



**Cash Management  
Wire Transfer Guide**

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Wire Transfer Guide  
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# Wire Transfer Overview

## KEY CONCEPTS

- Wires are same-day gross settlement transfers that allow a payment to be made to an account at the same or different financial institution.
- Different users in the system may:
  - Create or edit wire templates
  - Create, approve or submit wire transactions
  - Not need to wait for approval on any transactions they create
  - Need to receive multiple approvals on any transactions they create
  - Have monetary restrictions
  - Have access to only specified accounts
- Wire templates may be created by designated users and be saved in the system for payments that are repeated. A template contains all the necessary information to properly route a wire transaction and may include a default amount if the payment remains consistent.
- Wire transactions may be created from a template if a user has access to one or as a one-time wire transaction (sometimes referred to as a freeform transaction).
- A history of all wire transactions in the last 4 months will be available and is exportable in a comma-delimited (.csv) format.

## Benefits

- Moves funds on a same-day basis (if submitted before Greenfield Savings Bank's cut off time)
- The ability to save templates for reuse
- Guaranteed funds
- Reporting

## OVERVIEW

A wire transfer is a transfer of funds from one financial institution to a recipient's account at another financial institution and is often used for larger monetary payments. A wire may be routed domestically or internationally to another financial institution using FedWire.

If given the appropriate validations, a user may create a template for recurring wires and use it to initiate payment or create a one-time wire transaction.

The system has a database that verifies the ABA of the beneficiary bank that will ensure the user's templates and transactions are routed correctly.

## Governance

The U.S. wire system is managed by the Fed and is governed by:

- Federal Regulations J & Article 4A of the Uniform Commercial Code

## FED WIRE

The FedWire transaction type is for transferring funds intra-day in the US. The fed wire system is used often because it allows for quick funding and is finality guaranteed. A member of the fed wire system is recognized by a routing number or ABA number.

# Home Page

A user can access Wire Transfers through Business Online and perform various functions.

Welcome, **Jared Cyhowski**  
Last log in: Jan 11, 2024

Contact Us Locations Alerts Mail Chat Profile Log Out

**Greenfield Savings Bank**

Home Accounts **Payments & Transfers** Checks & Deposits Administration

Greenfield Savings Bank Offices and Teller Connect Services will be closed on Monday, January 15th in Observance of Martin Luther King Jr. Day. This is a non-ACH processing day.

### Alerts

**Stay Alert**  
Know about changes to your finances and online security. Choose when and what alerts you get by email or text message.

[Enroll](#)

### Accounts

[Edit Accounts](#) [Print](#)

CD	Current Balance
<a href="#">SHOW ALL ACCOUNTS</a>	

### Pay Or Transfer

- Internal [Show](#)
- ACH [Show](#)
- ACH import [Show](#)
- Wire [Show](#)
- Wire import [Show](#)
- Bill pay [Show](#)

### Quick Launch

## Select Payments & Transfers.

**Note:** From the Home page, in the Pay or Transfer section, click the **Wire** tab to quickly transfer funds from one account to another once a template has been established.

The Select Wire Transfer Criteria page appears.

Home Accounts **Payments & Transfers** Checks & Deposits Administration

### Payments & Transfers

[Internal](#) [ACH](#) **[Wire](#)** [Bill Pay](#)

### 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

Transfer Type: [Outgoing](#)

Transfer Description:

Date Range:  To

Amount Range:  To

Client Name:

Reference Number:

Wire Number:

[Submit](#)

Help Member FDIC Member DIF Equal Housing Lender

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# View a Wire Transfer

To view the details of an existing Wire Transfer:

1. The select Wire Transfer Criteria page is displayed with the Inquire Wire Transfer option button selected.

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

Transfer Type:

Transfer Description:

Date Range:  To

Amount Range:  To

Client Name:

Confirmation Number:

Wire Number:

2. Determine the preferred search criteria:
  - To search for a specific wire transfer, enter any search criteria.
  - For a complete list of wires, leave the search criteria blank.
3. Click **Submit**.

The Outgoing Wires section appears.

Outgoing Wires

Confirmations for Outgoing Wires

View Last

Date	Beneficiary	IMAD	Amount	Confirmation Number	Status	Wire Number
May 31, 2012	Catie Cakes		\$1,000.00	13d462cb9e	Pending	<a href="#">32930</a>
May 15, 2012	Catie Cakes		\$105.00	46d4553aad	Pending	<a href="#">32933</a>
May 15, 2012	Training Site 2		\$500.00	160450a1b	Pending	<a href="#">32932</a>

4. To view the Wire Details click on the Wire Number.

The Wire Details page displays.

Domestic Wire - DOM Daily dda			
Transfer Description:	DOM Daily dda	Recurring Frequency:	None
Transfer Start Date:	06/22/2011	Transfer End Date:	
Amount:	952.70	From Account:	0006500010 DDA
Tax Identification Number:	0000-000-3515		
Transfer Status:	Transfer Exceeds Limit (Possible Duplicate)		
Beneficiary			
Identification Type:	DDA Account Number	Message to Beneficiary:	MSG #1
Identification Number:	0006500010		MSG #2
Name:	DT Summers		MSG #3
Address:	1600 South Street		MSG #4
	New Berlin, WI 53151	Beneficiary Reference:	Beneficiary Ref
Beneficiary Institution			
Identification Type:	Fed Routing Number	Name:	Bank of Wisconsin
Identification Number:	221172270	Address:	100 North Street Milwaukee, WI 53203
Receiving Institution			

## Change a Wire Transfer

The Change Wire Transfer option allows employees to change details on existing wire transfers. This function may be used when making changes to a recurring transfer. This is only for a wire in a **saved** status.

### To Change a Wire Transfer:

1. From the Management Tools menu, click **Wire Manager**.

The Select Wire Transfer Criteria page is displayed with Inquire Wire Transfer selected.

2. Click **Change Wire Transfer** option.

Select Wire Transfer Criteria	
<input type="radio"/> Inquire Wire Transfer	Transfer Description: <input type="text"/>
<input checked="" type="radio"/> Change Wire Transfer	Date Range: <input type="text"/> To <input type="text"/>
<input type="radio"/> New Wire Transfer	Amount Range: <input type="text"/> To <input type="text"/>
<input type="radio"/> New Wire Transfer Using Existing Transfer	Client Name: <input type="text"/>
<input type="radio"/> Delete Wire Transfer	Confirmation Number: <input type="text"/>
<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="button" value="Submit"/>	

Click **Submit**.

The Wire List section displays.

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

Transfer Description: \_\_\_\_\_  
 Date Range: \_\_\_\_\_  
 Amount Range: \_\_\_\_\_  
 Client Name: \_\_\_\_\_  
 Confirmation Number: \_\_\_\_\_

---

Wire List - Nancy Brown

Transfer Description	Effective Date	Beneficiary	Amount	Status	Details
<a href="#">Payment Vendor</a>	07/18/2013		\$0.00	Saved	Wire Type: Domestic Issued By: Nancy Brown From Account: General Operating Expense Confirmation: 437494978
<a href="#">Japan</a>	07/18/2013	Japan Davis	\$1.00	Saved	Wire Type: International Issued By: Nancy Brown From Account: General Operating Expense Confirmation: 436445649

3. Select the wire to be changed.

The Change Wire page displays

The Change Wire Transfer Details page for the selected transfer appears.

