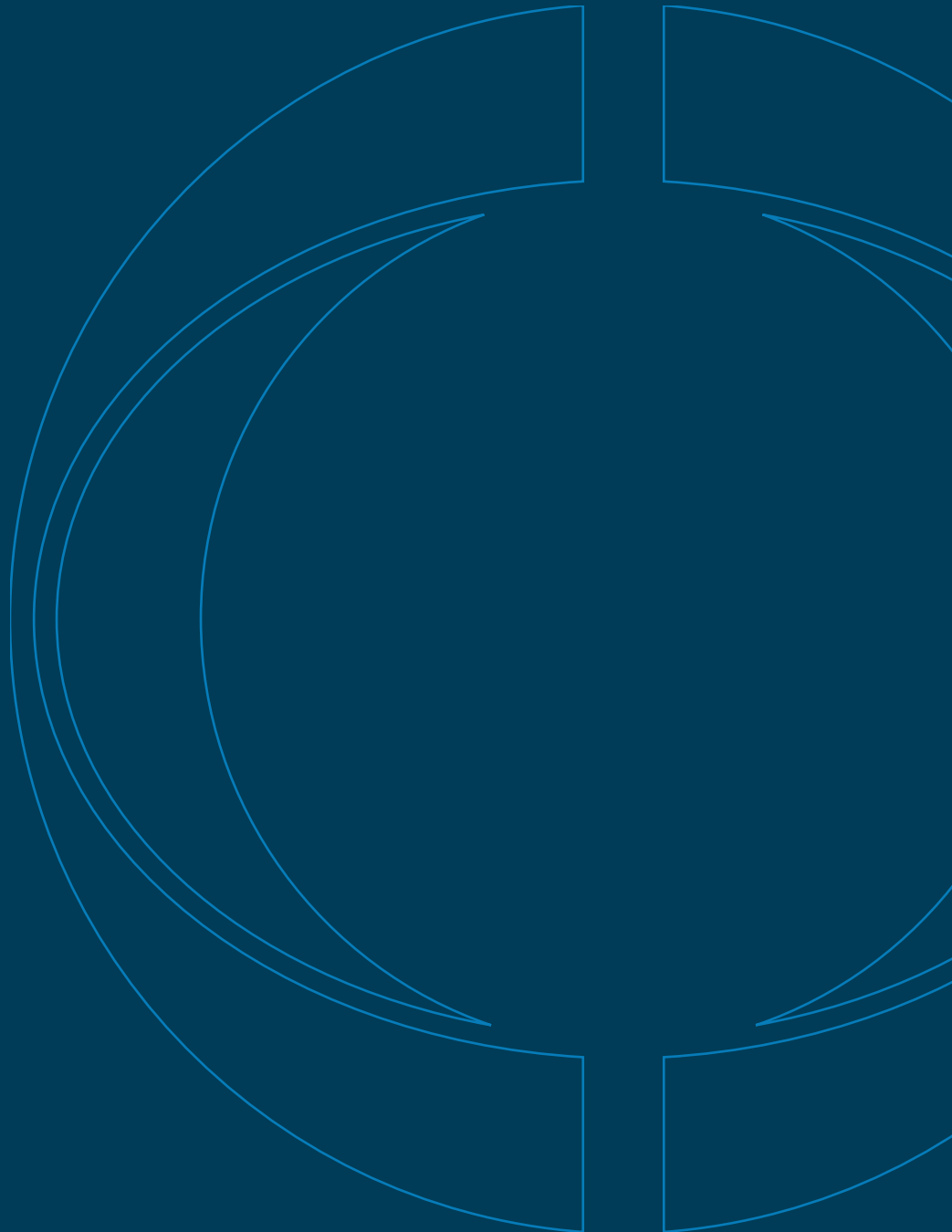


USER GUIDE:  
**SENDING A WIRE TRANSFER**

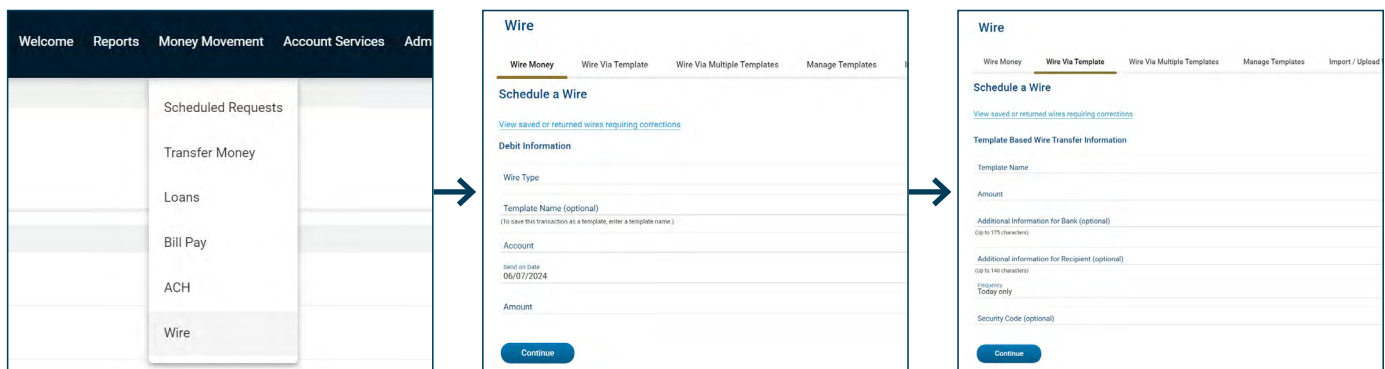


# User Guide: Sending a wire transfer

## Send a Wire.

Perform the following steps in order.

- 1 Click **Money Movement > Wire > Wire Money** or **Wire via Template**.



- 2 Select or fill in the Debit Information options:

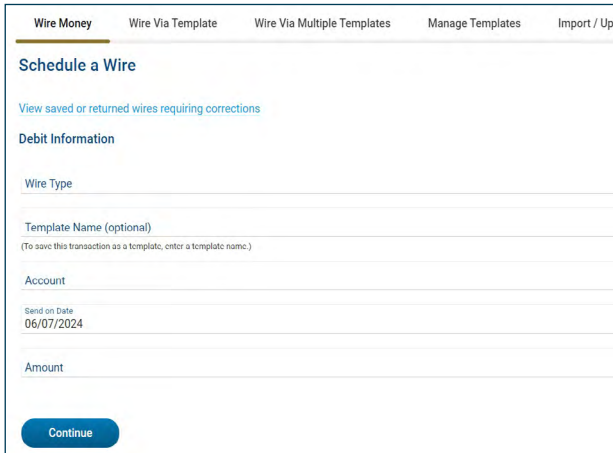
OPTION	DESCRIPTION
Wire type	Domestic wire or USD international wire.
Template name (optional)	Type a name (up to 50 characters) to save the wire transfer as a template for future use. This option only appears to company users who are enabled to a template-based wire service.
Account	The account from which funds are drawn.
Send on date	The date the transfer is effective. A date up to 180 days into the future can be entered.
Amount	The dollar amount of the transfer.

(Cont'd on next page)

## (cont'd) Send a Wire.

Perform the following steps in order.

### 3 Click **Continue**.



The screenshot shows a web interface for scheduling a wire transfer. At the top, there are navigation tabs: 'Wire Money', 'Wire Via Template', 'Wire Via Multiple Templates', 'Manage Templates', and 'Import / Up'. The main heading is 'Schedule a Wire'. Below this, there is a link: 'View saved or returned wires requiring corrections'. The 'Debit Information' section contains several input fields: 'Wire Type', 'Template Name (optional)' with a sub-note '(To save this transaction as a template, enter a template name.)', 'Account', 'Send on Date' (pre-filled with '06/07/2024'), and 'Amount'. A blue 'Continue' button is located at the bottom left of the form.

