



Wire Transfers

September 2019

How To Instructions

Wire Transfer

Overview

Schedule and manage outgoing wire transfers from the *Payments and Transfers* screen. Each section below will provide you step-by-step instructions on how to perform the tasks.

Schedule a Wire Transfer

View/Edit/Delete/Approve a Pending Wire Transfer

Wire Transfer Templates

General Info:

- You can **Save** or **Process** a Wire Transfer schedule. **Saved Transfers** can be changed or deleted.
- **Processed Transfers** cannot be changed in Business Online Banking. **Please contact the Bank for assistance if you need to cancel a wire transfer.**
- You can schedule a wire transfer up to 5 days in advance of the processing date.
- Business Online Banking supports domestic and international wires and remits funds in U.S. dollars only.

Go to *Payments and Transfers* and click on *Wire*.

Definitions: Select Wire Transfer Criteria Page

Inquire Wire Transfers: View, save, or print all wire transfers scheduled.

Change Wire Transfers: Change the information for a wire transfer that has not been processed.

New Wire Transfers: Create a new domestic or international wire transfer.

New Wire Transfers Using Existing Transfers: Schedule a wire transfer using the information from a past wire transfer sent.

Review Wire Transfer: Lists transfers requiring review before they can be processed.

Import Wire Transfer: Import a file created in Fedwire or Swift wire standards format.

Import Using Templates: Import a file, then create a new Template to download your file into.

Wire Transfer Template: Create a wire transfer template to save time when sending wires to the same beneficiary.

Review Wire Transfer Template: List templates created by your staff requiring your review and approval.

Scheduling a Wire Transfer

You can either *schedule a wire transfer in Business Online Banking (BOB)* or *import a file into BOB* to send your wire(s).

Schedule a wire transfer in BOB

- Schedule a new domestic wire
- Schedule a new international wire
- Send New Wire Transfer Using Existing Transfer Information
- Add a Wire Transfer Template
- Or Import a Wire Transfer

Scheduling a New Domestic Wire

Home Accounts Payments & Transfers Checks & Deposits Administration

Payments & Transfers

INTERNAL WIRE BILL PAY

Wire

Select Wire Transfer Criteria

<input checked="" type="radio"/> Inquire Wire Transfer <input type="radio"/> Change Wire Transfer <input type="radio"/> New Wire Transfer <input type="radio"/> New Wire Transfer Using Existing Transfer <input type="radio"/> Delete Wire Transfer <input type="radio"/> Review Wire Transfer <input type="radio"/> Import Wire Transfer <input type="radio"/> Import Wire Using Template <input type="radio"/> Wire Transfer Template <input type="radio"/> Review Wire Transfer Template <input type="radio"/> Multiple Wire Transfer Using Template	Transfer Type: Outgoing ▾ Transfer Description: <input type="text"/> Date Range: <input type="text" value="09/08/2019"/> To <input type="text"/> Amount Range: <input type="text"/> To <input type="text"/> Client Name: <input type="text"/> Reference Number: <input type="text"/> Wire Number: <input type="text"/>
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Complete the following if this is the first domestic wire transfer you are creating and there is no existing wire transfer that can be copied. If most of the information from an existing wire transfer can be used to process the new wire transfer, then use the Wire Funds Using the Existing Wire Transfer procedure.

From the **Select Wire Transfer Criteria** page:

1. Click the **New Wire Transfer** button.
2. Select **Domestic** from Wire Type. Click the **Submit** button. The New Domestic Wire Transfer page displays.

Note: The fields with an asterisk (), are required.*

Payments & Transfers

INTERNAL

WIRE

BILL PAY

Wire

New Domestic Wire Transfer - VIEW EMP

* Transfer Description: Recurring Frequency:

* Transfer Start Date:

* Amount: * From Account:

Tax Identification Number: BUSINESS EBS TES [XXX-XX-1158]

Beneficiary

* Identification Type: DDA Account Number: * Message To Beneficiary:

* Identification Number:

* Name:

* Address:

Beneficiary Reference:

Beneficiary Institution

Identification Type: Fed Routing Number: Name:

Identification Number: Address:

