



Wire Transfer in Business Online Banking

Purpose: This document explains how to use the features in Business Online Banking (BOB) on the Cornerstone Bank website. Some users may have different access depending on business needs for the client.

Note: Cash Management must set up the business customer for access to Wire Transfers. A token is required to use this product.

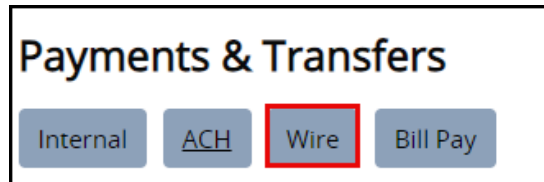
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Wire Transfer

Initiate, inquire and change wire transfers online.

Users do not need access to view accounts to process wires.



Inquire Wire Transfer

Enter any of the criteria below to inquire on a wire transfer.

- Transfer Type – Outgoing
- Transfer Description
- Date Range
- Amount Range

- Client Name
- Reference Number
- Wire Number
- From Account Number

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

Foreign Exchange Contract

Multiple Wire Transfer Using Template

Transfer Type: Outgoing ▼

Transfer Description:

Date Range: To

Amount Range: To

Client Name:

Reference Number:

Wire Number:

From Account Number:

Exceptions and confirmations for outgoing wires.

Outgoing Wires - JESSICA BENTLEY						
Exceptions for Outgoing Wires						
Transfer Description	Effective Date	Beneficiary	Amount	Status	Details	
Payroll - 2	12/12/2023	Katie Bell	\$2.00	File not originated: Exceeded Limit	Wire Type: Domestic Issued By: JESSICA BENTLEY From Account: Cash Management Test Account Reference Number: a4f4238992 Placement Date: 12/12/2023 11:46:40 AM	
Vendor Payment - 1	12/12/2023	Jessica Bentley	\$1.00	Disapproved	Wire Type: Domestic Issued By: JESSICA BENTLEY From Account: Cash Management Test Account Reference Number: 7a04acebf4 Placement Date: 12/12/2023 11:21:30 AM	
Confirmations for Outgoing Wires						
Date	Beneficiary	IMAD	Amount	Reference Number	Status	Wire Number
Dec 12, 2023	Katie Bell		\$1.00	ee440e784b	Disapproved	45880

Change Wire Transfer

Enter any of the criteria below to change a wire transfer.

- Transfer Description
- Date Range
- Amount Range
- Client Name
- Reference Number

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
 Foreign Exchange Contract
 Multiple Wire Transfer Using Template

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

The Wire List appears. Select the wire.

Transfer Description	Effective Date	Beneficiary	Amount	Status	Details
Vendor Payment	12/15/2023	Jessica Bentley	\$1,500.00	Saved	Wire Type: Domestic Issued By: JESSICA BENTLEY From Account: Cash Management Test Account Reference Number: 5be4132beb Placement Date: 12/11/2023 03:43:20 PM

Make the appropriate changes and click save or process.

Wire

Change Domestic Wire - Vendor Payment

* Transfer Description: Vendor Payment Recurring Frequency:

* Transfer Start Date:

* Amount: * From Account:

Tax Identification Number: CORNERSTONE BANK TESTING [XXX-XX-7720]

Transfer Status: Saved

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)

New Wire Transfer

Enter any of the criteria below to create a new wire transfer.

- Wire Type

- Domestic
- International (using US Dollars)
- International FX (using foreign currency)

Select Wire Transfer Criteria

Wire Type: None ▼

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
 Foreign Exchange Contract
 Multiple Wire Transfer Using Template

The following screen appears.

New Domestic Wire Transfer - JESSICA BENTLEY

* Transfer Description: Recurring Frequency: None ▼

* Transfer Start Date: MM

* Amount: * From Account: Cash Management Test Account ▼

Tax Identification Number: CORNERSTONE BANK TESTING [XXX-XX-7720]

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: MM Address:

Receiving Institution

* Routing/Transit number: MM

Institution Name:

(* Indicates Required Fields)

Complete the required fields for the wire transfer.

- Transfer Description
- Transfer State Date
- Amount
- From Account
- Identification Type
- Identification Number (account number for beneficiary)
- Name
- Address
- Identification Number (routing number for financial institution)
- Routing/Transit Number

Wire

New Domestic Wire Transfer - JESSICA BENTLEY

* Transfer Description: Vendor Payment Recurring Frequency: None

* Transfer Start Date: 12/15/2023

* Amount: 1,500.00 * From Account: Cash Management Test Account

Tax Identification Number: CORNERSTONE BANK TESTING [XXX-XX-7720]

Beneficiary

* Identification Type: DDA Account Number Message To Beneficiary:

* Identification Number: 123456789

* Name: Jessica Bentley

* Address: 123 Main St
Minot, ND
58703

Beneficiary Reference:

Beneficiary Institution

* Identification Type: Fed Routing Number Name: CORNERSTONE BANK

* Identification Number: 091300719 Address: FARGO ND

Receiving Institution

* Routing/Transit number: 091300719


Institution Name: CORNERSTONE FARGO


(* Indicates Required Fields)

Save Process Cancel


Note: For the Identification Number, click on the binoculars to search for the beneficiary's routing number for their financial institution.

