

User Guide

Wire Transfers

BANKLINK.

Another Fiserv Connection

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ABOUT WIRE TRANSFERS

The Wire Transfer module provides a convenient and secure way to transfer funds between your accounts, or between your accounts and those of transfer recipients. Choose from Book, FedWire, CHIPS and SWIFT (International USD or foreign exchange) transfers, as provided for by the financial institution and your system validations.


For additional security, users can be permitted to perform only one or two specific actions—one user can be restricted to creating wire transfer templates, a second to creating transfers using those templates, and a third to approving them, for example.

 **Note:** The system only creates the transfer requests; request processing is handled by the financial institution using a different system.

ABOUT THE WIRE TRANSFER PROCESS

The following describes the general process by which wire transfers are created using the system:

1. If a wire transfer template is to be used, it is created by an authorized user. See the “Wire Transfer Templates” section of this document for information on wire transfer templates.
If no template is to be used, skip to step 4.
2. The template is submitted.
3. The financial institution or administrator confirms that the template is appropriate for use.
4. The user creates a wire transfer transaction, either based on a template or as a stand-alone action.

 **Note:** Authorized users can simultaneously create both a template and a transaction based on that template.

5. The user submits the wire transfer transaction.
6. If approvals are necessary, authorized users approve the wire transfer transaction.
7. When all necessary approvals are given, the wire transfer is submitted to the financial institution.
8. The financial institution approves the wire transfer.
9. The transfer is processed.

SECURITY FEATURES

The Wire Transfers module offers the following options to enhance security:

- Template-based transfer creation, with System Manager control over template availability and whether users can create transfers without using templates.
- Optional per-transaction and daily transfer activity limits.
- Optional per-transaction approval limits.
- Optional approval count requirements.

See the “Administration” section of this document for information on administering security features for the Wire Transfers module.

TRANSFER TYPES

The system supports the following transfer types, if your system validations provide access to them:

- **SWIFT:** Used for international transfers and foreign-currency transactions across the network owned by the Society for Worldwide Interbank Financial Telecommunications.
- **FedWire:** The same-day-value electronic funds transfer system operated within the United States by the Federal Reserve Bank.
- **CHIPS:** An independent message-switching system that permits international financial transactions to be settled amongst the member banks of the New York Clearing House Association.
- **Book:** An internal transfer made between accounts that reside at the same financial institution.

USING THE WIRE TRANSFERS MODULE

Use the Wire Transfers module to:

- Create wire transfer templates and transactions.
- Approve and submit wire transfer templates and transactions.
- Modify pending and existing wire transfer templates and transactions.
- Delete pending wire transfer templates and transactions.
- Access reports detailing template and transaction activity.

ABOUT WIRE TEMPLATES AND TRANSACTIONS

Wire transfers can be one-time, or they can be repetitive in nature, created for the same recipient on a periodic basis.

To simplify the process of creating repetitive wire transfers, the Wire Transfers module offers the ability to create wire transfers based on templates. These templates allow you to pre-populate the information that is most commonly used, and enter only the data that differs from transaction to transaction.

Wire transfer transactions can also be created on an as-needed basis.

Access to each of these capabilities—the ability to create templates, the ability to use templates to create transactions, and the ability to create transactions without using templates—is controlled by the System Manager.

USING THE CHOOSE FUNCTION WITH TEMPLATES OR TRANSACTIONS

When creating templates or transactions using the procedures described in this document, data can be entered into certain originator- and financial institution-related fields only by using the Choose function. The Choose function works in a slightly different manner depending on whether you are using it to select an individual (as the originator) or a financial institution.

When you enter a new originator's details, the originator and originating address are stored for later use; for financial institutions, the database contains Fedwire ABAs, SWIFT BICs, and CHIPS UIDs and Participant IDs.

To use the Choose function to select an originator:

1. On the Wire Transfers Transaction or Wire Transfers Template screen, in the Ordering Customer section, click the **choose** hyperlink. A pop-up window is displayed.
2. Do one of the following:
 - Select an existing originator
 1. Click the **Use Existing** hyperlink in the pop-up window. A list of wire originators is displayed. (If you have not created wire originators, this list may be blank.)
 2. In the **Action** column, click the **select** hyperlink. The pop-up window is closed, and the selected originator's details are displayed in the Ordering Customer section.