3. In the **New Domestic Wire Transfer** section, complete the following in order:
 - a. **Transfer Description:** Enter a descriptive title for the Wiretransfer.
 - b. **Transfer Start Date:** Enter the start date or select the date from the calendar. You may schedule up to 5 days in advance.
 - c. **Amount:** Enter the amount of the transfer.
 - d. **Recurring Frequency:** Select the frequency of the Wire transfer or leave as None for a one-time transfer.
 - e. **From Account:** Select the account to transfer funds from.
4. In the **Beneficiary** section, complete the following in order:
 - f. **Identification Type:** Do not complete: It should indicate DDA Account number or Savings Account number.
 - g. **Identification Number:** Enter the beneficiary's identification number. This is usually the account number.
 - h. **Name:** Enter the beneficiary's name.
 - i. **Address:** Enter the beneficiary's full address, including zip code.
 - j. **Message To Beneficiary:** Enter a message to the beneficiary (optional).
 - k. **Beneficiary Reference:** Enter a unique number for future reference (optional).
5. In the **Beneficiary Institution** section, enter the **Identification Number** that corresponds with the Identification Type (usually Federal Routing Number).



Or click on the search icon to find the Beneficiary's Institution's routing number.

Beneficiary Institution

Identification Type: Fed Routing Number: Name:

Identification Number:

Receiving Institution

* Routing/Transit number:

Institution Name:

(* Indicates Required Fields)

Disclaimer: REQUIRED Enter the purpose of wire in the MESSAGE TO BENEFICIARY field.

Institution Search

R/T number:

Institution Name:

City:

State:

6. Enter the **Name** of the beneficiary financial institution.
7. Enter the full **Address** of the beneficiary financial institution, including zip code.
8. In the **Receiving Institution** section, information entered in the Beneficiary Institution above will pre-fill this section.
9. Click the **Save** button to save the wire transfer and submit later or click the **Process** button to send the wire transfer. The Wire Confirmation page displays.

If you need to cancel the Wire Transfer, contact TSB immediately.

Note: If you are not prepared to send the wire transfer, click Save to save what you have entered and complete the wire transfer later.

Scheduling a New International Wire

Complete the following to send funds outside the United States (in US dollars) from one account to another. Use this procedure if this is the first international wire transfer you are creating and there is no existing wire transfer than can be copied. If most of the information from an existing wire transfer can be used to process the new wire transfer, then use the **Wire Funds Using the Existing Wire Transfer** procedure.

From the **Select Wire Transfer Criteria** page:

1. Click the **New Wire Transfer** button.
2. Select **International** from Wire Type drop-down menu. Click the **Submit** button. The New International Wire Transfer page displays.

Wire

New International Wire Transfer - EBS Co Administrator			
* Transfer Description:	<input type="text"/>	Recurring Frequency:	None <input type="button" value="v"/>
* Transfer Start Date:	<input type="text"/>		
* Amount:	<input type="text"/>	* From Account:	Select Account <input type="button" value="v"/>
Tax Identification Number:	EBS TEST CO [XXX-XX-9999]		
Beneficiary			
* Identification Type:	DDA Account Number	* Message To Beneficiary:	<input type="text"/>
* Identification Number:	<input type="text"/>		<input type="text"/>
* Name:	<input type="text"/>		<input type="text"/>
* Address:	<input type="text"/>		<input type="text"/>
	<input type="text"/>	Beneficiary Reference:	<input type="text"/>
* Country	None <input type="button" value="v"/>		
Beneficiary Institution			
* Identification Type:	Swift Bank Code	* Name:	<input type="text"/>
* Identification Number:	<input type="text"/>	Address:	<input type="text"/>
			<input type="text"/>