### 4 Select or fill the Recipient Information:

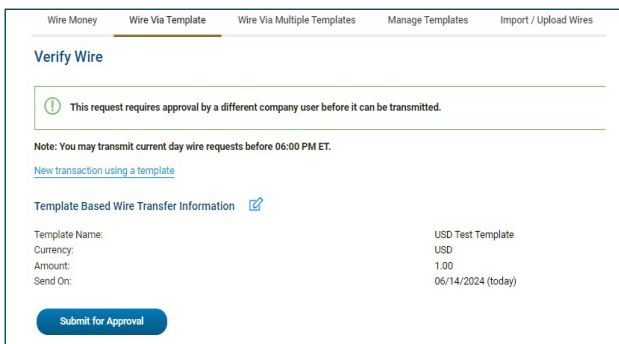
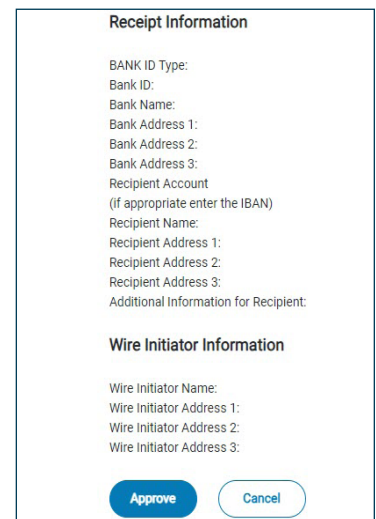
OPTION	DESCRIPTION
Bank ID type	ABA, SWIFT, or CHIPS, based on the recipient bank identification.
Bank ID	A maximum of 9 alphanumeric characters can be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type.
Recipient account	Up to 35 alphanumeric characters are allowed. An account number may be an IBAN, if appropriate.
Bank name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [()], right parenthesis [)], plus sign [+], comma [,], short dash [-], period [.] , forward slash [/], colon [:], apostrophe ['] and question mark [?].
Bank address 1, 2 and 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [()], right parenthesis [)], plus sign [+], comma [,], short dash [-], period [.] , forward slash [/], colon [:], apostrophe ['] and question mark [?].
Recipient name	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [()], right parenthesis [)], plus sign [+], comma [,], short dash [-], period [.] , forward slash [/], colon [:], apostrophe ['] and question mark [?].
Recipient address 1, 2 and 3	Up to 35 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [()], right parenthesis [)], plus sign [+], comma [,], short dash [-], period [.] , forward slash [/], colon [:], apostrophe ['] and question mark [?].
Additional information for recipient	Information you want to appear with the transfer (this text is included in your wire transfer history). Up to 140 alphanumeric characters are allowed. Spaces and the following special characters are allowed: left parenthesis [()], right parenthesis [)], plus sign [+], comma [,], short dash [-], period [.] , forward slash [/], colon [:], apostrophe ['], question mark [?], dollar sign [\$], and percent sign [%].

5 As applicable, select or fill in the First and Second Intermediary Bank Information and Wire Initiator information options.

OPTION	DESCRIPTION
Wire initiator name	This field is pre-filled with your company name.
Wire initiator address 1, 2 and 3	These fields are pre-filled with your company address. Spaces and the following special characters are allowed: left parenthesis [()], right parenthesis [)], plus sign [+], comma [,], short dash [-], period [.] , forward slash [/], colon [:], apostrophe ['] and question mark [?].

6 Click **Continue**. Verify the wires and then click one of the following options: **Submit for approval**, **Transmit**, or **Approve**.

- **Note:** Options may vary based on user permissions.