Change International Wire - Test

\* Transfer Description:  Recurring Frequency:

\* Transfer Start Date:

\* Amount:  \* From Account:

Tax Identification Number:

Transfer Status: Saved

---

**Beneficiary**

\* Identification Type:  Message To Beneficiary:

\* Identification Number:

\* Name:

\* Address:

\* Country:

Beneficiary Reference:

---

**Beneficiary Institution**

\* Identification Type:  \* Name:

\* Identification Number:  \* Address:

\* Country:

---

**Intermediary Institution**

Identification Type:  Name:

Identification Number:  Address:

---

**Receiving Institution**

Routing/Transit number:

Institution Name:

(\* Indicates Required Fields)

Disclaimer: A Wire Transfer fee will be charged to your account upon submission. Please refer to our fee schedule for more information.

4. Make changes as needed.

5. Click **Save** or **Process**.

### **Definitions**

#### **Save**

Select this button to save the file for pending status and allow modifications to be made at a later date.

The file is stored permanently until it is deleted.

**Note:** Click Save to save the file. To process the file, access it with the New Wire Transfer Using Existing Transfer option.

#### **Process**

Select the Process button to submit the file. The file is stored on the server 120 days for future processing.

## **New Wire Transfer**

### ***New Wire Transfer – Domestic***

To initiate a new domestic wire transfer:

1. On the Management Tools menu, click **Wire Transfers**.
2. Click **New Wire Transfer**.



3. In the Wire Type list, click **Domestic**.
4. Click **Submit**.

The New Domestic Wire Transfer page appears.



New Domestic Wire Transfer - Melanie Johnson

\* Transfer Description:  Recurring Frequency:

\* Transfer Start Date:

\* Amount:  \* From Account:

Tax Identification Number:

**Beneficiary**

\* Identification Type:  Message To Beneficiary:

\* Identification Number:

\* Name:

\* Address:   
 Beneficiary Reference:

**Beneficiary Institution**

Identification Type:  Name:

Identification Number:   Address:

**Receiving Institution**

\* Routing/Transit number:

\* Institution Name:

(\* Indicates Required Fields)

Disclaimer: A Wire Transfer fee will be charged to your account upon submission. Please refer to our fee schedule for more information.

5. In the **Transfer Description** box, type a name for the transfer.
6. Click the **Transfer Start Date** Calendar button, and select a transfer date.
7. If applicable, in the **Recurring Frequency** list, click a recurring frequency.
8. In the **Amount** box, type the amount of the wire transfer.
9. In the **From Account** list, click the donor account number.
10. In the Beneficiary section:
  - a. In the **Identification Number** box, type an account number.
  - b. In the **Name** box, type the recipient name.
  - c. In the **Address** box, type the address of the recipient.
  - d. If preferred, in the **Message to the Beneficiary** box, type a special message to the recipient.
11. In the Beneficiary Institution section:
  - a. To search for the **Routing Number** of the recipient financial institution, click the Search button (binoculars). You can also just fill in the routing number.
  - b. In the **Name** box, type the name of the receiving financial institution.
  - c. In the **Address** box, type the address of the receiving financial institution.
12. The Receiving Institution section will automatically fill in.

NOTE: If required by the beneficiary financial institution, type the Routing Transit Number of a receiving correspondent bank, only if it differs from the Beneficiary Institution.

13. Click **Process**.

14. The Security Challenge page will appear.

If using a hard token enter your one-time password as instructed.

Security Challenge

The transaction submitted requires a one time password to continue.

One Time Password:

To submit the required response, follow these steps:

1. Press the button on the token.
2. Token displays a value.
3. On the Security Challenge page, enter the value from the token as the **One Time Password**.
4. Click the "Submit" button.

For a soft token complete the digital signature. Select Digital Signature on your app and scan the image presented. Then enter the code and complete the challenge.

## Security challenge

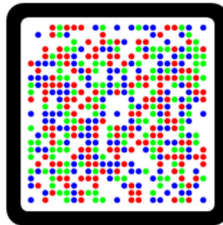
A digital signature security challenge is required to complete this transaction.

[Digital signature instructions](#)

[Show](#) ▾

Device nickname

Mel's iPhone



RT number

211870799

Amount

1.00

Account number

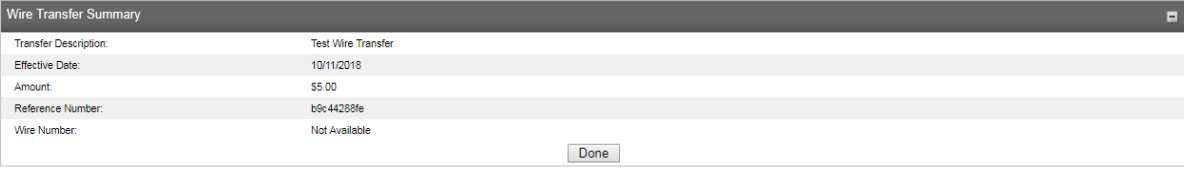


Digital signature \*

Required field

[Can't scan the image?](#)

The Processing Status page appears.



The screenshot shows a 'Wire Transfer Summary' window with the following details:

Transfer Description:	Test Wire Transfer
Effective Date:	10/11/2018
Amount:	\$5.00
Reference Number:	b9c44288fe
Wire Number:	Not Available

A 'Done' button is located at the bottom right of the summary window.

15. When the processing is complete, click **Done**.

**Note:** A warning is displayed when approval is required or limitations are exceeded.

## ***New Wire Transfer – International***

To initiate a new international wire transfer:

1. On the Management Tools menu, click **Wire Transfers**.
2. Click **New Wire Transfer**.



The screenshot shows the 'Select Wire Transfer Criteria' window. The 'New Wire Transfer' option is selected and highlighted with a red box. The 'Wire Type' dropdown menu is open, showing 'International' as the selected option. A 'Submit' button is visible at the bottom right.

3. In the Wire Type list, click **International**.
4. Click **Submit**.

The New International Wire Transfer page appears.

New International Wire Transfer - Jared Cyhowski

\* Transfer Description:  Recurring Frequency: None

\* Transfer Start Date:

\* Amount:  \* From Account: Select Account

Tax Identification Number: Japan Longing Club [XXX-XX-6666]

**Beneficiary**

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

\* Identification Number:

\* Name:

\* Address:

Beneficiary Reference:

\* Country: None

**Beneficiary Institution**

\* Identification Type: Swift Bank Code \* Name:

\* Identification Number:  \* Address:

\* Country: None

**Intermediary Institution**

Identification Type: None Name:

Address:

**Receiving Institution**

Routing/Transit number:

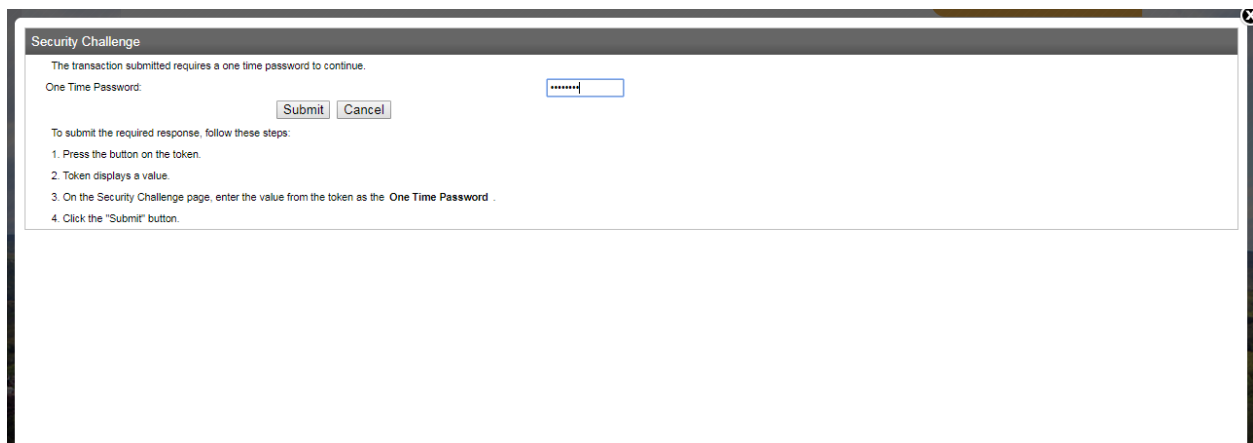
Institution Name:

(\* Indicates Required Fields)

Disclaimer: A Wire Transfer fee will be charged to your account upon submission. Please refer to our fee schedule for more information.