Note: The fields with an asterisk () are required.*

3. In the **New International Wire Transfer** section, complete the following in order:
 - a. **Transfer Description:** Enter a descriptive title for the Wiretransfer.
 - b. **Transfer Start Date:** Enter the start date or select the date from the calendar. You may schedule up to 5 days in advance.
Note: This is the date the wire is to be sent.
 - c. **Amount:** Enter the amount of the wire transfer.
 - d. **Recurring Frequency:** Select the frequency of the Wire transfer or leave as None for a one-time transfer.
 - e. **From Account:** Select the account to transfer funds from.
4. In the **Beneficiary** section, complete the following in order:
 - a. **Identification Type:** Do not complete: It should indicate DDA Account number or Savings Account number.
 - b. **Identification Number:** Enter the beneficiary's identification number. This is usually an account number.
 - c. **Name:** Enter the beneficiary's name.
 - d. **Address:** Enter the beneficiary's full address, including zip code.
 - e. **Message To Beneficiary:** Optional -Enter a message to the beneficiary.
 - f. **Beneficiary Reference:** Optional -Enter a unique number for future reference.
5. In the **Beneficiary Institution** section, enter the **Identification Number** that corresponds with the Identification Type.
6. Enter the **Name** of the beneficiary financial institution.
7. Enter the full **Address** of the beneficiary financial institution, including zip code.
8. Click the **Save** button to save the wire transfer and submit later
or click the **Process** button to send the wire. The Wire Confirmation page displays.

Send New Wire Transfer Using Existing Transfer

Complete the following to wire funds from one account to another using an existing wire transfer. It is more efficient to use an existing wire transfer to create a new wire transfer if most of the information from the existing transfer can be used to process the new wire transfer.

From the **Select Wire Transfer Criteria** page:

1. Click the **New Wire Transfer Using Existing Transfer** button.
2. From the **Wire Type** drop-down menu, select **Domestic** or **International**.
3. Click the **Submit** button. The Wire List of existing wires displays.

Payments & Transfers



Wire

Select Wire Transfer Criteria

Inquire Wire Transfer

Change Wire Transfer

New Wire Transfer

New Wire Transfer Using Existing Transfer

Delete Wire Transfer

Review Wire Transfer

Import Wire Transfer

Import Wire Using Template

Wire Transfer Template

Review Wire Transfer Template

Multiple Wire Transfer Using Template

Transfer Description:

Wire Type:

4. Select the wire to use by clicking the name of the wire from the **Transfer Description** column. The **New Domestic (or International) Wire Using** page displays with the fields of the previous wire already filled.
5. Update the necessary fields. The fields with * are required.
6. Click the **Save** button to save the wire transfer and submit late

Or click the **Process** button to send the wire transfer. The **Wire Confirmation** page displays.

Wire

New Domestic Wire Using - test			
* Transfer Description:	test	Recurring Frequency:	None
* Transfer Start Date:			
* Amount:	1.00	* From Account:	BUSINESS CHECKING PLAN C 5151
Tax Identification Number:	EBS TEST CO [XXX-XX-9999]		
Beneficiary			
* Identification Type:	DDA Account Number	* Message To Beneficiary:	
* Identification Number:	132131313		
* Name:	test		
* Address:	321321 eeate	Beneficiary Reference:	
	aeae		
	aeae		
Beneficiary Institution			
Identification Type:	Fed Routing Number	Name:	TERRITORIAL SAVINGS BANK
Identification Number:	321370707	Address:	131313 dfadf
			HONOLULU HI
Receiving Institution			
* Routing/Transit number:	321370707		
Institution Name:	TERR SVGS BK		
(* Indicates Required Fields)			
Disclaimer: REQUIRED Enter the purpose of wire in the MESSAGE TO BENEFICIARY field.			
<input type="button" value="Save"/> <input type="button" value="Process"/> <input type="button" value="Cancel"/>			

Add a Wire Transfer Template

Complete the following to add a Wire Transfer Template. Create and save templates to alleviate file set up on future wire transfers. Permission may be given to select employees to create templates.

From the **Select Wire Transfer Criteria** page:

1. Click the **Wire Transfer Template** option.
2. Click the **Submit** button. The **Template List** page displays.
3. Click the **New** icon in the upper, right corner on the menu bar. The **New Template** page displays.