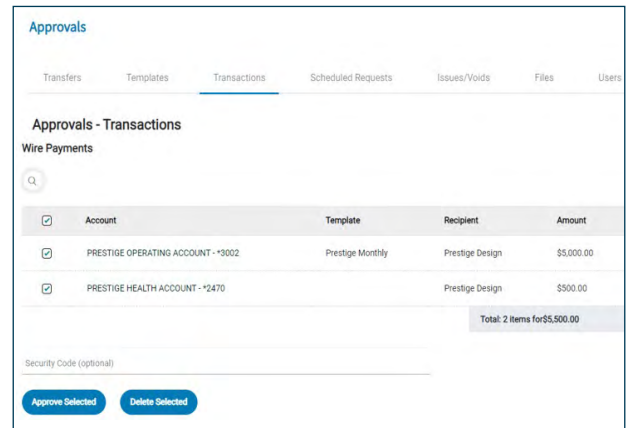



OPTION	DESCRIPTION
Submit for approval	Approve the transfer later or allow other users in the company to approve it.
Transmit	Approve and transmit the transfer.
Approve	Approve the transfer now.

## Approve Current-Day Wires.

Approve wires that have a current-day transmit date or scheduled wires that were not approved prior to the transmit date.

- 1 Click **Approvals > Transactions**.
- 2 Select the wires to approve.
- 3 Click **Approve Selected**.



The screenshot shows the 'Approvals - Transactions' screen. It features a navigation bar with tabs for Transfers, Templates, Transactions (selected), Scheduled Requests, Issues/Voids, Files, and Users. Below the navigation, there's a search bar and a table of wire payments. The table has columns for Account, Template, Recipient, and Amount. Two rows are visible, both with checked checkboxes. A summary bar at the bottom right indicates 'Total: 2 Items for \$5,500.00'. At the bottom, there is a 'Security Code (optional)' field and two buttons: 'Approve Selected' and 'Delete Selected'.

Account	Template	Recipient	Amount
<input checked="" type="checkbox"/> PRESTIGE OPERATING ACCOUNT - *9002	Prestige Monthly	Prestige Design	\$5,000.00
<input checked="" type="checkbox"/> PRESTIGE HEALTH ACCOUNT - *2470		Prestige Design	\$500.00

- 4 Verify the wires and then click one of the following options.
  - **Note:** Options may vary based on user permissions.

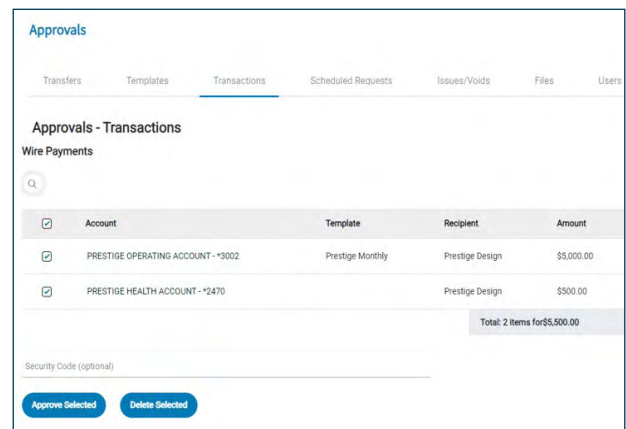
OPTION	DESCRIPTION
Approve Selected	Approve the wires now.
Transmit	Approve and transmit the wires.
Approve/Transmit	Approve the wires now. Wires that have received all required approvals are transmitted.

- 5 When prompted, complete the additional user validation.

## Edit or Delete Wires.

Edit an unapproved wire that has a current-day transmit date or a scheduled wire that was not approved prior to the transmit date. **Note: Editing a wire removes any approvals it received previously, and the wire must be reapproved.**

- 1 Click **Approvals**.
- 2 Click **Transactions** and select the hyperlink (account name) for the wire you want to edit.