 **Note:** You can also click a **delete** link to delete an unnecessary originator record.

- Use the company default

Click the **use default** hyperlink. The pop-up window is closed, and details for the company's default originator are displayed in the Ordering Customer section.
- Add an originator
 1. In the **Name** field, enter the originator name.
 2. In the **Address** fields, enter address information.
 3. Click the **OK** button. The pop-up window is closed, and details for the company's default originator are displayed in the Ordering Customer section.

[Optional] Click the **Cancel** button to close the pop-up window without modifying the current selection.

To use the Choose function to select a financial institution:


1. On the Wire Transaction or Wire Transfer Template screen, where it is displayed in financial-institution related sections, click the **choose** hyperlink. A pop-up window is displayed.
2. Do one of the following:
 - Search by financial institution identifier
 1. Enter the identifier into the **BIC, PID/UID, or ABA #** field. Be sure to use the appropriate number and type of characters (e.g., 9 digits for ABAs).
 2. Click the **Verify** link. If the associated financial institution is found, information about the financial institution is entered for you into the **Institution name** and **Address** fields.
 3. Leave the **Manual Institution ID** field blank. (This field **must** be left blank.)
 - Search by financial institution name
 1. In the **Institution name** field, enter four or more consecutive letters of the financial institution's name. These letters must appear in sequence in the name, though it is not required that the first letter entered be the first letter of the financial institution name.
 2. Click the **Find** hyperlink. A list of financial institutions matching your entry is displayed.
 3. Click the appropriate **Name, Location, or ID** hyperlink. Information about that financial institution is entered for you into the **Institution name, Address, and** associated fields.
 4. Leave the **Manual Institution ID** field blank. (This field **must** be left blank.)
 - Manually identify a financial institution
 1. Leave the **BIC/PID/UID/ABA #** field blank.
 2. From the **Manual Institution ID** drop-down list, select the type of ID that will be used to identify the financial institution.
 - 📖 **Notes:**
 - The **Free Form** selection is provided for backwards compatibility, and will not ordinarily be used.
 - The **Account** selection is only rarely used; the beneficiary or their financial institution will inform you if **Account** is to be used.
 3. In the **Manual Institution ID** field, enter the ID for the institution to be used.
 4. In the **Institution name** field, enter the financial institution's name.
 5. In the **Address** fields, enter address information for the financial institution.
3. Click the **Apply** button located at the bottom of the pop-up window. The window is closed, and the financial institution information is entered in the appropriate area of the Wire Transfer Transaction or Wire Transfer Template screen.

WIRE TRANSFER TEMPLATES

To help simplify repetitive transactions, wire transfer templates allow you to store transaction information that will be frequently re-used to create wire transfers of a particular type to a particular recipient. You can then save time by entering only that data that differs from transaction to transaction.

Wire transfer templates (also known as “wire templates”) do **not** transfer funds. Rather, they help expedite wire transfer creation and eliminate the formatting errors that may occur when creating individual wire transfer transactions.


CREATING WIRE TEMPLATES

 **Note:** Function availability in this module is determined by system validations. Contact your System Manager if you need access to functionality not currently available to you.

To create a wire template:

1. From the **Funds Mgmt** menu, select **Wire Transfers**. The Wire Transfers screen is displayed.
2. Select the **Create** tab.
3. From the **Create** drop-down lists, select **Template** and the type of template.
4. Click the **Continue** button. The Template screen is displayed.
5. In the **Template name** field, enter a name for the template.
6. From the **Wire from** drop-down list, select the account to be debited to fund the wire.
7. Specify ordering customer, correspondent and intermediary institutions (if any), and beneficiary-bank information.

See the “Using the Choose Function with Templates or Transactions” section for help using the **choose** hyperlinks to select institutions.

-  **Notes:**
- Financial institutions may contract with other financial institutions for wire processing (“correspondent institutions”). Your financial institution (in the case of the **Sender’s correspondent institution**), or the beneficiary (for the rest of the correspondent institutions), will provide you with the information required for the areas discussed in this step.
 - If a transaction uses US dollars, the first financial institution in the “chain” of correspondent and intermediary institutions must be identified with an ABA.

