

# eTreasury+ Wire Quick Reference Guide



## Make a One Time Wire Transfer

The Wire Money - request page is used to enter a one-time electronic wire transfer request. Upon submission, any ABA numbers you entered are validated to ensure that at least one is for a Fedwire participant (Recipient or Intermediary).

Wire Money transfer requests can be saved for transmission at a later time, if desired. If you want to save your request, enter the information required in the Debit Information and Recipient Information sections and then click the **Save As Draft** link that appears next to the Recipient Information heading.

To access the Wire Money - request page, do the following:

1. Click **Transfers and Payments > Wire money**.

### Debit Information

2. Select a Wire Type. (Domestic, USD International, or Foreign Currency International wire transfers)
3. Type a Template name (up to 50 characters) if you want to save this wire transfer as a template for future use.
4. Select the debit Account that funds will be drawn from.
5. Type the Send On date (effective date) or click on calendar icon and select a date.  
Note: A date up to 180 days into the future may be entered.
6. Type the dollar Amount you want to transfer.  
Note: You can use commas and decimals when typing the amount of your transfer. If you use decimals, you must enter two digits to the right of the decimal. If you do not use decimals, the system defaults to whole dollars.
7. Select the Currency type.  
Note: The Currency type defaults to USD - US Dollars for domestic transfer requests.
8. Click **Continue**.

### Recipient Information

9. Select the Bank ID Type.  
Note: The options are ABA (routing #), SWIFT, or CHIPS, based on the recipient bank identification.

10. Type the Bank ID.  
Note: A maximum of 9 alphanumeric characters may be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.

To search for an ABA or Swift Bank ID, click the Bank ID Search link. The ABA Number or Swift Code Search Criteria page is displayed.

Note: Only ABA numbers or Swift codes can be searched for or validated.

To validate an ABA or Swift Bank ID, click the Bank ID Validate link.

Note: If the ABA number or Swift Code is validated as a financial organization authorized for electronic wires, then the bank name and address fields will pre-fill.

11. Type the Recipient Account number. If appropriate, enter the IBAN (International Bank Account Number).  
Note: A maximum of 35 alphanumeric characters may be entered.
12. Type the Bank Name.  
Note: A maximum of 35 alphanumeric characters may be entered. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, ampersand, and question mark.
13. Type the Bank Address. (Required)  
Note: A maximum of 35 alphanumeric characters may be entered in each address field. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
14. Type the Recipient Name.  
Note: A maximum of 35 alphanumeric characters may be entered. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, ampersand, and question mark.

# eTreasury+ Wire Quick Reference Guide



15. Type the Recipient Address. (Required)  
Note: A maximum of 35 alphanumeric characters may be entered in each address field. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
16. If desired, in the Additional Information For Recipient field, type the text you want to appear with the transfer.  
Note: A maximum of 140 alphanumeric characters may be entered. This text is included in your wire transfer history. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, question mark, apostrophe, dollar sign, and percent sign.

## Intermediary Information (Only If Requested)

17. Select the Bank ID Type.  
Note: The options are ABA, SWIFT, or CHIPS, based on the intermediary bank identification.
18. Type the Bank ID.  
Note: A maximum of 9 alphanumeric characters may be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the Intermediary Bank ID must be for a financial organization authorized for the receipt of electronic wires.
19. Type the Intermediary Account number. If appropriate, enter the IBAN.  
Note: A maximum of 35 alphanumeric characters may be entered.
20. Type the Bank Name.  
Note: A maximum of 35 alphanumeric characters is allowed.
21. Type the Bank Address. (Required)  
Note: A maximum of 35 alphanumeric characters is allowed in each address field. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.

## Wire Initiator Information

22. If needed, change the default/pre-filled Wire Initiator Name.  
Note: A maximum of 35 alphanumeric characters is allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, ampersand, and question mark.
23. If desired, change the default/pre-filled Wire Initiator Address.  
Note: A maximum of 35 alphanumeric characters is allowed in each address field. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, apostrophe, and question mark.
24. Click **Continue**.
25. Review the transfer request information.  
Note: If you need to edit the transfer request, click the **Edit Request** link.
26. Perform one of the following actions:
  - Click **Submit For Approval** to submit the request into the approve/transmit queue.
  - Click **Approve** to approve and schedule the request. **A Secure Token – Passcode page is displayed on top of the verification page.** Enter your passcode (your PIN + the token code generated by your token device) and click **Continue**
  - Click **Transmit** to approve and transmit the request. **A Secure Token – Passcode page is displayed on top of the verification page.** Enter your passcode (your PIN + the token code generated by your token device) and click **Continue**.  
The available option that appears will be based on the role of the user and the state of the transaction.