Wire

Select Wire Transfer Criteria

Inquire Wire Transfer
 Change Wire Transfer
 New Wire Transfer
 New Wire Transfer Using Existing Transfer
 Delete Wire Transfer
 Review Wire Transfer
 Import Wire Transfer
 Import Wire Using Template
 Wire Transfer Template
 Review Wire Transfer Template
 Multiple Wire Transfer Using Template

Template Name:
 Wire Type:
 Template Group:

Menu Bar
Click on
New icon



Template List

Domestic							
Template Name	Beneficiary	From Account	Wire Type	Status	New Transfer	Edit Template	Delete Template
Deb Test Template	Debbie Test Template	Ck PLAN A 1158	Domestic	Approved			

4. Select **Domestic** or **International** from the **Wire Type** the drop-down menu.
5. Click the **Submit** button.

Wire

New Template


Wire Type:

New Domestic Wire Transfer Template

* Template Name: Recurring Frequency:

Tax Identification Number: Default Amount:

From Account: Amount Range: To

* Template Group: 

User Access

[Select All](#)

Admin User BLISS SAMSON

EBS Co Administrator EBS Employee

Fiserv User Hideki Hayashi

Jan Loo Soft Token

Beneficiary

* Identification Type: DDA Account Number: * Message To Beneficiary:

* Identification Number:

* Name:

* Address:

Beneficiary Reference:

Beneficiary Institution

Identification Type: Fed Routing Number: Name:

Identification Number: Address:

Receiving Institution

* Routing/Transit number:

Institution Name:

(* Indicates Required Fields)


Disclaimer: REQUIRED Enter the purpose of wire in the MESSAGE TO BENEFICIARY field.

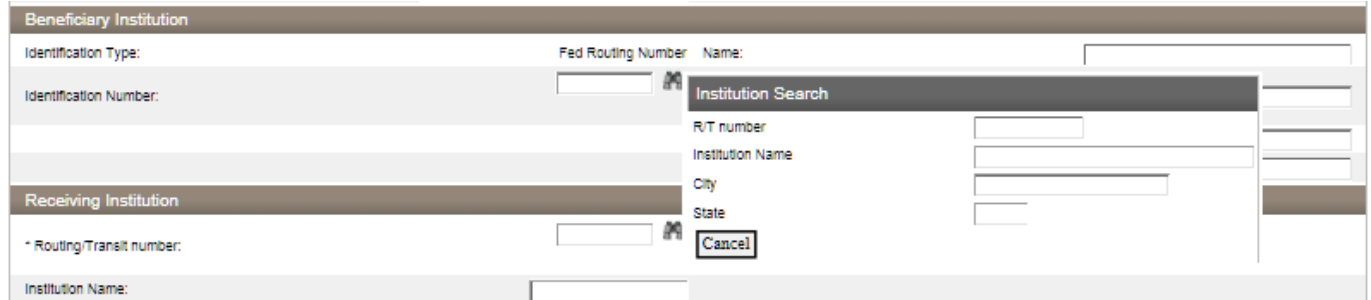
6. Enter a **Template Name**.

*Note: The fields with an * are required.*

7. Select the **From Account** for the new template that you will wire funds from.
8. Select a **Template Group** to organize your Wire templates. Or click the **New** Icon to create a new group name.
9. Select a **Recurring Frequency** or leave as **None**.
10. Enter a **Default Amount** for the new wire template or leave blank if it will vary.
11. Enter a **minimum amount** to allow for the wire transfers in the **Amount Range** textbox.
12. Enter a **maximum amount** to allow for the wire transfers in the **To** text box.
13. In the **User Access** section, check the boxes associated with Users allowed to use this template or **Select All**.
14. In the **Beneficiary section**, enter the **Identification Number** (usually **account number**).
15. Enter the **Name** of recipient.
16. Enter the full **Address** of the recipient, including zip code.
17. Enter a **note to the recipient** in **Message to Beneficiary**.
18. Enter a **unique number** for future reference in **Beneficiary Reference**.

19. In the **Beneficiary Institution** section, enter the **Identification Number** that corresponds with the **Identification Type** (usually Federal Routing Number for domestic wires, Swift number of international wires).

 Or click on the search icon to find the Beneficiary's Institution's routing number.