Provide the following information, as appropriate:

Feature	Instructions
Ordering customer	Provide the name and address of the customer from whom the wire transfer originates. Accept the default or use the choose function to select or create new ordering customer details.
Sender's correspondent inst.	<i>[Optional]</i> If your financial institution has a correspondent relationship, use the choose function to identify the correspondent financial institution.
Receiver's correspondent inst.	<i>[Optional]</i> If the beneficiary financial institution requires a correspondent, use the choose function to identify the correspondent financial institution.
Intermediary institution	<i>[Optional]</i> If the beneficiary financial institution requires an intermediary to receive wires, use the choose function to identify the intermediary institution. When used, intermediary financial institutions are usually associated with the receiver's correspondent institution.
Account with institution (beneficiary's bank)	Use the choose function to identify the financial institution that receives the funds for the beneficiary (receiver) of the transaction, or to search for the institution in question.

8. *[Optional]* Select the **Account With Institution is the beneficiary** checkbox if the institution named in the **Account with institution** field is itself the recipient of the funds transferred by the transaction.
9. Provide the following information:

Feature	Instruction
Beneficiary customer	In the appropriate fields, enter the account number, name and address of the beneficiary (receiver) of the transaction. If the Account With Institution is the beneficiary checkbox has been selected, the Beneficiary Customer fields will be unavailable.
Charges (radio buttons) (SWIFT only)	Select the Borne by sender , Borne by beneficiary , or To be shared radio button, as appropriate, to indicate which parties will pay the fees associated with the transfer.

Feature	Instruction
Amount (drop-down) (SWIFT only)	Choose a currency-type code from the drop-down list. All supported currencies are included in the list.
Amount (field)	Enter the transaction amount.
FX rate (SWIFT only; not available for template-only creation)	<p>If a currency-type code other than USD was selected from the Amount drop-down list, this value represents the exchange rate between that currency and U.S. dollars.</p> <p>If you have a contract specifying an exchange rate other than the exchange rate displayed, you can overwrite the value of this field with the contracted exchange rate.</p> <p>This field is displayed only after a non-USD currency code is selected when creating a SWIFT transaction and template at the same time. Entries here will not be retained for the next transaction created with the template.</p>
Contract # (SWIFT only; not available for template-only creation)	<p>If a currency-type code other than USD was selected from the Amount drop-down list and you have a contract specifying an exchange rate other than the rate displayed, enter the contract number in this field after specifying the contracted exchange rate in the FX rate field.</p> <p>This field is displayed only after a non-USD currency code is selected when creating a SWIFT transaction and template at the same time. Entries here will not be retained for the next transaction created with the template.</p>
Eurostat code (SWIFT only; not available for template-only creation)	<p>If the EUR (Euro) currency-type code was selected from the Amount drop-down list, you may enter a Eurostat transaction-type tracking code in this field.</p> <p>This field is displayed only after the EUR currency code is selected when creating a SWIFT transaction and template at the same time. Entries here will not be retained for the next transaction created with the template.</p>
Value date (SWIFT only)	Enter the date on which the transaction will be executed. Enter in mm/dd/yyyy format. You can also click the Calendar button to select a date using the Calendar utility.

Feature	Instruction
Remittance info	Provide remittance details for the beneficiary and/or originator. The drop-down list defines the type of information; the input field is for the details of the information. For example, you might choose Invoice from the drop-down list. In the second field, you would enter the invoice number.
Processing instructions	Provide instructions for the intermediary or "account with" financial institutions. The drop-down list defines the action to be taken; the input field is for the details of the action. For example, you might choose Advise Bene by Phone from the drop-down list. In the second field, you would input the beneficiary's phone number.



Note: Multiple lines may be required to provide complete remittance information or processing instruction.

If multiple lines are required:

1. Make the appropriate selection from the first drop-down list in the remittance information or processing instruction.
2. Enter the beginning of the text in the associated field.
3. Do not make a selection from the following drop-down list.
4. Enter // in the associated field, followed by the rest of the instruction.

Instructions may use as many lines as are required, as long as each line is prefixed with //. Do not leave blank lines between instructions.