If you have any questions regarding a wire transfer request or if you are unable to process a request, please call us at 866-831-5717.

# eTreasury+ Wire Quick Reference Guide



## Create a Wire Transfer Template

The Manage Wire Templates - Add a Template page is used to create wire templates for repetitive use. Once created, a template is available for all users entitled to the funding account.

Creating a wire template consists of providing:

- Debit information
- Recipient information
- Intermediary information (only if requested)
- Wire initiator information

To create a wire transfer template, do the following:

1. Click **Transfers and Payments > Manage wire templates**.
2. Click the **Add a Template** link.

### Debit Information

3. Type a Template Name (up to 50 characters).
4. Select a Wire Type.
5. Select the debit Account that funds will be drawn from.
6. Select the Currency type for foreign currency wire transfers.  
Note: The Currency type defaults to USD - US Dollars for domestic transfer requests.
7. Click **Continue**.

### Recipient Information

8. Select the Bank ID Type.  
Note: The options are ABA, SWIFT, or CHIPS, based on the beneficiary and/or intermediary bank identification.
9. Type the Bank ID.  
Note: A maximum of 9 alphanumeric characters may be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the recipient Bank ID must be for a financial organization authorized for the receipt of electronic wires.

To search for an ABA or Swift Bank ID, click the Bank ID Search link. The ABA Number or Swift Code Search Criteria page is displayed.

Note: Only ABA numbers or Swift codes can be searched for or validate.

To validate an ABA or Swift Bank ID, click the Bank ID Validate link.

Note: If the ABA number or Swift Code is validated as a financial organization authorized for electronic wires, then the bank name and address fields will pre-fill.

10. Type the Recipient Account number. If appropriate, enter the IBAN.  
Note: A maximum of 35 alphanumeric characters may be entered.
11. Type the Bank Name.  
Note: A maximum of 35 alphanumeric characters may be entered.
12. Type the Bank Address. (Required)  
Note: A maximum of 35 alphanumeric characters may be entered in each address field.
13. Type the Recipient Name.  
Note: A maximum of 35 alphanumeric characters may be entered.
14. Type the Recipient Address.  
Note: A maximum of 35 alphanumeric characters may be entered in each address field.
15. If desired, type text to accompany the transfer in the Additional Information for Recipient field.  
Note: A maximum of 140 alphanumeric characters may be entered. This text is included in your wire transfer history.

### Intermediary Information (Only If Requested)

16. Select the Bank ID Type.  
Note: The options are ABA, SWIFT, or CHIPS, based on the intermediary bank identification.
17. Type the Bank ID.  
Note: A maximum of 9 alphanumeric characters may be entered (without spaces) for an ABA bank type, 11 for a SWIFT type, or 6 for a CHIPS type. If the Bank ID type is ABA, then the intermediary Bank ID must be for a financial organization authorized for the receipt of electronic wires.
18. Type the Intermediary Account number. If appropriate, enter the IBAN.  
Note: A maximum of 35 alphanumeric

# eTreasury+ Wire Quick Reference Guide



characters may be entered.

19. Type the Bank Name.

Note: A maximum of 35 alphanumeric characters may be entered.

20. Type the Bank Address. (Required)

Note: A maximum of 35 alphanumeric characters may be entered in each address field.

## Wire Initiator Information

21. If needed, change the default/pre-filled Wire Initiator Name.

Note: A maximum of 35 alphanumeric characters may be entered.

22. If desired, change the default/pre-filled Wire Initiator Address.

Note: A maximum of 35 alphanumeric characters may be entered in each address field.

23. Click **Add template**.

If multiple approvals are required when creating a template, the template is submitted for approval. The template is not available for use until the final approval is received.