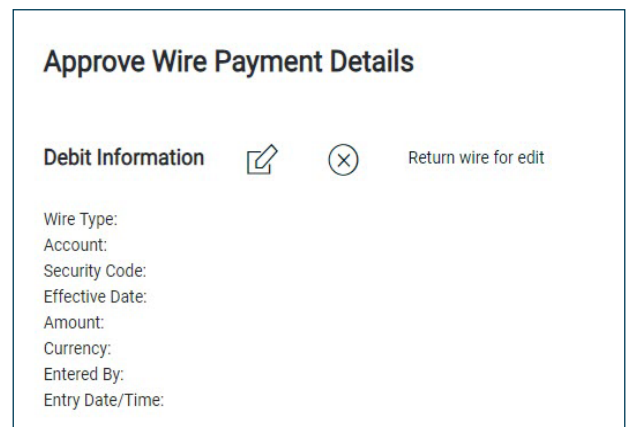


The screenshot shows the 'Approvals - Transactions' screen. At the top, there are tabs for 'Transfers', 'Templates', 'Transactions' (which is selected), 'Scheduled Requests', 'Issues/Voids', 'Files', and 'Users'. Below the tabs, the title is 'Approvals - Transactions' and 'Wire Payments'. There is a search bar with a magnifying glass icon. A table lists two wire payments:

<input checked="" type="checkbox"/>	Account	Template	Recipient	Amount
<input checked="" type="checkbox"/>	PRESTIGE OPERATING ACCOUNT - *3002	Prestige Monthly	Prestige Design	\$5,000.00
<input checked="" type="checkbox"/>	PRESTIGE HEALTH ACCOUNT - *2470		Prestige Design	\$500.00

At the bottom right of the table, it says 'Total: 2 Items for \$5,500.00'. Below the table is a 'Security Code (optional)' field and two buttons: 'Approve Selected' and 'Delete Selected'.

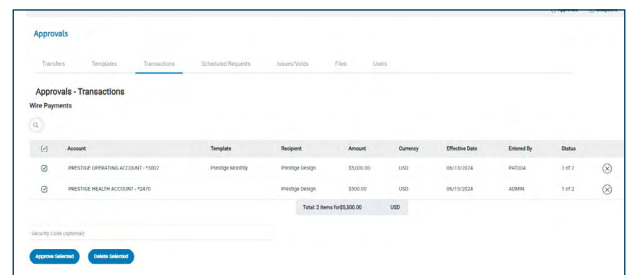
- 3 Click either the edit icon to make the change yourself and then have a different user approve, or **Return wire for edit** to have a different user make changes so you can still approve this transaction.



The screenshot shows the 'Approve Wire Payment Details' screen. At the top, it says 'Approve Wire Payment Details'. Below that, there are two options: 'Debit Information' with an edit icon (pencil) and 'Return wire for edit' with a close icon (X). Below these options, there are several fields for wire details:

- Wire Type:
- Account:
- Security Code:
- Effective Date:
- Amount:
- Currency:
- Entered By:
- Entry Date/Time:

- 4 To delete a wire, click the (X) icon. Wires can also be deleted from the Approvals screen, by clicking the (X) icons on the right side next to each transaction or checking the box and clicking the **Delete Selected** button.



The screenshot shows the 'Approvals - Transactions' screen with additional columns. The table now includes 'Currency', 'Effective Date', 'Entered By', and 'Status' columns. There are also small edit (pencil) and delete (X) icons next to each row. The table data is as follows:

<input checked="" type="checkbox"/>	Account	Template	Recipient	Amount	Currency	Effective Date	Entered By	Status
<input checked="" type="checkbox"/>	PRESTIGE OPERATING ACCOUNT - *3002	Prestige Monthly	Prestige Design	\$5,000.00	USD	06/13/2024	PRESTIGE	1 of 2
<input checked="" type="checkbox"/>	PRESTIGE HEALTH ACCOUNT - *2470		Prestige Design	\$500.00	USD	06/13/2024	ADMIN	1 of 2

At the bottom right of the table, it says 'Total: 2 Items for \$5,500.00 USD'. Below the table is a 'Security Code (optional)' field and two buttons: 'Approve Selected' and 'Delete Selected'.

# Search Completed Wires.

Search a wire transfer that has already been sent.