5. In the **Transfer Description** box, type a name for the transfer.
  6. Click the **Transfer Start Date** Calendar button, and select a transfer date.
  7. If applicable, in the **Recurring Frequency** list, click a recurring frequency.
  8. In the **Amount** box, type the amount of the wire transfer.
  9. In the **From Account** list, click the donor account number.
10. In the Beneficiary section:
    - a. In the **Identification Number** box, type an account or IBAN number.
    - b. In the **Name** box, type the recipient name.
    - c. In the **Address** box, type the address of the recipient.
    - d. Using the dropdown, select the beneficiary **Country**,
    - e. If preferred, in the **Message to the Beneficiary** box, type a special message to the recipient.
    - f. If preferred, in the **Beneficiary Reference** box, type a unique number that may be used for future reference.
11. In the Beneficiary Institution section:
    - a. Select the **Identification Type**.
    - b. Enter the **Identification Number** that corresponds with the Identification Type (usually Swift Code).
    - c. Enter the **Name** of the beneficiary financial institution.
    - d. Enter the **Address** of the beneficiary financial institution.
    - e. Using the dropdown, select the beneficiary **Country**,

12. In the Intermediary Institution section (if applicable):
  - a. Enter the **Identification Number** used to identify the intermediary institution.
  - b. Enter the **Name** of the intermediary financial institution.
  - c. Enter the **Address** of the intermediary financial institution.
13. In the Receiving Institution section:
  - a. Enter the **Routing/Transit Number** of the financial institution that will be receiving the wire funds.
  - b. Enter the **Institution Name** of the financial institution to receive the wire funds.
14. Click the **Save** button to save the wire transfer and submit later **OR** click the **Process** button to send the wire transfer.
15. The Security Challenge page displays. Enter your one time password as instructed.



Security Challenge

The transaction submitted requires a one time password to continue.

One Time Password:

To submit the required response, follow these steps:

1. Press the button on the token.
2. Token displays a value.
3. On the Security Challenge page, enter the value from the token as the One Time Password .
4. Click the "Submit" button.

For a soft token complete the digital signature. Select Digital Signature on your app and scan the image presented. Then enter the code and complete the challenge.

## Security challenge

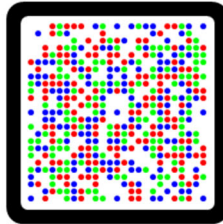
A digital signature security challenge is required to complete this transaction.

[Digital signature instructions](#)

[Show](#) 

Device nickname

Mel's iPhone



RT number

211870799

Amount

1.00

Account number



Digital signature \*

Required field

[Complete challenge](#)

[Cancel](#)

[Can't scan the image?](#)

## 16. The Wire Confirmation Displays.

Wire Transfer Summary	
Transfer Description:	Test Wire Transfer
Effective Date:	10/11/2018
Amount:	\$5.00
Reference Number:	b9c44280fe
Wire Number:	Not Available

[Done](#)

# New Wire Transfer Using Existing Transfer

To initiate a new wire transfer using an existing transfer:

1. On the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears.

2. Click **New Wire Transfer Using Existing Transfer**.

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

Transfer Description:

Date Range:  To

Amount Range:  To

Client Name:

Confirmation Number:

3. Determine the preferred search criteria:
  - To search for a specific wire transfer, enter any search criteria.
  - For a complete list of wires, leave search criteria blank.
4. Click **Submit**.

The Wire List section appears.

Transfer Activity	Next Transfer Date	Amount	Transfer Status	Details
<a href="#">Wire subsidiary</a>	05/31/2012	\$1500.00	Processed	Issued By: Trainer 3 Confirmation: 13d462eb9e
<a href="#">Domestic (2) wire</a>	05/22/2012	\$2.55	Processed	Issued By: ACH User30 Confirmation: 1534b288a3
<a href="#">DDA Corres Dom in AM</a>	05/16/2012	\$43.00	Processed	Issued By: ACH User30 Confirmation: 8fd43408e8

5. Click the preferred Transfer Activity link.

The Wire page for the selected transfer displays.

**New Domestic Wire Transfer - Melanie Johnson**

\* Transfer Description: Test Wire Transfer Recurring Frequency: None

\* Transfer Start Date: 10/11/2018

\* Amount: 5.00 \* From Account: Checking 5507

Tax Identification Number: Mrs J's Sweet Sh [XXX-XX-2222]

**Beneficiary**

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

\* Identification Number: [REDACTED]

\* Name: Test Customer

\* Address: 400 Main ST  
Greenfield, MA 01301

Beneficiary Reference:

**Beneficiary Institution**

Identification Type: Fed Routing Number Name: GREENFIELD SAVINGS BANK

Identification Number: 211870799  
GREENFIELD SAVINGS BANK Address: 400 Main St  
GREENFIELD MA

**Receiving Institution**

\* Routing/Transit number: 211870799  
GREENFIELD SAVINGS BANK

\* Institution Name: GREENFIELD SVGS BK

(\* Indicates Required Fields)

Disclaimer: A Wire Transfer fee will be charged to your account upon submission. Please refer to our fee schedule for more information.

Save Process Cancel

6. Make changes as needed and then click **Process**.

7. The Security Challenge page displays. Enter your one time password as instructed.

**Security Challenge**

The transaction submitted requires a one time password to continue.

One Time Password: [REDACTED]

Submit Cancel

To submit the required response, follow these steps:

1. Press the button on the token.
2. Token displays a value.
3. On the Security Challenge page, enter the value from the token as the **One Time Password**.
4. Click the "Submit" button.



For a soft token complete the digital signature. Select Digital Signature on your app and scan the image presented. Then enter the code and complete the challenge.

### Security challenge

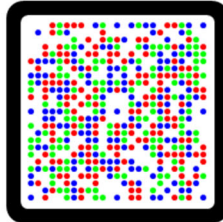
A digital signature security challenge is required to complete this transaction.

[Digital signature instructions](#)

Show 

Device nickname

Mel's iPhone



RT number

211870799

Amount

1.00

Account number



Digital signature \*

Required field

[Complete challenge](#)

[Cancel](#)

[Can't scan the image?](#)

8. The Wire Confirmation screen displays.

Wire Transfer Summary	
Transfer Description:	Test Wire Transfer
Effective Date:	10/11/2018
Amount:	\$5.00
Reference Number:	b9c44283fe
Wire Number:	Not Available

[Done](#)

9. Click **Done**

## Delete Wire Transfer

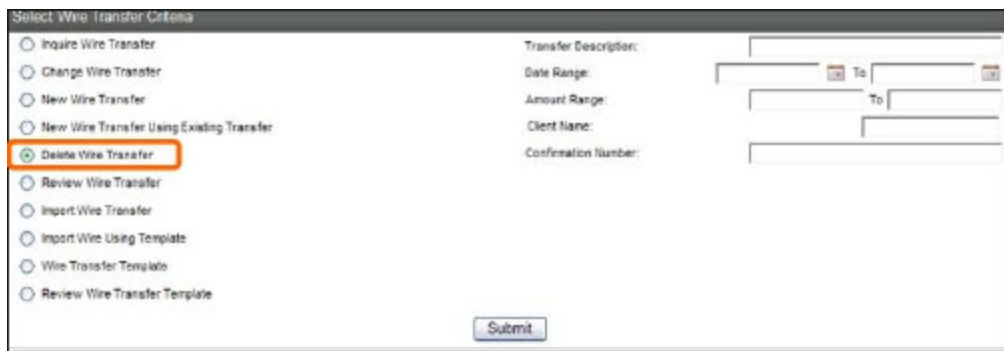
Use the Delete Wire Transfer function to delete a file that has been saved.