If the desired instruction is not present in the drop-down list, but a known "codeword" representing that instruction is known, you can:

1. Select the "blank" entry from the drop-down list, if it has not already been selected.
2. Enter the processing instruction using the format:

`/codeword/instruction text`

10. Click the **Save** button to save the template. Depending on your approval requirements, the template is either:


- Added to the Pending Templates pane for submission.
- Routed for approval.

MODIFYING WIRE TEMPLATES AND TRANSACTIONS

To modify a wire template or transaction:

1. From the **Funds Mgmt** menu, select **Wire Transfers**. The Wire Transfers screen is displayed.
2. Do one of the following:
 - To modify existing templates, select the **Templates** tab.
 - To modify pending templates or transactions that have not yet been submitted or approved, select the **Pending Items** tab.
3. Click the **modify** hyperlink associated with the template or transaction to be modified. Depending on your selection, either the Wire Transfer Template or the Wire Transfer Transaction pane is displayed.
4. Make changes in the appropriate fields. See the “Creating Wire Templates” section of this document for information on available fields.
5. Click the **Save** button to save the transaction or template. Depending on your approval requirements, the transaction is either:
 - Added to the Pending Transactions or Pending Templates pane for submission.
 - Routed for approval.


DELETING WIRE TEMPLATES AND TRANSACTIONS

 **Note:** Function availability in this module is determined by system validations. Contact your System Manager if you need access to functionality not currently available to you.

The process for deleting templates differs, depending on whether the template is active or pending. The process for deleting transactions is identical to the procedure for deleting pending templates.

DELETING PENDING TEMPLATES OR TRANSACTIONS

You can delete a single pending wire template or transaction, select multiple templates or transactions to delete, or delete all templates or transactions at the same time.

 **Note:** From the Pending Items pane, only templates and transactions that have a status other than “submitted, awaiting bank confirmation” can be deleted.

To delete pending wire templates or transactions:

1. From the **Funds Mgmt** menu, select **Wire Transfers**. The Wire Transfers screen is displayed.
2. On the Pending Items tab, in the Pending Templates or Transaction Batches pane:
 - Single template or transaction
Click the **delete** hyperlink associated with the template or transaction to be deleted.
 - Multiple templates or transactions
 1. Select the checkboxes associated with the templates or transactions to be deleted.
 2. Click the **Delete** button.A confirmation message is displayed in a pop-up window.
3. Click the **OK** button. The wire templates or transactions are deleted.
[Optional] Click **Cancel** to discard the deletion request.

DELETING ACTIVE TEMPLATES

To delete an active wire template:

1. From the **Funds Mgmt** menu, select **Wire Transfers**. The Wire Transfers screen is displayed.
2. Select the **Templates** tab.
3. Click the **delete** hyperlink associated with the template to be deleted.
A confirmation message is displayed in a pop-up window.
4. Click the **OK** button. The wire template is deleted.
[Optional] Click **Cancel** to discard the deletion request.

WIRE TRANSFER TRANSACTIONS


While wire transfer templates provide a means of simplifying the transfer of funds, it is the wire transfer transaction (also known as a “wire transaction”) that actually requests transfer of the funds.

CREATING WIRE TRANSACTIONS

Wire transactions can be:

- Created without using a template (a “one-time” or “standalone” transaction).
- Created at the time of template creation.
- Created using an existing template.

CREATING TRANSACTIONS WITHOUT A TEMPLATE


 **Note:** Function availability in this module is determined by system validations. Contact your System Manager if you need access to functionality not currently available to you.

To create a wire transaction without using a wire transaction template:

1. From the **Funds Mgmt** menu, select **Wire Transfers**. The Wire Transfers screen is displayed.
2. Select the **Templates** tab.
3. From the **Create** drop-down lists, select the transaction type and **Transaction**.
4. Click the **Continue** button. The Create Wire Transaction pane is displayed.
5. Enter data in the appropriate fields. The fields are the same as those used in the template creation process; see the “Creating Wire Templates” section of this document for descriptions.
6. Click the **Save** button to save the transaction. Depending on your approval requirements, the transaction is either:
 - Added to the Pending Transactions pane for submission.
 - Routed for approval.

CREATING A TEMPLATE WITH A TRANSACTION


You can create a template and transaction at the same time; when they are submitted or queued for approval, they are divided into two separate entities on the Pending Items tab—the template is placed in the Pending Templates pane for approvals or submission, and the transaction is placed in the Transaction Batches pane.