The screenshot shows a web form titled "Beneficiary Institution". It has two main sections: "Beneficiary Institution" and "Receiving Institution". In the "Beneficiary Institution" section, there are fields for "Identification Type:", "Fed Routing Number", "Name:", and "Identification Number:". A search icon is next to the "Identification Number" field. An "Institution Search" popup window is open, showing fields for "R/T number", "Institution Name", "City", and "State", along with a "Cancel" button. The "Receiving Institution" section has fields for "Routing/Transit number:" and "Institution Name:". A search icon is also present next to the "Routing/Transit number:" field.

20. Enter the **Name** of the beneficiary's financial institution.
21. Enter the full **Address** of the beneficiary's financial institution, including zip code.
22. In the **Receiving Institution** section, information entered in the Beneficiary Institution above will pre-fill this section. Section not available for International wires.
23. Click the **Save** button to save the wire transfer template.

Import a Wire Transfer

Complete the following to import a wire transfer. Fed-formatted wires and non-Fed formatted wires may be imported.

From the **Select Wire Transfer Criteria** page:

1. Click the **Import Wire Transfer** button.
2. Click the **Submit** button. The Import page displays.
3. In the Step 1- File Selection, click **Browse** to locate the wire transfer file to import from your PC.
4. Click the **Next** button.
5. Make **changes** as needed.
6. Click the **Finish** button. A summary of the details for the selected file displays.
7. **Review** the import data.
8. Click the **Next** button. The Step 3 – Import Confirmation page displays.
9. Click the **Process** button to begin the import process.

Notes:

- Click **Save** to save what has been entered and process the import later.
- Click **Review** to review the details before processing.

10. Click the **Finish** button. A confirmation message displays.

View/Update/Delete/Approve a Wire Transfer

View a Wire Transfer

Complete the following to view, export, or print your wire transfer(s). All wire transfers are saved and may be viewed at any time.

From the **Select Wire Transfer Criteria** page:

1. Click the **Inquire Wire Transfer** button.
2. Any of the following information may be entered to locate a specific wire:
 - Transfer Description
 - Date Range
 - Amount Range
 - Confirmation Number
3. Or click the **Submit** button. The Wire List of existing wires displays.
4. Select the wire to view by clicking the **Transfer Description** from the Wire List. The detailed wire transfer information displays.

Export/Print Report

Click the **Export** icon to open or save the report a .csv Microsoft Excel spreadsheet

Or

Click the **Print** icon to open or save the report in a .pdf format.

Update or Change a Wire Transfer

Complete the following to update a wire transfer. All wire transfers are saved and may be updated at any time.

From the **Select Wire Transfer Criteria** page:

1. Click on **Change Wire Transfer** button.

Any of the following information may be entered to locate a specific wire:

- Transfer Description
- Date Range
- Amount Range

2. Or click **Submit**. The **Wire List** of existing wires displays.
3. Select the wire to view by clicking the **Transfer Description** from the Wire List. The detailed wire transfer information displays.
4. Update the Wire Transfer information then click on **Save** or **Process**.

Wire

Select Wire Transfer Criteria

<input type="radio"/> Inquire Wire Transfer <input checked="" type="radio"/> Change Wire Transfer <input type="radio"/> New Wire Transfer <input type="radio"/> New Wire Transfer Using Existing Transfer <input type="radio"/> Delete Wire Transfer <input type="radio"/> Review Wire Transfer <input type="radio"/> Import Wire Transfer <input type="radio"/> Import Wire Using Template <input type="radio"/> Wire Transfer Template <input type="radio"/> Review Wire Transfer Template <input type="radio"/> Multiple Wire Transfer Using Template	Transfer Description: <input style="width: 100%;" type="text"/> Date Range: <input style="width: 40%;" type="text"/> To <input style="width: 40%;" type="text"/> Amount Range: <input style="width: 40%;" type="text"/> To <input style="width: 40%;" type="text"/> Client Name: <input style="width: 100%;" type="text"/> Reference Number: <input style="width: 100%;" type="text"/>
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Delete a Saved Wire Transfer

Complete the following to delete a wire transfer. All wire transfers are saved and may be updated at any time.