**1** Click **Money Movement > Wire > History**.

**2** Select an **Output To** option:

- Screen
- .CSV File
- .PDF

**3** Select one or more account options.

**4** Select an **Output To** option:

- Specific date
- From/To

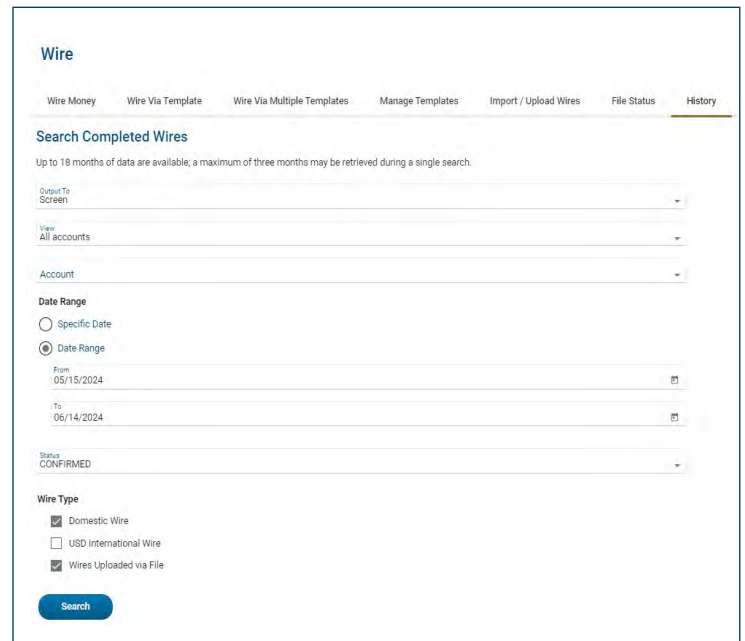
**5** Select a **Status** option:

- All
- Transmitted
- Processed
- Confirmed
- Rejected
- In-Process

**6** Select a **Wire Type** option:

- Domestic wire
- USD International wire
- Wires uploaded via file

**7** Click **Search**.



The screenshot shows the 'Wire' search interface. At the top, there are navigation tabs: 'Wire Money', 'Wire Via Template', 'Wire Via Multiple Templates', 'Manage Templates', 'Import / Upload Wires', 'File Status', and 'History'. The 'History' tab is selected. Below the tabs, the section is titled 'Search Completed Wires' with a note: 'Up to 18 months of data are available; a maximum of three months may be retrieved during a single search.' The search filters are as follows:

- Output To:** Screen
- View:** All accounts
- Account:** (empty dropdown)
- Date Range:**
  - Specific Date
  - Date Range
  - From:** 05/15/2024
  - To:** 06/14/2024
- Status:** CONFIRMED
- Wire Type:**
  - Domestic Wire
  - USD International Wire
  - Wires Uploaded via File

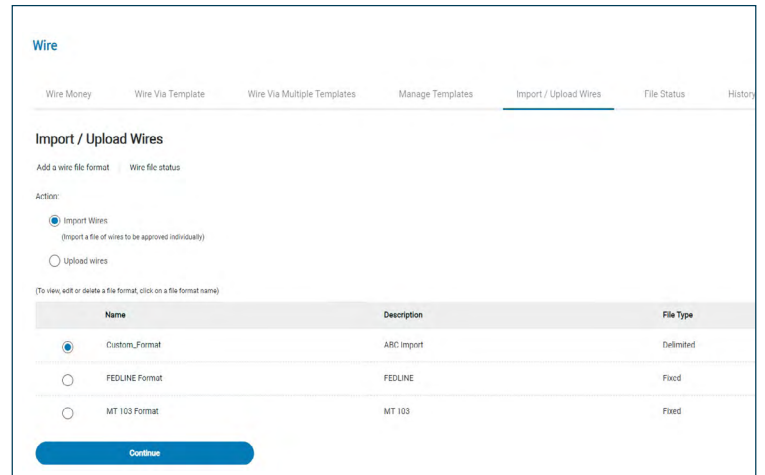
A blue 'Search' button is located at the bottom of the form.