### To delete a Wire transfer:

1. On the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.

2. Click Delete Wire Transfer.



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

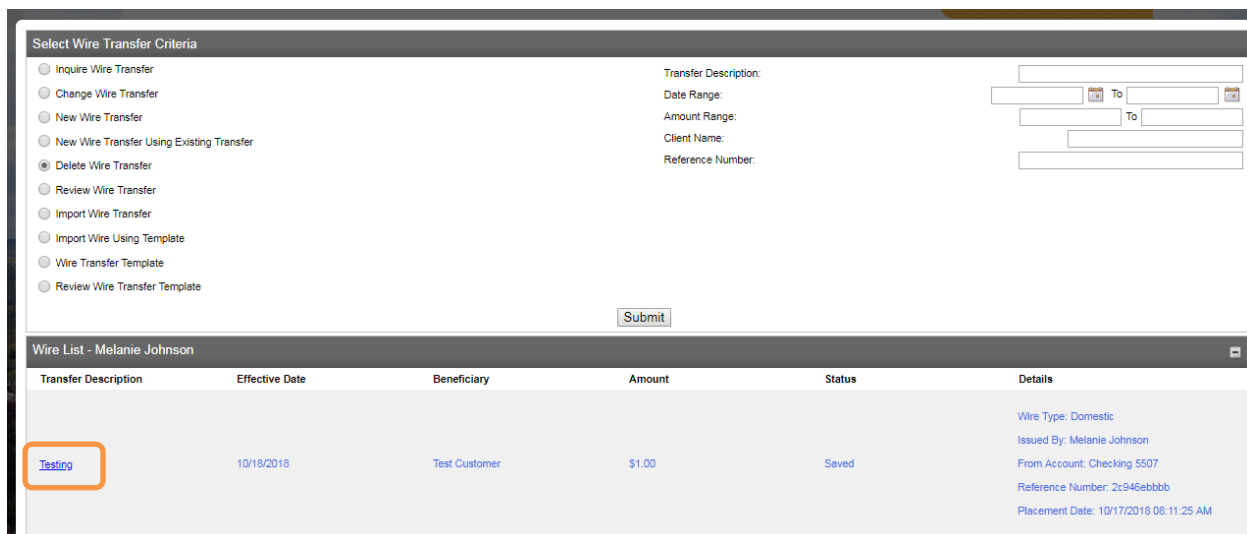
Transfer Description: \_\_\_\_\_  
Date Range: \_\_\_\_\_ To \_\_\_\_\_  
Amount Range: \_\_\_\_\_ To \_\_\_\_\_  
Client Name: \_\_\_\_\_  
Confirmation Number: \_\_\_\_\_

Submit

3. Click **Submit**.

The Wire List page appears.

4. Select the preferred file to delete.



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

Transfer Description: \_\_\_\_\_  
Date Range: \_\_\_\_\_ To \_\_\_\_\_  
Amount Range: \_\_\_\_\_ To \_\_\_\_\_  
Client Name: \_\_\_\_\_  
Reference Number: \_\_\_\_\_

Submit

Wire List - Melanie Johnson

Transfer Description	Effective Date	Beneficiary	Amount	Status	Details
Testing	10/18/2018	Test Customer	\$1.00	Saved	Wire Type: Domestic Issued By: Melanie Johnson From Account: Checking 5507 Reference Number: 2c946ebbbb Placement Date: 10/17/2018 08:11:25 AM

5. Click **Next**.

The Delete Wire Step 1 - Transfer Details page appears.

1 of 2    1 - Domestic Wire Details    2 - Delete Confirmation

**Step 1 - Domestic Wire Details**

**Testing**

Transfer Description: Testing    Recurring Frequency: None

Transfer Start Date: 10/18/2018

Amount: \$1.00    From Account: Checking 5507

Tax Identification Number: Mrs J's Sweet Sh [XXX-XX-2222]

Transfer Status: Saved

---

**Beneficiary**

Identification Type: DDA Account Number    Message to Beneficiary:

Identification Number: [REDACTED]

Name: Test Customer

Address: 400 Main St  
Greenfield MA 01301    Beneficiary Reference:

---

**Beneficiary Institution**

Identification Type: Fed Routing Number    Name: GREENFIELD SAVINGS BANK

Identification Number: 211870799    Address: 400 Main St  
GREENFIELD MA

---

**Receiving Institution**

Routing/Transit number: 211870799

Institution Name: GREENFIELD SVGS BK

6. Review the transfer details.
7. Click **Done**

The Delete Wire Transfer - Warning page appears.

Home | Greenfield Savings Bank

Fiserv, Inc. [US] | https://web2.secureinternetbank.com/EBC\_EBC1961/Overview?STU=8613a47c27684646b24877240ef619df#

Contact Us    Help    Log Off

web2.secureinternetbank.com says  
Are you sure you want to delete this transfer?

1 of 2    1 - Domestic Wire Details    2 - Delete Confirmation

**Step 1 - Domestic Wire Details**

**Testing**

Transfer Description: Testing    Recurring Frequency: None

Transfer Start Date: 10/18/2018

Amount: \$1.00    From Account: Checking 5507

Tax Identification Number: Mrs J's Sweet Sh [XXX-XX-2222]

Transfer Status: Saved

**Beneficiary**

8. Click **Ok**.
9. The Delete Confirmation page is now displayed.

2 of 2    1 - Domestic Wire Details    2 - Delete Confirmation

**Step 2 - Delete Confirmation**

 **Success**  
The transfer Testing was deleted successfully.

## Review a Wire Transfer

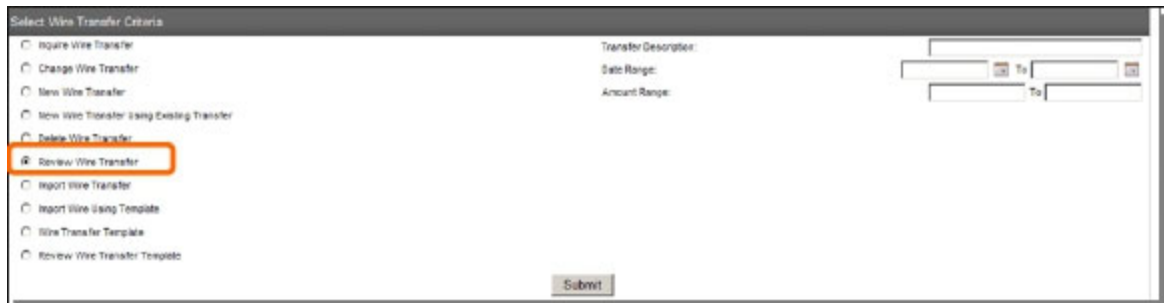
Use this procedure to review and/or approve a wire transfer.

### To review a wire transfer:

1. On the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.

2. Click Review Wire Transfer.



The screenshot shows a web form titled "Select Wire Transfer Criteria". On the left side, there is a list of radio button options: "Inquire Wire Transfer", "Change Wire Transfer", "New Wire Transfer", "New Wire Transfer Using Existing Transfer", "Delete Wire Transfer", "Review Wire Transfer" (which is selected and highlighted with an orange box), "Report Wire Transfer", "Report Wire Transfer Using Template", "Wire Transfer Template", and "Review Wire Transfer Template". On the right side, there are three search criteria: "Transfer Description:" with a text input field, "Date Range:" with two date input fields labeled "From" and "To", and "Amount Range:" with two text input fields labeled "From" and "To". A "Submit" button is located at the bottom center of the form.