 **Note:** Function availability in this module is determined by system validations. Contact your System Manager if you need access to functionality not currently available to you.

To create a wire template and transaction:

1. From the **Funds Mgmt** menu, select **Wire Transfers**. The Wire Transfers screen is displayed.
2. Select the **Templates** tab.
3. From the **Create** drop-down lists, select the type of template/transaction and **Transaction and Template**.
4. Click the **Continue** button. The Wire Transfers Template and Transaction screen is displayed.
5. In the **Template name** field, enter a name for the template.
6. Enter data into the appropriate fields. The fields are the same as those used in the template creation process; see the “Creating Wire Templates” section of this document for descriptions.
7. Click the **Save** button to save the transaction. Depending on your approval requirements:
 - The template is added to the Pending Templates pane and the transaction is added to the Pending Transactions pane for submission.
 - Both the template and the transaction are routed for approval.

CREATING TRANSACTIONS USING A TEMPLATE

 **Note:** Function availability in this module is determined by system validations. Contact your System Manager if you need access to functionality not currently available to you.

To create a wire transaction using a wire transaction template:

1. From the **Funds Mgmt** menu, select **Wire Transfers**. The Wire Transfers screen is displayed.
2. Select the **Templates** tab.
3. Click the **use** hyperlink associated with the template to be used to create the transaction. The Wire Transfers Transaction pane is displayed. Fields are automatically filled with the data specified in the template creation process.
4. *[Optional]* Modify data in the appropriate fields. The fields are the same as those used in the template creation process; see the “Creating Wire Templates” section of this document for descriptions.
5. Click the **Save** button to save the transaction. Depending on your approval requirements, the transaction is either:
 - Added to the Pending Transactions pane for submission.
 - Routed for approval.

MODIFYING WIRE TRANSACTIONS

Pending wire transactions can be modified using the same process used to modify pending wire templates. See the “Modifying Wire Templates and Transactions” section of this document for additional information.

Transactions that have already been submitted and/or approved **cannot** be modified.

DELETING WIRE TRANSACTIONS

Pending wire transactions can be deleted using the same process used to delete pending wire templates. See the “Deleting Pending Templates or Transactions” section of this document for additional information.

APPROVING WIRE TEMPLATES AND TRANSACTIONS


There may be rules implemented on the system regarding the number of approvals required before a wire transfer template or transaction can be submitted for processing. Your System Manager can specify approval requirements that are more stringent than those required by the financial institution. A maximum of three approvals may be required; some users, however, may not need any approvals.

For security purposes, the creator of a wire transfer transaction or template item may not approve that item. Once an item has been granted the required number of approvals, however, the creator or approver can submit the item, if that user has the appropriate validation.

For example, if a user's wire transfer transactions require two approvals, a transaction would be processed as follows:

1. The user creates the transaction and clicks the **Save** button.
2. The first approving user (any user validated for approvals and whose account permissions include the account associated with the transaction) approves the transaction by clicking the transaction's **approve** hyperlink on the Pending Items pane.
3. If multiple approvals are required, the transaction remains visible to users who have already approved it, but the **approve** hyperlink is no longer available to them.
4. A second approving user approves the transaction.
5. A user validated for transaction submission submits the transaction by clicking the **submit** hyperlink associated with that transaction.

SUBMITTING WIRE TEMPLATES AND TRANSACTIONS

-  **Note:**
- Function availability in this module is determined by system validations. Contact your System Manager if you need access to functionality not currently available to you.
 - The financial institution determines whether wire templates need to be submitted to them before they are made available for use.
 - Once submitted to the system, wire transfers must still be processed by the financial institution.

You can submit a single wire template/transaction, select multiple templates/transactions to submit, or submit all templates/transactions at the same time.

The status of submitted wire transfer templates and transactions can be checked by accessing the Wire Template Report and Wire Transaction Report, respectively. See the “Wire Template Report” and “Wire Transaction Report” sections of this document for additional information.

To submit wire templates or transactions:

1. From the **Funds Mgmt** menu, select **Wire Transfers**. The Wire Transfers screen is displayed.
2. On the Pending Items tab, in the Pending Templates or Transaction Batches pane:
 - Single template or transaction
Click the **submit** hyperlink associated with the template or transaction to be submitted.
 - Multiple templates or transactions
 1. Select the checkboxes associated with the templates or transactions to be submitted.
 2. Click the **Submit** button.