From the **Select Wire Transfer Criteria** page:

1. Click on **Delete Wire Transfer**.

Any of the following information may be entered to locate a specific wire:

- Transfer Description
 - Date Range
 - Amount Range
2. Or click the **Submit** button. The **Wire List** displays.
 3. Select the wire transfer to delete by clicking the **Transfer Description** from the Wire List. The wire details page displays.
 4. On the Step 1 - Domestic Wire Details page, click **Done**.
 5. You'll be asked "Are you sure you want to delete this transfer?", click **Yes**.
 6. On the Step 2 - Confirmation page, click **Done**.

Wire



Done

Review/Approve Wire Transfer

Complete the following to review/approve pending wire transfers. Only authorized Users are allowed to review/approve transfers.

From the **Select Wire Transfer Criteria** page:

1. Click on **Review Wire Transfer** button.

Any of the following information may be entered to locate a specific wire:

- Transfer Description
 - Date Range
 - Amount Range
2. Or click the **Submit** button. The **Review Transfers** page displays.
 3. From the Status column, select the **Approve All** link to approve all pending wires
Or Select the **Disapprove All** link to reject all pending wires
Or Select **Approve** or **Disapprove** a specific wire.
 4. Click the **Save** button.

Wire Transfer Templates

Add a Wire Template to send a Wire

Review /Approve a Wire Transfer

Template Delete a Wire Transfer

Template

Import a Wire Transfer Using a New Template

Import a Wire Transfer Using an Existing

Template Delete an Imported Wire Transfer

Template

Add a Wire Transfer Template to Send a Wire

Complete the following to add a Wire Transfer Template. Create and save templates to alleviate file set up on future wire transfers. Permission may be given to select employees to create templates.

From the **Select Wire Transfer Criteria** page:

1. Click the **Wire Transfer Template** option.
2. Click the **Submit** button. The **Template List** page displays.
3. Click the **New** icon in the upper, right corner on the menu bar. The **New Template** page displays.



Wire

Select Wire Transfer Criteria

<input type="radio"/> Inquire Wire Transfer <input type="radio"/> Change Wire Transfer <input type="radio"/> New Wire Transfer <input type="radio"/> New Wire Transfer Using Existing Transfer <input type="radio"/> Delete Wire Transfer <input type="radio"/> Review Wire Transfer <input type="radio"/> Import Wire Transfer <input type="radio"/> Import Wire Using Template <input checked="" type="radio"/> Wire Transfer Template <input type="radio"/> Review Wire Transfer Template <input type="radio"/> Multiple Wire Transfer Using Template	Template Name: <input style="width: 100%;" type="text"/> Wire Type: <input style="width: 100%;" type="text" value="All"/> Template Group: <input style="width: 100%;" type="text" value="All"/>
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Template List

Template Name	Beneficiary	From Account	Wire Type	Status	New Transfer	Edit Template	Delete Template
Deb Test Template	Debbie Test Template	Ck PLAN A 1158	Domestic	Approved			

4. Select **Domestic** or **International** from the **Wire Type** drop-down menu.
5. Click the **Submit** button.

New Domestic Wire Transfer Template

* Template Name:	<input type="text"/>	Recurring Frequency:	<input type="text" value="None"/>
Tax Identification Number:	EBS TEST CO [XXX-XX-9996]	Default Amount:	<input type="text"/>
From Account:	<input type="text" value="Select Account"/>	Amount Range:	<input type="text"/> To <input type="text"/>
* Template Group:	<input type="text" value="Domestic"/>		

User Access

[Select All](#)

<input type="checkbox"/> Admin User	<input type="checkbox"/> BLISS SAMSON
<input type="checkbox"/> EBS Co Administrator	<input type="checkbox"/> EBS Employee
<input type="checkbox"/> Fiserv User	<input type="checkbox"/> Hideki Hayashi
<input type="checkbox"/> Jan Loo	<input type="checkbox"/> Soft Token

Beneficiary

* Identification Type:	DDA Account Number	* Message To Beneficiary:	<input type="text"/>
* Identification Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Beneficiary Reference:	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Beneficiary Institution

Identification Type:	Fed Routing Number	Name:	<input type="text"/>
Identification Number:	<input type="text"/>	Address:	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Receiving Institution

* Routing/Transit number:	<input type="text"/>
Institution Name:	<input type="text"/>

(* Indicates Required Fields)


Disclaimer: REQUIRED Enter the purpose of wire in the MESSAGE TO BENEFICIARY field.