To search by description:

- a. In the **Transfer Description** box, type a descriptive title of the transfer you want to locate.

To search by date for a transfer:

- a. In the **Date Range** box, type a beginning date.
- b. In the **To** box, type an ending date.

To search by amount:

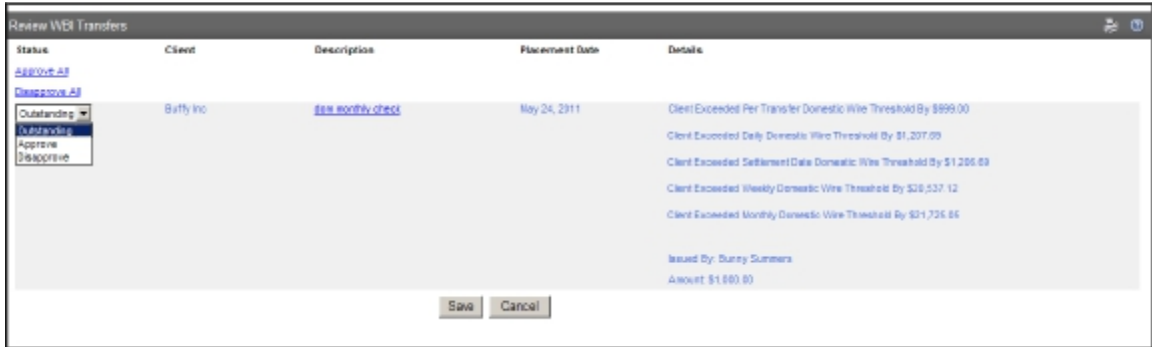
- a. In the **Amount Range** box, type a minimum amount to search for.
- b. In the **To** box, type the maximum amount to search for.

To search for all wire transfers:

- a. Leave search criteria boxes blank.

3. Click **Submit**

The Review Wire Transfers page appears.



## Definitions

### **Status**

Indicates the status of the transfer.

**Outstanding** - The transfer is in review.

**Approve** - The transfer is approved and will be processed.

**Disapprove** - The transfer is not approved and will not be processed.

**Approved All** - All the transfers are approved and will be processed.

**Disapproved All** - All the transfers are not approved and will not be processed.

4. In the Status column:
  - To approve all pending wires: Click Approve All.
  - To reject all pending wires: Click Disapprove All.
  - To approve or reject a specific wire: In the Status list, click Approve or Disapprove for the Wire.
5. Click **Save**.

## **Importing Wire Transfers and Templates**

### ***Import Wire Transfer***

Fed-formatted wire and non-Fed-formatted wires may be imported.

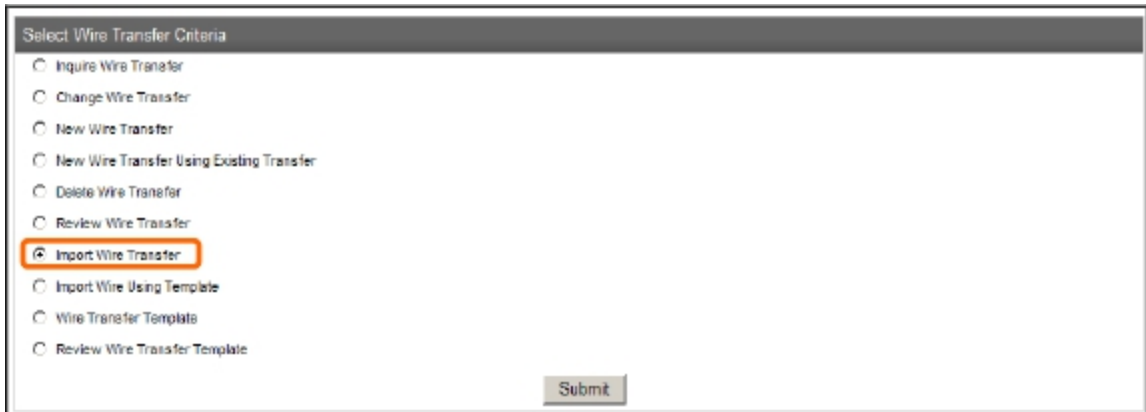
**Note:** To use an existing template, create a new template, or delete a template, click Import Wire Using Template and refer to the Import Wire Using New Template section in this guide.

### **To import a wire transfer:**

1. On the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.

2. Click Import Wire Transfer.



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

Submit

3. Click **Submit**.

The Step 1 - File Selection page appears.



1 of 2    1 - File Selection    2 - Import Confirmation

Step 1 - File Selection

Tax Identification Number: Japan Longing Club [XXX-XX-6666]

File Location

Choose File | No file chosen

Next    Cancel

4. Click the **Choose File** button, locate the preferred file, and then click **Next**.

Details for the selected file display.

5. Make changes as needed.

Identification Type:	DDA Account Number	Name:	UNION BANK AND TRUST COMPANY
Identification Number:	924912795	Address:	Suite 7002 1000 Pioneers Lincoln, NE 68516
Receiving Institution			
*Routing/Transit number:	184216795		
Institution Name:	UNION BANK TRU		
Originating Institution			
Identification Type:	Fed Routing Number	Name:	First A Series Institution 00
Identification Number:	246824588	Address:	9076 Center Av Lincoln NE 68502
Originator			
*Identification Type:	DDA Account Number	Name:	WASHINGTON ELECTRIC
*Identification Number:	8000117	Address:	P.O. BOX 505 RICHMOND VA 18512-4444
<input type="button" value="Finish"/> <input type="button" value="Cancel"/>			

File Description	Exception Status		
Domestic wire	Import Exceptions		
Exceptions - Domestic wire			
Row	Exception Reason		
1	Please select funding account to proceed.		
Transfer - 1			
*Transfer Start Date:	1/26/2021	From Account:	Select Account
*Amount:	2.55		
Beneficiary			
*Identification Type:	DDA Account Number	Message To Beneficiary:	
*Identification Number:	800023007		
Name:	George Washington		
Address:	The White House 1600 Pennsylvania Av Washington, DC 20508	Beneficiary Reference:	
Beneficiary Institution			
Identification Type:	DDA Account Number	Name:	Washington Electric

6. Click **Finish**.

A summary of the details is displayed.

Beneficiary Name:	George Washington
Beneficiary Address Line 1:	The White House
Beneficiary Address Line 2:	1600 Pennsylvania Av
Beneficiary Address Line 3:	Washington, DC 20508
Receiving Institution Routing/Transit number:	924912795
Receiving Institution Name:	UNION BANK TRU
Originating Institution Identification Type:	Fed Routing Number
Originating Institution Identification Number:	246824588
Originating Institution Name:	First A Series Institution 00
Originating Institution Address Line 1:	9076 Center Av
Originating Institution Address Line 2:	Lincoln NE 68502
Originating Institution Address Line 3:	
Originator Identification Type:	DDA Account Number
Originator Identification Number:	8000117
Originator Name:	WASHINGTON ELECTRIC
Originator Address Line 1:	P.O. BOX 505
Originator Address Line 2:	RICHMOND VA 18512-4444
Originator Address Line 3:	
Funding Account:	8000800017 DDA
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

7. Review the Import data, and then click **Next**.

The Import Confirmation page appears.