The Submit Verification screen is displayed.

3. In the **Enter your password for submit** field, enter your transaction password.
4. Click the **Verify** button. The Submit Confirmation screen is displayed.
5. *[Optional]* To print the confirmation, click the **Print** button. Make the necessary selections in the Print dialog box, then click the **OK** button.
6. Click the **OK** button to close the confirmation screen and return to the Pending Items tab.

TEMPLATE AND TRANSACTION AVAILABILITY IN PENDING LISTS

During the creation through submission lifecycle, a given template or transaction is available only to its creator and to those users whose actions may immediately affect it, subject to the validation and access requirements above. Therefore:

- A created item is visible to its creator from the moment it is initially created until it is accepted or rejected by the financial institution.
- If approvals are required, users validated for transaction approval can see those created items that they may approve (i.e., that are associated with an account to which the approving user is assigned access).
- Once approval is given (or immediately, if no approvals are required), users validated for transaction submission can see those created items that they may submit (i.e., that are associated with an account to which the submitting user is assigned access).
- For users validated for transaction submission, a summary message is displayed beneath the Pending Templates or Pending Transactions pane as appropriate, advising the user that templates and/or transactions are "in the pipeline" and awaiting approval. The pending approval message is displayed only for templates/transactions the user may approve.
- Users validated for transaction deletion can see pending transactions and/or templates associated with accounts assigned to them.

WIRE TRANSFER REPORTS

The status of submitted wire transfer templates and transactions can be checked by accessing the Wire Template Report and Wire Transaction Report, respectively.

Each of these reports can be printed, and can also be exported to a comma-delimited ASCII file.

WIRE TEMPLATE REPORT

Use the Wire Template report to check the status of wire templates created on the system. In addition to active templates, the Wire Template report lists templates that are currently outstanding due to any of the following reasons:

- Rejected by system.
- Awaiting bank confirmation.
- Awaiting approvals.

Outstanding templates are grouped according to their status, with templates that are awaiting approvals grouped according to the number of approvals pending.

To access the Wire Template report:

Do one of the following:

- From within the Wire Transfers module
From the **Reporting** menu, select **Template Report**.
- From any other module
 1. From the **Reporting** menu, select **All Reports**. The All Reports screen is displayed.
 2. In the **Funds Management** pane, click the **Wire Template Report** hyperlink.

The Wire Template Report screen is displayed.

For each template, the Wire Template report presents some or all of the following data, as applicable:

This column...	Displays the...
Template Name	Name of the template, as specified in the creation process.
Beneficiary	Name of the beneficiary institution.
Account	Account number from which a transaction based on the template will transfer funds.
Amount	Amount to be transferred, as specified in the creation process.
Type	Type of transfer (S.W.I.F.T., FedWire, etc.).
Action	Item-specific available actions. Available actions are described below.

From the Wire Template report, you can:

- **Sort data according to column contents**
Click a column header to sort the report by the contents of that column.
- **Print the report**
Click the **Print** button to print the report.
- **Export the report**
Click the **Export** button to export this report in ASCII format. See the “Notes on ASCII Export” section of the **Getting Started** document for additional information.
- **View template detail**
Click the **view** link to view additional detail about the template; the Wire Transfers Template pane is displayed. See below for additional information.

The Wire Template Detail report provides audit trail information about wire templates.

Information is displayed in some or all of the following rows:

This row...	Displays the...
ID	System identifier for the template.
Status	Status of the template within the system.
Template Name	Name of the template, as specified in the creation process.
Wire From	Account number from which a transaction based on the template will transfer funds.
Ordering Customer	Individual from whom the wire transfer originates.
Sender's correspondent inst.	Correspondent institution, if used by the wire originator.
Receiver's correspondent inst.	Correspondent institution used by the beneficiary's financial institution.
Intermediary institution	Institution serving as an intermediary between the receiver's correspondent institution and the beneficiary's financial institution.
Account with institution	Beneficiary's financial institution.
Beneficiary customer	Party who receives funds from the wire transfer transaction.
Charges	Party who is to pay charges associated with transactions created using the template.
Amount	Default dollar value for transactions created using the template.
Created By	User ID of the user who created the template, as well as the creation date and time.
Modified By	User ID of the user who last modified the template, as well as the modification date and time.
Approved By	User ID of the user who last approved the template, as well as the approval date and time.
Submitted By	User ID of the user who submitted the template, as well as the submission date and time.

