBBEAN HUB - TNAMIA	WIP	JANNAMAN AND MOORE (SHIPPING) LIMITED	1061 PORT AND/OR TERMINAL SECURITY FEE	2372980P				\$1,750.00	\$1,750.00	\$0.00	\$1,750.00
CCL	PACEL CARIBBEAN HUB - TNAMIA	WIP	JANNAMAN AND MOORE (SHIPPING) LIMITED	1064 HARBOR DUES	2372980P				\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CCL	PACEL CARIBBEAN HUB - TNAMIA	WIP	JANNAMAN AND MOORE (SHIPPING) LIMITED	1999 OTHER PORT CHARGES	2372980P				\$500.00	\$500.00	\$0.00	\$500.00
CCL	PACEL CARIBBEAN HUB - TNAMIA	WIP	JANNAMAN AND MOORE (SHIPPING) LIMITED	8999 PREPAYMENT TO VENDOR/SUBAGENT	2372980P				\$12,000.00	\$12,000.00	\$12,000.00	\$0.00

Click the POST button to post the entry.

If you prefer to save the batch, and work on it later, then click the SAVE button.

You can also click on the VALIDATE button if you want to check that all entries have been entered properly and all is in balance before you POST.

Note: You can use this screen for both Advances and Payments to Vendors. The difference will be that the “Ledger” column shown in above “Payments Detail” screen will show ledger as “AP” (Accounts Payable ledger) rather than “WIP” (Work in Progress ledger).