Step 3 - Import Confirmation		Save	Review	Process
		<a href="#">Select All</a>	<a href="#">Select All</a>	<a href="#">Select All</a>
Domestic Corresponding Transfer Name:	Domestic wire			
Confirmation Number:	261441696			
Effective Date:	7/1/2011			
Amount:	\$2.55			
Beneficiary Identification Type:	GDA Account Number			
Beneficiary Identification Number:	886323967			
Beneficiary Institution Identification Type:	GDA Account Number			
Beneficiary Institution Identification Number:	104912795			
Beneficiary Institution Name:	WNCN BANK AND TRUST COMPANY			
Beneficiary Institution Address Line 1:	Suite 7032			
Beneficiary Institution Address Line 2:	7000 Parsons			
Beneficiary Institution Address Line 3:	Lincoln, NC 28516			
Beneficiary Name:	George Washington			
Beneficiary Address Line 1:	The White House			
Beneficiary Address Line 2:	1600 Pennsylvania Av			
Beneficiary Address Line 3:	Washington, DC 20506			

8. Click **Save**, **Review** or **Process** as preferred.
9. Click **Finish**.

A confirmation message appears.

**Note:** The Wire Transfer will process on the specified date.

Originating Institution Identification Type:	Fed Routing Number
Originating Institution Identification Number:	245824588
Originating Institution Name:	Marika A Series Institution 00
Originating Institution Address Line 1:	9879 Center Av
Originating Institution Address Line 2:	Lincoln NE 68502
Originating Institution Address Line 3:	
Originator Identification Type:	GDA Account Number
Originator Identification Number:	6520217
Originator Name:	WASHINGTON ELECTRIC
Originator Address Line 1:	P.O. Box
Originator Address Line 2:	RICHMOND VA 18512-4
Originator Address Line 3:	
Funding Account:	800860017 C

Message from webpage

Wire Transfer will be originated on 8/10/2011

OK

10. Click **OK**.

## ***Import Wire Using New Template***

Complete the following steps to wire funds from one account to another using an existing wire transfer.

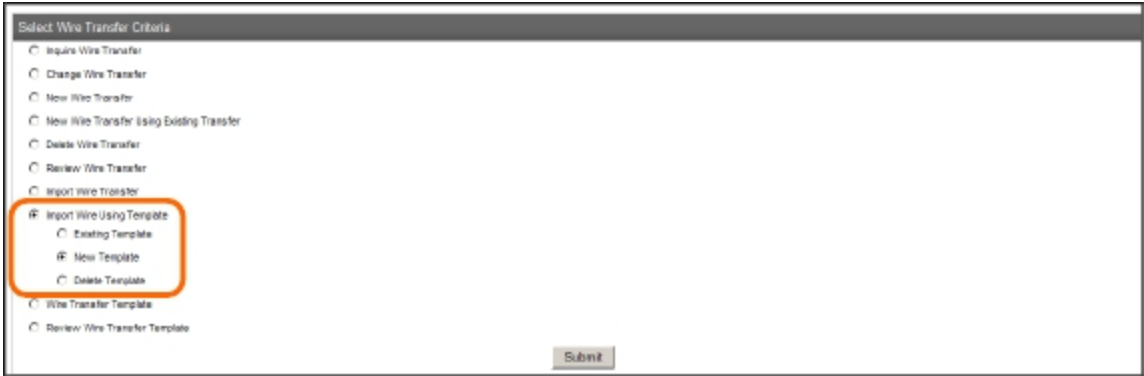
**To import a wire using a new template:**

1. On the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.

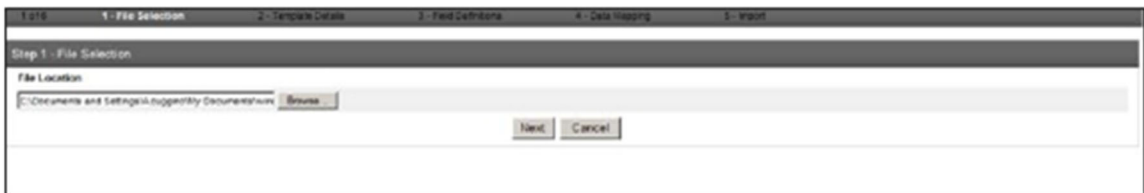
2. Click Import Wire Using Template, and then click **New Template**.





3. Click **Submit**.

The Step 1 - File Selection page appears.



4. Click the **Browse** button, locate the preferred file, and then click **Next**.

The Step 2 - Template Details page appears.



5. In the **Wire Transfer Type** list, select the type of wire transfer.
6. In the **Template Description** box, type a description for the template.
7. Complete the remaining fields.

## Definitions

### **Tax Identification Number**

Tax ID number of the account owner.

### Number of Header Rows to Exclude

The number of header rows at the beginning of the file that are excluded during file import.

### Number of Footer Rows to Exclude

Determines if a footer should be excluded during the import.

### Insert Decimal into Amounts

Determines if a decimal should be inserted into the dollar amount during the import.

### Delimited

Format used to transform the file into a wire format options are:

- Tab
- Semicolon
- Comma
- Space

### Fixed Width

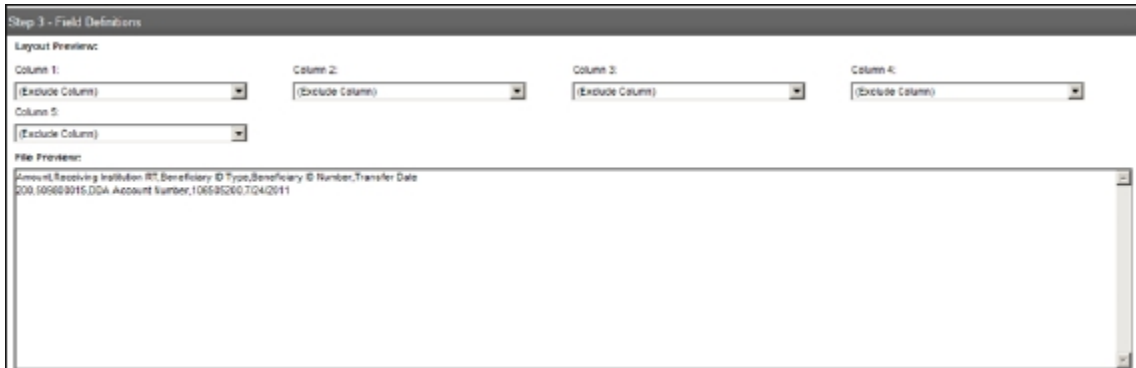
Delimiter is a specific number of characters displayed in the wire file.

### File Preview

Preview of the wire file format.

8. Click **Next**.

The Step - 3 Field Definitions page appears.



9. Enter the appropriate fields as required.

**Note:** For columns 1 through 5, select options to match the specific file layout. To disregard a column, click Exclude Column in the Column list(s). An option can only be selected once except for Exclude Column.

### Definitions

#### Apply Additional Values to File

Additional information, as needed.

### Add Offset Account to File

Indicates whether the offset account is added into the import.

### Effective Date Option

- Date in File - Indicates if the effective date is in the file.
- Prompt For Date - Indicates whether the user is prompted for the effective date.
- Default Current Business Date - Applies the current business date to all transactions within the file.

10. After completing fields, click **Next**.

The Data Mapping page appears.

Step 4 - Data Mapping	
WIREStemplate02c	
Template:	Template Wire
Wire Type:	Domestic
Amount:	Data Contained In File
Beneficiary Identification Type:	DIDA Account Number
Beneficiary Identification Number:	1003456789
Beneficiary Name:	Georgia Paul
Beneficiary Institution Identification Number:	071922366
Receiving Institution Routing Transit:	071922366
Transfer Date:	Default Current Business Date
Funding Account:	General Operating Expense

Back Next Cancel

## Definitions

### Template

Type the name of the import file.

### Wire Type

Select the appropriate wire type from the drop down.

11. To ensure the data is correct, review it on the Data Mapping page.

- If the data is correct: Click **Next**.
- If the data is incorrect: Click **Back** and change the data.