WIRE TRANSACTION REPORT

Use the Wire Transaction report to check the status of wire transactions submitted to the financial institution.

To access the Wire Transaction report:

1. Access the Wire Transaction Report parameters pane:
 - From within the Wire Transfers module
From the **Reporting** menu, select **Transaction Report**.
 - From any other module
 1. From the **Reporting** menu, select **All Reports**. The All Reports screen is displayed.
 2. In the **Funds Management** pane, click the **Wire Transaction Report** hyperlink.

The Wire Transaction Report parameters pane is displayed.

2. Specify a date or date range to search:
 - View a range of dates
Enter the starting date of the range in the **Date Range From** field, and the ending date in the **To** field.
 - View a single date
Enter the same date in both the **From** and **To** fields. Use **mm/dd/yyyy** format.
You can also click the **Calendar** buttons next to each field to use the Calendar utility to select dates.

3. Click the **Submit** button. The Wire Transaction Report pane is displayed.

Transactions are grouped into separate panes by status category (e.g., "awaiting two approvals").

The Wire Transaction report lists templates that are currently outstanding due to any of the following reasons:

- Rejected by system.
- Awaiting bank confirmation.
- Awaiting approvals.

Outstanding transactions are grouped according to their status, with transactions that are awaiting approvals grouped according to the number of approvals pending.

For each template, the Wire Transaction report presents some or all of the following data, as applicable:

This column...	Displays the...
ID	System identification number of the transaction.
Beneficiary	Name of the beneficiary institution.
Number	Account number from which the transaction is to transfer funds.
Amount	Amount to be transferred, as specified in the creation process.
Value Date	Date on which the exchange rate, if any, is to be applied.
Type	Type of transfer (S.W.I.F.T., FedWire, etc.).
Reference Info.	Confirmation text.
Reference No.	Wire confirmation number (IMAD, CHIPS SSN, etc.).
Action	Item-specific available actions. Available actions are described below.

From the Wire Transaction report, you can:

- **Sort data according to column contents**
Click a column header to sort the report by the contents of that column.
- **Print the report**
Click the **Print** button to print the report.
- **Export the report**
Click the **Export** button to export this report in ASCII format. See the “Notes on ASCII Export” section of the **Getting Started** document for additional information.
- **View template detail**
Click a **view** link to view additional detail about the template; the Wire Transfers Transaction pane is displayed. See below for additional information.

The Wire Transaction detail report provides transaction detail, as well as audit trail information about wire transactions.

Information is displayed in some or all of the following rows:


This row...	Displays the...
ID	System identification number for the transaction.
Transaction No	Back-office wire system identifier for the transaction.
Status	Status of the transaction within the system.
Reference Info	Confirmation text, such as wire confirmation number (IMAD, CHIPS SSN, etc.).
Template name	Template used to create the transaction.
Wire from	Account number from which the transaction is to transfer funds.
Sender's Correspondent Inst.	ID, name, and address of the sender's correspondent institution, if any.
Receiver's Correspondent Inst.	ID, name, and address of the receiver's correspondent institution, if any.
Intermediary Institution	ID, name, and address of the intermediary institution, if any.
Account with Institution	ID, name, and address of the beneficiary institution.
Beneficiary customer	Party who receives funds from the wire transfer transaction.
Amount	Amount to be transferred, as specified in the creation process.
Value Date	Date at which the exchange rate, if any, is to be applied.
Remittance Info	Remittance information, if any.
Processing Instructions	Processing instructions, if any.
Created By	User ID of the user who created the transaction, as well as the creation date and time.

This row...	Displays the...
Last Modified By	User ID of the user who last modified the transaction, as well as the modification date and time.
Approved By	User ID of the user who last approved the transaction, as well as the approval date and time.
Submitted By	User ID of the user who submitted the transaction, as well as the submission date and time.
System Ref	Secondary system identification number for the transaction.