# eTreasury+ Wire Quick Reference Guide



## Wire Money via a Template

1. Click **Transfers and Payments > Wire money via template**.
2. Select a **Template name** option.
3. In the **Amount** field, type the amount of money to transfer. Commas and decimals can be used in this field. If decimals are used, two digits to the right of the decimal are required. If decimals are not used, the system defaults to whole dollars.
4. **Optional:** In the **Additional information for recipient** field, type in text that will accompany the wire. Up to 120 alphanumeric characters are allowed. Spaces and the following special characters are allowed: open parenthesis, close parenthesis, plus sign, comma, short dash, period, forward slash, colon, and question mark.
5. Select a **Frequency** option:

| Option   | Description   |
|--|---|
| Today only   | Sends the transaction once on today's date.   |
| One time   | Sends the transaction once on a date in the future.   |
| * Weekly   | Sends the transaction on the same day each week. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.        |
| * Every other week                                 | Sends the transaction on the same day every other week. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent. |
| Twice a month - the 15th and last day of the month | Sends the transaction on the 15th and last day of the month unless those dates fall on a day when transactions are not processed, such as a holiday.            |
| * Monthly  | Sends the transaction on the same date every month. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.     |
| Monthly - last day of the                          | Sends the transaction on the last day of each month unless those  |

|  |   |
|--|---|
| month                                      | dates fall on a day when transactions are not processed, such as a holiday  |
| * Every three months                       | Sends the transaction on the same day every three months. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent. |
| Every three months - last day of the month | Sends the transaction on the last day of the month, every three months.   |
| * Every six months                         | Sends the transaction on the same day every three months. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent. |
| Every six months - last day of the month   | Sends the transaction on the last day of the month, every six months; unless those dates fall on a day when transactions are not processed, such as a holiday.    |
| * Yearly                                   | Sends the transaction on the same date every year. The date provided in the <b>Next send on</b> field determines the day on which the transaction is sent.        |

6. If applicable, fill in or select the **Send on** date.

7. If applicable, select an **End on** option:

| Option                             | Description  |
|------------------------------------|--|
| Continue indefinitely              | Sends the transaction indefinitely using the selected <b>Frequency</b> .   |
| Continue until this date           | Sends the transaction until the date you specify. If this option is selected, enter a date in the adjacent field.  |
| Continue for this many occurrences | Sends the transaction on the Frequency selected for a set number of times. For example, if <b>Weekly</b> is selected for the <b>Frequency</b> and <b>4</b> is selected for the occurrences, the transaction is sent on the same day every week for four weeks. |

# eTreasury+ Wire Quick Reference Guide



8. Select one of the **Processing options**. This determines when a transaction is sent for dates that are considered non-processing dates, such as holidays.
9. Click **Continue**.
10. Review the transfer request information.
11. Perform one of the following actions:
  - Click the **submit for approval** link to submit the request for approval by other users.
  - Click **Approve** to approve the request. **A Secure Token – Passcode page is displayed on top of the verification page**. Enter your passcode (your PIN + the token

- code generated by your token device) and click **Continue**.
- Click **Transmit** to approve and transmit the request. **A Secure Token – Passcode page is displayed on top of the verification page**. Enter your passcode (your PIN + the token code generated by your token device) and click **Continue**.  
The available option that appears will be based on the role of the user and the state of the transaction.

If you have any questions regarding a wire transfer request or if you are unable to process a request, please call us at 866-831-5717.

# eTreasury+ Wire Quick Reference Guide



## Create a Custom Wire File Format

1. Click **Transfers and Payments > Import wires / Manage file formats**.
2. Click the **Add a wire file format** link.
3. Fill in or select the **Description** options:

| Option           | Description   |
|------------------|---|
| File format name | The name of the file format. Up to 20 alphanumeric characters are allowed.  |
| Description      | The description for the file. Up to 35 alphanumeric characters are allowed. |
| File type        | Delimited or Fixed.   |
| Details location | File or Template.   |

4. Click **Continue**.
5. Select the **Characteristics** options:

| Option          | Description  |
|-----------------|--|
| Field delimiter | For delimited file types. Comma, Hyphen, Semicolon, or Tab.  |
| Date format     | MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YYYY/MM/DD, YY-MM-DD, or YYYY-MM-DD.   |
| Amount format   | Decimal included (i.e. 123.00) - Indicates that the decimal will be included in the transaction amount. Decimal not included (i.e. 123) - Indicates that the decimal will not be included in the transaction amount. When this option is used, select an Implied decimal format: Whole dollar (123 = 123.00 or Implied decimal (123 = 1.23). This indicates whether the decimal is implied or not. |