The Step 5 - Import page appears.

Step 5 - Import	
Batch ID:	0000001
Effective Date:	Jun 16, 2011
Debit Totals:	\$4,001.00
Credit Totals:	\$0.00
Number of Debits:	10
Number of Credits:	0
<b>File Details:</b>	
File Debit Total:	\$4,001.00
File Credit Total:	\$0.00
<input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

12. Review import details, and then click **Finish**.

## ***Import Wire Using Existing Template***

To import a wire transfer using an existing template:

1. On the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.

2. Click Import Wire Using Template, and then click **Existing Template**.

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 checked="" type="radio"/>	Import Wire Using Template
<input type="radio"/>	Existing Template
<input type="radio"/>	New Template
<input type="radio"/>	Delete Template
<input type="radio"/>	Wire Transfer Template
<input type="radio"/>	Review Wire Transfer Template
<input type="button" value="Submit"/>	

3. Click **Submit**.

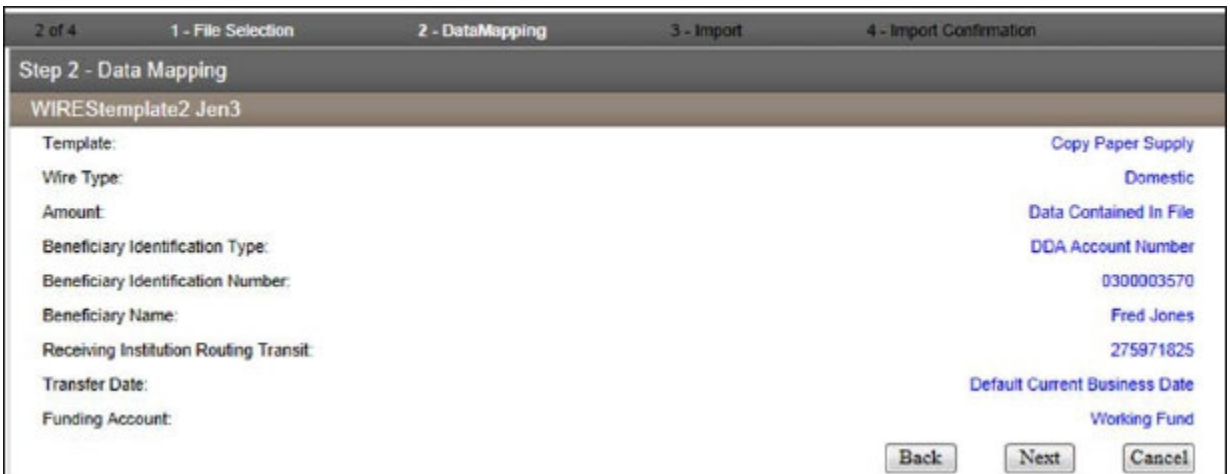
The Step 1 - File Selection page appears.



4. Click the **Browse** button, locate the preferred file, and then click **Next**.

The Step 2 - Data Mapping page appears.

5. Complete the Step 2 - Data Mapping page.



6. Click **Next**.

The Step 3 - Import page appears.

7. Click **Finish**.

The Step 4 - Import Confirmation page appears.

8. Click **Process**.

**Note:** If processing of the wire transfer fails, changes can be made to the wire process again. After the file processes, it cannot be changed.

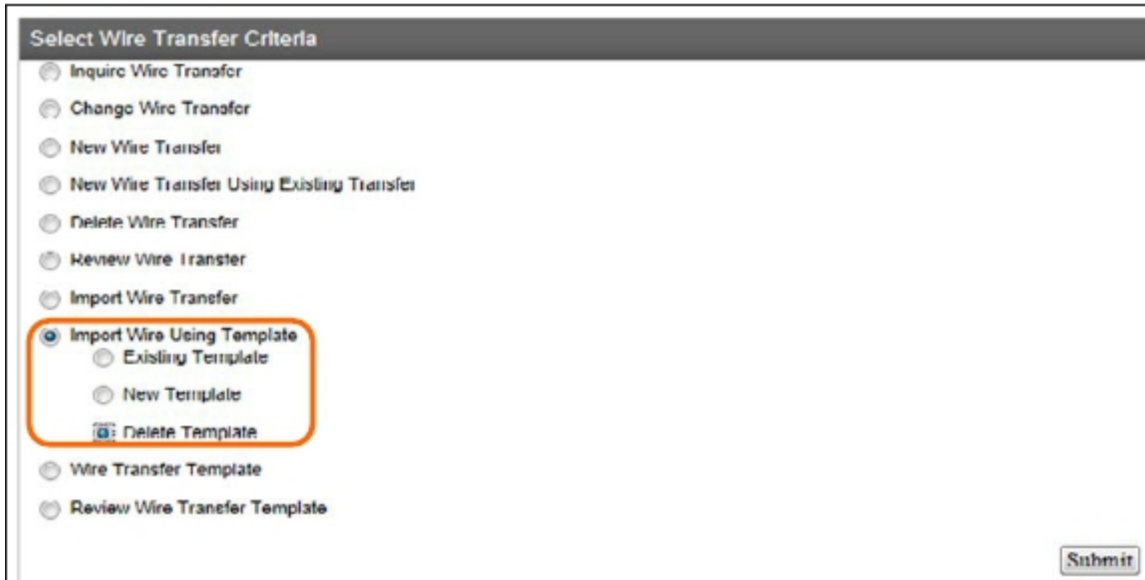
## Delete a Wire Template used for Import

To delete a wire template used for import:

1. On the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.

2. Click Import Wire Using Template, and then click **Delete Template**.



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
  - Existing Template
  - New Template
  - [Delete Template](#)
- Wire Transfer Template
- Review Wire Transfer Template

Submit

3. Click **Submit**.

The Template Selection section appears.



Template Name	
Import with Template	X
newwirecb1apr26	X

4. Click the **Delete (X)** button for the template you want to delete.

The Template Details page appears.

Template Details	
Template:	Import with Template
Wire Type:	Domestic
Amount:	Data Contained In File
Beneficiary Identification Type:	Data Contained In File
Beneficiary Identification Number:	0106500200
Beneficiary Address Line 1:	1600 South Street
Beneficiary Institution Identification Number:	Data Contained In File
Beneficiary Institution Address Line 1:	100 North Street
Receiving Institution Routing Transit:	221172270
Transfer Date:	User Prompted
Funding Account:	DOA 0006500016

5. Click **Delete**.

A warning message is displayed on the Template Details page.

Warning

The following template will be permanently deleted

Template Details	
Template:	Import with Template
Wire Type:	Domestic
Amount:	Data Contained In File
Beneficiary Identification Type:	Data Contained In File
Beneficiary Identification Number:	0106500200
Beneficiary Address Line 1:	1600 South Street
Beneficiary Institution Identification Number:	Data Contained In File
Beneficiary Institution Address Line 1:	100 North Street
Receiving Institution Routing Transit:	221172270
Transfer Date:	User Prompted
Funding Account:	DOA 0006500016

6. Click **Delete** to delete the template.

An information message is displayed on the Template Details page.

Information	
The following template was successfully deleted	
Template Details	
Template:	Import with Template
Wire Type:	Domestic
Amount:	Data Contained in File
Beneficiary Identification Type:	Data Contained in File
Beneficiary Identification Number:	0106506200
Beneficiary Address Line 1:	1600 South Street
Beneficiary Institution Identification Number:	Data Contained in File
Beneficiary Institution Address Line 1:	100 North Street
Receiving Institution Routing Transit:	221172270
Transfer Date:	User Prompted
Funding Account:	DDA 0006500016
<input type="button" value="Done"/>	

7. Click **Done**.

The Select Wire Transfer Criteria page appears.