6. Enter a **Template Name**.

*Note: The fields with an * are required.*

7. Select the **From Account** for the new template that you will wire funds from.
8. Select a **Template Group** to organize your Wire templates. Or click the **New** Icon to create a new group name.
9. Select a **Recurring Frequency** or leave as **None**.
10. Enter a **Default Amount** for the new wire template or leave blank if it will vary.
11. Enter a **minimum amount** to allow for the wire transfers in the **Amount Range** textbox.
12. Enter a **maximum amount** to allow for the wire transfers in the To text box.
13. In the **User Access** section, check the boxes associated with Users allowed to use this template or **Select All**.

14. In the **Beneficiary section**, enter the **Identification Number** (usually **account number**).
15. Enter the **Name** of recipient.
16. Enter the full **Address** of the recipient, including zip code.
17. Enter a **note** to the recipient in **Message to Beneficiary**.
18. Enter a **unique number** for future reference in **Beneficiary Reference**.
19. In the **Beneficiary Institution** section, enter the **Identification Number** that corresponds with the **Identification Type** (usually Federal Routing Number for domestic wires, Swift number of international wires)

 Or click on the search icon to find the Beneficiary's Institution's routing number.

Beneficiary Institution	
Identification Type:	Fed Routing Number Name: <input type="text"/>
Identification Number:	<input type="text"/> 
<div style="border: 1px solid black; padding: 5px;"> Institution Search R/T number: <input type="text"/> Institution Name: <input type="text"/> City: <input type="text"/> State: <input type="text"/> <input type="button" value="Cancel"/> </div>	
Receiving Institution	
* Routing/Transit number:	<input type="text"/> 
Institution Name:	<input type="text"/>
(* Indicates Required Fields)	

20. Enter the **Name** of the beneficiary's financial institution.
21. Enter the full **Address** of the beneficiary's financial institution, including zip code.
22. In the **Receiving Institution** section, information entered in the Beneficiary Institution above will pre-fill this section. Section not available for International wires.
23. Click the **Save** button to save the wire transfer template.

Review/Edit/Approve a Wire Transfer Template

Complete the following to review/approve a wire transfer template. If required, all wire transfer templates must be reviewed and approved by an authorized employee before they become available for use.

From the **Select Wire Transfer Criteria** page:

1. Click the **Review Wire Transfer Template** option.
2. To search by description, enter a **Template name**
Or
To search by Wire Type, select the type from the drop-down list
Or
Click the **Submit** button. The **Review Wire Transfer Templates** page displays.
3. Click the **Approve check box** to approve the template.

Notes:

- *To review the template first, click the template name link to view the template details and click **Done** when finished.*
- *To change the template, click **Edit** to display the Change Wire Transfer Template page. Enter your changes and click **Save**.*

4. Click the **Submit** button.
5. Click the **Done** button.

Delete a Wire Transfer Template

Complete the following to delete a wire transfer template if you no longer wish to use it.

From the **Select Wire Transfer Criteria** page:

1. Click the **Wire Transfer Template** option.
2. To search for a specific template, search by:
 - Template Name
 - Wire Type
 - Template Group

Or

Click the **Submit** button. The **Template List** page displays.

3. Select Delete Template (X) for the template that should be deleted.

Wire

Select Wire Transfer Criteria

Inquire Wire Transfer
 Change Wire Transfer
 New Wire Transfer
 New Wire Transfer Using Existing Transfer
 Delete Wire Transfer
 Review Wire Transfer
 Import Wire Transfer
 Import Wire Using Template
 Wire Transfer Template
 Review Wire Transfer Template
 Multiple Wire Transfer Using Template

Template Name:
 Wire Type: All ▼
 Template Group: All ▼

Template List

Domestic

Template Name	Beneficiary	From Account	Wire Type	Status	New Transfer	Edit Template	Delete Template
Deb Test Template <small>Created in Access Mar</small>	Debbie Test Template <small>Crated in</small>	Ck PLAN A 1158	Domestic	Approved			

4. On the **Delete Domestic** or **International Wire Transfer Template** page, verify that this is the Template that should be deleted.
5. Click the **Delete** button.