# Wire File Import & Upload.

## Import a Wire File

- 1 Click **Money Movement > Wire > Import/Upload Wires > Action: Import Wires.**
- 2 Select a file format and then click **Continue.**
- 3 Click **Browse** and select the file to import.
- 4 Click **Import File** to receive confirmation.



**Wire**

Wire Money | Wire Via Template | Wire Via Multiple Templates | Manage Templates | **Import / Upload Wires** | File Status | History

**Import / Upload Wires**

Add a wire file format | Wire file status

Action:

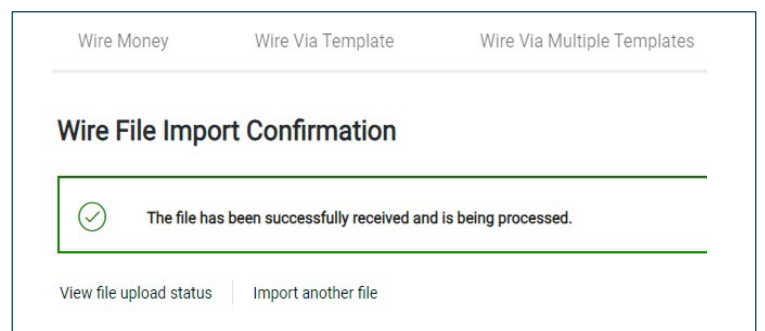
Import Wires  
(Import a file of wires to be approved individually)

Upload wires

(To view, edit or delete a file format, click on a file format name)


Name	Description	File Type
<input checked="" type="radio"/> Custom_Format	ARC Import	Delimited
<input type="radio"/> FEDLINE Format	FEDLINE	Fixed
<input type="radio"/> MT 103 Format	MT 103	Fixed

**Continue**



Wire Money | Wire Via Template | Wire Via Multiple Templates

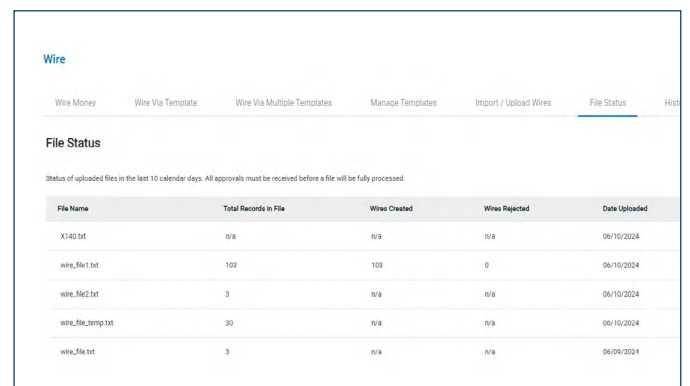
**Wire File Import Confirmation**

 The file has been successfully received and is being processed.

[View file upload status](#) | [Import another file](#)

## Check the Status of Wire Files.

- 1 Click **Money Movement > Wire > File Status.**  
If a file has completed processing and contains one or more rejected wire transactions, the file name appears as a link.  
This link can be clicked to view the wire transactions that were rejected so they can be fixed and resubmitted.  
For detailed information regarding Wire File Import using Template Format, please see our dedicated guide.



**Wire**

Wire Money | Wire Via Template | Wire Via Multiple Templates | Manage Templates | Import / Upload Wires | **File Status** | History

**File Status**

Status of uploaded files in the last 10 calendar days. All approvals must be received before a file will be fully processed.

File Name	Total Records in File	Wires Created	Wires Rejected	Date Uploaded
<a href="#">XT140.txt</a>	0/9	0/9	0/9	06/10/2024
<a href="#">wire_file1.txt</a>	103	103	0	06/10/2024
<a href="#">wire_file2.txt</a>	3	0/9	0/9	06/10/2024
<a href="#">wire_file_template.txt</a>	30	0/9	0/9	06/10/2024
<a href="#">wire_file.txt</a>	3	0/9	0/9	06/09/2024