## Add a New Wire Transfer Template

To add a new wire transfer template:

1. On the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.

2. Click Wire Transfer Template.

Select Wire Transfer Criteria	
<input type="radio"/> Inquire Wire Transfer	Template Name: <input type="text"/>
<input type="radio"/> Change Wire Transfer	Wire Type: <input type="text" value="All"/>
<input type="radio"/> New Wire Transfer	Template Group: <input type="text" value="All"/>
<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="button" value="Submit"/>	

3. In the **Template Name** box, type a descriptive title for the wire transfer template.
4. In the **Wire Type** list, click the type of wire for the template.
5. In the **Template Group** list, click the group for the template.
6. Click **Submit**.



The Template List section appears.

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

Template Name:   
Wire Type: All  
Template Group: All

Submit

Template List

No matching record(s) found

New

7. Click **New**.

The New Template page appears.

New Template

Wire Type: (None)

Submit Cancel

8. In the **Wire Type** list, click the wire type.

9. Click **Submit**.

The New Template page is displayed for the wire type selected.

New Domestic Wire Transfer Template

\* Template Name:   
Tax Identification Number: Mrs J's Sweet Sh [XXXX-XX-2222]  
From Account: Select Account  
Recurring Frequency: None  
Default Amount:   
Amount Range:  To   
\* Template Group: Testing

User Access

Select All

Harry Dresden  
 Shannon Morin  
 Melanie Johnson

Beneficiary

\* Identification Type: DDA Account Number  
\* Identification Number:   
\* Name:   
\* Address:   
Message To Beneficiary:   
Beneficiary Reference:

Beneficiary Institution

Identification Type: Fed Routing Number  
Identification Number:   
Name:   
Address:

Receiving Institution

\* Routing/Transit number:   
\* Institution Name:   
(\* Indicates Required Fields)

Disclaimer: A Wire Transfer fee will be charged to your account upon submission. Please refer to our fee schedule for more information.

Save Cancel

**Note:** Greenfield Savings Bank designates what will be required. Required fields are displayed with an asterisk (\*).

10. In the **Template Name** box, type a name to assign to the template.
11. If applicable, in the Recurring Frequency list, click a recurring frequency.
12. In the **Default Amount** box, type an amount.
13. In the **From Account** list, click the donor account number.
14. In the **Template Group** list, click a group.

**Note:** To create a new group name, click the New button.

15. In the **Amount Range** box, type a minimum amount to allow for wire transfers.
16. In the **To** box, type a maximum amount to allow for wire transfers.
17. To allow users to use of the template, in the **User Access** section, select one or more check boxes associated with users.

18. In the Beneficiary section:

- a. In the **Identification Number** box, type the recipient account number.
- b. In the **Name** box, type the name of the recipient.
- c. In the **Address** box, type the street address of the recipient.
- d. In the **City State Zip** box, type the city, state and ZIP Code of the recipient.
- e. In the **Message To** Beneficiary box, type a note to the recipient.
- f. In the **Beneficiary Reference** box, click a unique number.

**Note:** The beneficiary reference number may be used for audit or tracking purposes.

19. In the Beneficiary Institution section:

- a. In the **Identification Type** list, click the routing/ABA number type of the receiving financial institution.
- b. To determine the receiving financial institution's ID number, in the Identification Number box, click the Search button (binoculars).
- c. In the **Name** box, type the receiving financial institution name for the account.
- d. In the **Address** box, type the financial institution street address of the recipient account.
- e. In the **City State Zip** box, type the financial institution city, state and ZIP Code of the recipient account.

The Receiving Institution section auto fills with the information from the Beneficiary Institution section.

20. Click **Save**.

# Review, Change or Delete a Wire Transfer Template

To review, change or delete a wire transfer template:

1. From the Management Tools menu, click **Wire Transfers**.

The Select Wire Transfer Criteria page appears with Inquire Wire Transfer selected.

2. Click Review Wire Transfer Template.

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

Transfer Description:

Date Range:  To

Amount Range:  To

Client Name:

Confirmation Number:

Submit

3. Determine the preferred search criteria:
  - To search for a specific existing wire transfer, enter any search criteria:
  - For a complete list, leave search criteria blank.
4. Click **Submit**.

**Note:** Depending on search criteria entered, one or more search result boxes may display for making additional selections.

The Review Wire Transfer Templates page appears.

Status	Approve	Edit	Delete	Template Name	Client	Date Last Updated	Change By	Approval	Approved By
Pending Approval - New	<input type="checkbox"/>			<a href="#">Quarterly Wire</a>	Training Company	May 15, 2012 12:41 PM	BANK MANAGER		

Submit Cancel

5. Review, change or delete as necessary for a template.
  - To view the Wire Transfer details page: Click a **Template Name** link, and then when you are finished reviewing, click **Done**.
  - To change a wire transfer template: Click the **Edit** button for the template, make changes on the Change Wire Transfer Template page, and then click **Save**.
  - To delete a wire transfer template: Click the **Delete (X)** button for a template, and then on the Delete Wire Transfer Template page, click **Delete**.

The Review Wire Transfer Templates page appears, and the change information displays in Status field.

Status	Approve	Edit	Delete	Template Name	Client	Date Last Updated	Change By	Approval	Approved By
Approved				<a href="#">Quarterly Wire</a>	Training Company	May 15, 2012 12:41 PM	BANK MANAGER	May 15, 2012 12:57 PM	FISERV

6. Click **Done**.

## Multiple Wire Transfer Using Template

To submit a multiple wire transfer using a template:

1. From the Management Tools menu, click **Wire Transfers**.
2. Select Multiple Wire Transfer Using Template, choose a Wire Type, and select Submit.

Select Wire Transfer Criteria

Inquire Wire Transfer      Wire Type: All ▼  
 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

3. A Template List will load with all Wire Templates available to use. Select the Check Box for each Wire Template and fill out each section. Select a Date for transfer and enter an amount.

Template List						
Group Name:	Beneficiary	From Account	Wire Type	Beneficiary Reference	Date	Amount
<input checked="" type="checkbox"/> Japan Travel Company	Frodo Baggins	Checking Expenses	Domestic	Travel Expenses	01/16/2024	1.00
Message To Beneficiary:		Travel Expenses				
Group Total:						\$1.00
Total Amount:						\$1.00

4. The Security Challenge page displays. Enter your one-time password as instructed.

**Security Challenge**

The transaction submitted requires a one time password to continue.

One Time Password:

To submit the required response, follow these steps:

1. Press the button on the token.
2. Token displays a value.
3. On the Security Challenge page, enter the value from the token as the **One Time Password**.
4. Click the "Submit" button.

For a soft token complete the digital signature. Select Digital Signature on your app and scan the image presented. Then enter the code and complete the challenge.

## Security challenge

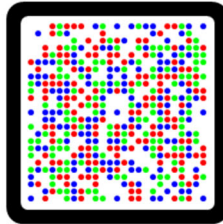
A digital signature security challenge is required to complete this transaction.

[Digital signature instructions](#)

Show ▾

Device nickname

Mel's iPhone



RT number

211870799

Amount

1.00

Account number



Digital signature \*

Required field

[Complete challenge](#)

[Cancel](#)

[Can't scan the image?](#)

5. The Wire Confirmation screen displays.

Wire Transfer Summary	
Transfer Description:	Test Wire Transfer
Effective Date:	10/11/2018
Amount:	\$5.00
Reference Number:	b9c44280fe
Wire Number:	Not Available

[Done](#)

6. Click **Done**

## Support

Call or email us at Greenfield Savings Bank with any questions at 413-775-8150 or [businessonline@greenfieldsavings.com](mailto:businessonline@greenfieldsavings.com).

Support is available during normal business hours.