ADMINISTRATION

In addition to general administration functions, System Managers can also:

- Specify templates that each user is authorized to use.
- Limit transactions and approvals.
- Specify the number of approvals required for both wire transfer transactions and templates.

 **Note:** System managers may modify their own Wire Transfer transaction limits only if they have been given specific permissions to do so by the financial institution; contact the financial institution for additional information.

To perform any of these functions, use the Wire Transfers tab of the Administration screen:

1. From the **Administration** menu, select **Applications**.
2. Select the **Wire Transfers** tab.
3. In the **Users** list, click the User ID/log-on name of the user for whom permissions are to be set.
4. Make the necessary setting changes.
5. Click the **Update** button to save the changes. A confirmation message is displayed.
6. Click **OK**.

AUTHORIZING TEMPLATE USAGE

To authorize a user to create wire transfers using a wire template:

Once you have selected a User ID from the **Users** list, click a template name in the **Authorized Templates** list. To select multiple templates, hold down the **Ctrl** key and click each template to be selected.

SETTING WIRE TRANSFER LIMITS

Three different limits can be set from the Wire Transfers tab:

- **Per-Transaction Limit:** Limits the dollar value of an individual wire transaction.
- **Daily Limit:** Limits the total daily dollar value of all wire transactions created by a single user.
- **Per-Transaction Approval Limit:** Limits the dollar value of individual wire transactions an approver may approve.

A separate limit can be set on each transfer type.

To set a per-transaction limit:

Once you have selected a User ID from the **Users** list, in the **Per-Transaction Limit** field for each transaction type, enter the dollar value to which the user will be limited in creating a single transaction of that type.

[Optional] Click the **default** link to assign the selected user the default per-transaction limit.

To set a daily limit:

Once you have selected a User ID from the **Users** list, in the **Daily Limit** field for each transaction type, enter the total dollar value to which the user will be limited in creating transactions of that type in a single day.

[Optional] Click the **default** link to assign the user the default daily limit.

To set a per-transaction approval limit:

Once you have selected a User ID from the **Users** list, in the **Max Item Amount to Approve** field for each transaction type, enter the dollar value to which the user will be limited in approving a single transaction of that type.

[Optional] Click the **default** link to assign the selected user the default per-transaction limit.


SPECIFYING REQUIRED NUMBER OF APPROVALS

As discussed in the “Approving Wire Templates and Transactions” section of this document, administrators can over-ride financial institution defaults with regard to the number of approvals that are required for templates and transactions to be submitted to the financial institution for final approval.

To set approval counts for a user:

Once you have selected a User ID from the **Users** list, enter a number in the **Number of approvals** field for each transaction type. Up to 3 approvals may be required.

[Optional] Click the financial institution **default** link to reset the value to the financial institution default value.

-  **Note:**
- An individual approving user can only approve each transaction once; if a transaction requires two approvals, two approvers must "sign off" on the transaction before it can be submitted. If a transaction is rejected by the system and corrected by the originator, however, an approving user can re-approve the same transaction.
 - Changes to approval count do **not** affect pending transactions or templates. Additionally, changes to the approval count do not affect transactions that have been rejected by the system and re-submitted.

GLOSSARY

The following terms and definitions may prove useful for your Wire Transfer activities:

Term	Definition
Beneficiary	The recipient of a wire transfer.
Book Transfer	A Wire Transfer made between accounts which reside at the same financial institution.
CHIPS	An independent message-switching system that permits international financial transactions to be settled among New York banks. CHIPS is operated by the New York Clearing House Association.
Correspondent/ Intermediary Institution	If the transmitting or receiving financial institution chooses not to process their own wire transfers, they may partner with a separate institution for purposes of wire transfers; these partners are “correspondent” or “intermediary” institutions.
FedWire	The same-day value electronic funds transfer system operated in the U.S. by the Federal Reserve Bank.
S.W.I.F.T.	The major international financial telecommunications network that transmits international payment instructions as well as other international financial instruments or messages. S.W.I.F.T. is the only type used for foreign currency transactions.
Wire Template	A collection of settings that allow you to store transaction information that will be frequently re-used to create a transfer of a given type or to a given recipient. Wire transfer templates (also known as “wire templates”) do not transfer funds. Rather, they serve as a means of making wire transfer transactions simpler.