Import a Wire Transfer Using a New Template

Complete the following to import a wire transfer using a new template. Templates for importing files can be used to alleviate repetitive file set up. Fed Formatted wires and Non-Fed formatted wires may be imported.

From the **Select Wire Transfer Criteria** page:

1. Click the **Import Wire Using Template** button.
2. Click the **New Template** button.
3. Click the **Submit** button. The **Import** page displays.
4. In the **Step 1 - File Selection** section, click **Browse** to locate the wire transfer file to import.
5. Click the **Next** button. The **Step 2 - Template Details** page displays.
6. Select the **Wire Transfer Type**.
7. Enter the **Template Description**.
8. Enter the **Tax Identification Number**.
9. Enter the **Number of Header Rows to Exclude** from the beginning of the file layout.
10. Enter the **Number of Footer Rows to Exclude** from the end of the file layout.
11. Select **Yes** or **No** from **Insert Decimal into Amounts** to indicate if decimals needs to be inserted into the amounts in the file.
12. Select **Delimited** in the format used to transfer the file into a wire file format.
13. Select **Fixed Width** for a specific number of characters in the wire file.
14. Click the **Next** button. The **Step-3 - Field Definitions** page displays.
15. For Columns 1 through 5, select options to match the specific file layout. Select **Exclude Column** from the column drop-down list to disregard that column. An option can only be selected once, except for the **Exclude Column** option.
16. Click the **Next** button. The **Step 4 - Data Mapping** page displays.
17. Enter the **Template name**.
18. Select the **Wire Type**.
19. Click the **Next** button. The **Step 5 - Import** page displays.
20. **Review** the import details.
21. Click the **Finish** button. The **Step 6 - Import** confirmation page displays and indicates the file successfully imported.
22. Click the **Process** button.

Import a Wire Transfer Using an Existing Template

Complete the following to import a wire transfer using an existing transfer template. Templates for importing files can be used to alleviate repetitive file set up. Fed Formatted wires and Non-Fed formatted wires may be imported.

From the **Select Wire Transfer Criteria** page:

1. Click the **Import Wire Using Template** button.
2. Click the **Existing Template** button.
3. Click the **Submit** button. The **Import** page displays.
4. In the **Step 1 - File Selection** section, click **Browse** to locate the wire transfer file to import.
5. Click the **Next** button. The **Step 2 - Template Details** page displays.
6. Select the **Wire Transfer Type**.
7. Enter the **Template Description**.
8. Enter the **Tax Identification Number**.
9. Enter the **Number of Header Rows to Exclude** from the beginning of the file layout.
10. Enter the **Number of Footer Rows to Exclude** from the end of the file layout.
11. Select **Yes** or **No** from **Insert Decimal into Amounts** to indicate if decimals needs to be inserted into the amounts in the file.
12. Select **Delimited** in the format used to transfer the file into a wire file format.
13. Select **Fixed Width** for a specific number of characters in the wire file.
14. Click the **Next** button. The **Step-3 - Field Definitions** page displays.
15. For Columns 1 through 5, select options to match the specific file layout. Select **Exclude Column** from the column drop-down list to disregard that column. An option can only be selected once, except for the **Exclude Column** option.
16. Click the **Next** button. The **Step 4 - Data Mapping** page displays.
17. Enter the **Template name**.
18. Select the **Wire Type**.
19. Click the **Next** button. The **Step 5 - Import** page displays.
20. **Review** the import details.
21. Click the **Finish** button. The **Step 6 - Import** confirmation page displays and indicates the file successfully imported.
22. Click the **Process** button.

Delete an Imported Wire Transfer Template

Complete the following if you no longer wish to use an imported wire transfer template.

From the **Select Wire Transfer Criteria** page:

1. Click the **Import Wire Using Template** button.
2. Click the **Delete Template** button.
3. Select the **Submit** button. The **list of wire transfer templates** displays.
4. In the **Template Selection** section, click **Delete (X)** that corresponds with the **Template Name** to delete.

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