6. Click **Continue**.
7. **Optional:** Fill in or select the **Default Field Values** options (The values selected are used for every wire in the file):

| Option                   | Description   |
|--------------------------|---|
| Wire initiator name      | Name of the person/company initiating the wire. Up to 35 alphanumeric characters are allowed.   |
| Wire initiator address 1 | Address line 1 of the person/company initiating the wire. Up to 35 alphanumeric characters are allowed.                               |
| Wire initiator address 2 | Address line 2 of the person/company initiating the wire. Up to 35 alphanumeric characters are allowed.                               |
| Wire initiator address 3 | Address line 3 of the person/company initiating the wire. Up to 35 alphanumeric characters are allowed.                               |
| Currency code            | Currency code of the transaction. The currency codes supported by your financial organization determine the codes that are available. |
| Account                  | Masked account number and account description. All accounts to which you are entitled appear.   |

8. Click **Continue**.
9. Enter the numeric order (position number) or start/stop positions for the following sections: **Debit Field Properties Information, Recipient Field Properties Information, First Intermediary Field Properties Information (optional), Second Intermediary Field Properties Information (optional), and Wire Initiator Field Properties Information (optional)**.
13. Click **Add file format**.

# eTreasury+ Wire Quick Reference Guide



## Import a Wire Transfer Template

The Import Wire Template pages are used to import a wire template(s) from a file.

To import a wire template, do the following:

1. Click **Transfers and Payments > Manage wire templates.**
2. Click the **Create a template from a file** link.
3. Select the file format to be used for the template import.  
Note: A template name and wire initiator are not required for the Fedline or MT103 file formats. If a file is imported without a template name, a generic template name is generated (this name can be modified). If the wire initiator is not included in the imported file, the user's company name and address information are used as defaults.
4. Click **Continue.**
5. Click **Browse** and select the file to import.
6. Click **Import File.**

To modify a template, click the Template Name.

## View Saved and Returned Template-based Wires

1. Click **Transfers and Payments > Wire money via template.**
2. Click **View saved or returned wires requiring corrections.**

To continue entering or correct a returned wire, click the link the **Account** column.

To delete a wire, click the **Delete request** link.

## View Saved and Returned One Time Wire Transfers

1. Click **Transfers and Payments > Wire money.**
2. Click **View saved or returned wires requiring corrections** link.

To continue entering or correct a returned wire, click the link the **Account** column.

To delete a wire, click the **Delete request** link.

# eTreasury+ Wire Quick Reference Guide



## View Next Scheduled Requests

\*\* A schedule can only be edited or deleted by the company user who created it.

- To access the Next Scheduled Requests page, do the following:
  - Click **Transfers and Payments > Manage next scheduled requests**
- To view the details for a request schedule, do the following:
  - Click **Transfers and Payments > Manage next scheduled requests**
  - Click the **View Request** link.
- To delete the request schedule, do the following:
  1. Click **Transfers and Payments > Manage next scheduled requests**
  2. Click the **View request** link associated with the transaction you want to delete
  3. Click the **Delete request** link.
  4. Verify the request as needed and then click **Delete**.
- To modify the request schedule, do the following:
  1. Click **Transfers and Payments > Manage next scheduled requests**
  2. Click the **Edit schedule** link associated with the schedule you want to edit.
  3. Modify the schedule information as needed and then click **Continue**.
  4. Verify the schedule information and then do one of the following:
    - Click **Approve** to approve the schedule. Applies your approval to all transactions in the schedule. **A Secure Token – Passcode page is displayed on top of the verification page.** Enter your passcode (your PIN + the token code generated by your token device) and then click **Continue**.
    - Click **Submit schedule**. Submits the schedule for approval by another user in the company. When this option is chosen, each transaction in the schedule needs to be approved as they occur.

## View Completed Wires

1. Click **Transfers and Payments > Transfers and Payments > View completed wires**.
2. Select an **Output to** option.
3. Select one or more **Account** options.
4. Select a **Date range** option:
  - Specific date
  - From/to
5. Select a **Status** option.
  - All - All wires with a Transmitted, Processed, Rejected, or In Process status.
  - Transmitted - A wire has been successfully transmitted by an authorized user.
  - Processed - A wire has been selected by the financial organization for processing through their wire system. It does not indicate the financial organization has completed the wire.
  - Rejected - The financial organization has rejected the wire.
  - In Process - A wire is pending validation from the financial organization.
6. Select one or more **Wire type** options.
7. Click **Generate report**