* Identification Type: Fed Routing Number Name

* Identification Number:  Add

Identification Number: 

Receiving Institution

Routing/Transit number: 

Institution Search

R/T number:


Institution Name:

City:

State:

Cancel

Wire

 **Successfully Saved**
Vendor Payment was saved successfully

Wire Transfer Summary

Transfer Description:	Vendor Payment
Effective Date:	12/15/2023
Amount:	\$1,500.00
Reference Number:	5be4132beb

Done

Wire

New Domestic Wire Transfer - JESSICA BENTLEY

* Transfer Description: Vendor Payment Recurring Frequency: None

* Transfer Start Date: 12/15/2023

* Amount: 1,500.00 * From Account: Cash Management Test Account

Tax Identification Number: CORNERSTONE BANK TESTING [XXX-XX-7720]

Beneficiary

* Identification Type: DDA Account Number Message To Beneficiary:

* Identification Number: 123456789

* Name: Jessica Bentley

* Address: 123 Main St
Minot, ND
58703

Beneficiary Reference:

Beneficiary Institution

* Identification Type: Fed Routing Number Name: CORNERSTONE BANK

* Identification Number: 091300719 Address: FARGO ND

Receiving Institution

* Routing/Transit number: 091300719

Institution Name: CORNERSTONE FARGO

(* Indicates Required Fields)

Save **Process** Cancel

The user completes the transaction with their token. The following screen appears.

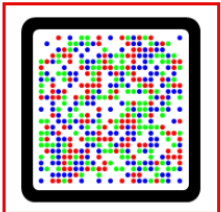
Scan the QR code using the Digital Signature in the DIGIPASS app.

Security challenge

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

[Digital signature instructions](#) Show ▾

Device nickname: Jessica's iPhone



To routing transit: 091300719

Amount: 1.00

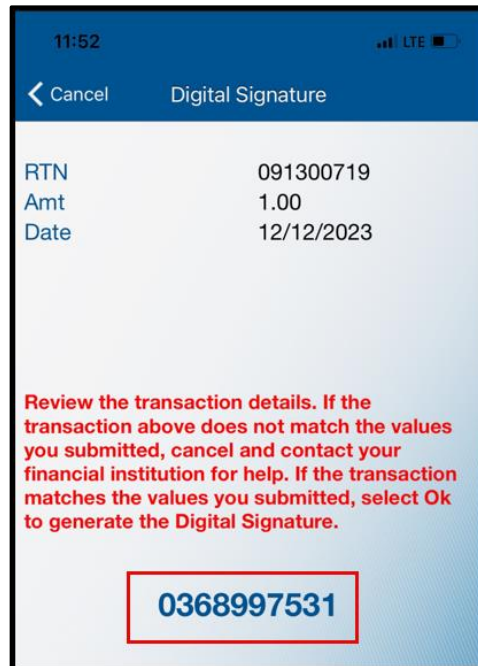
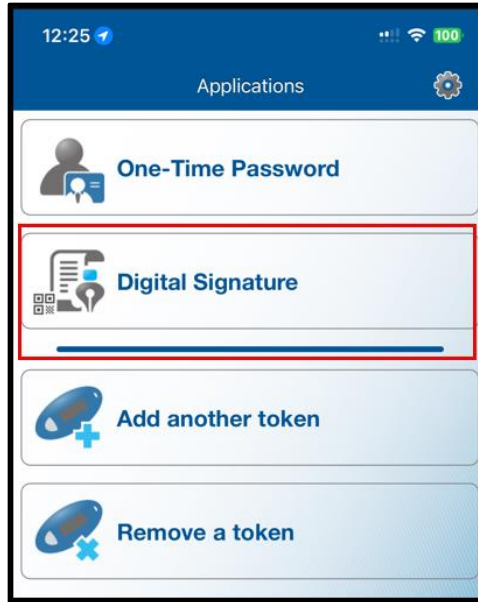
Date: 12/12/2023

Digital signature *

* Indicates required field

[Complete challenge](#) [Cancel](#)

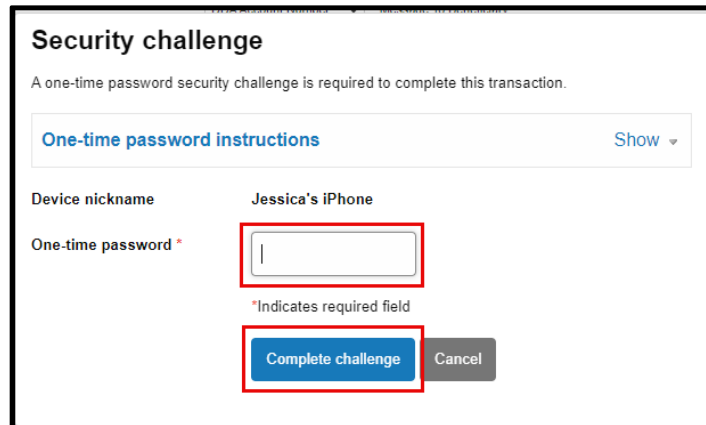
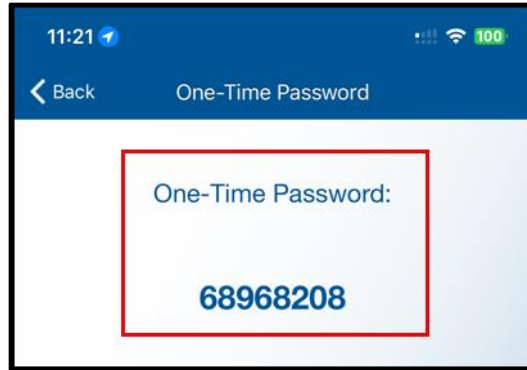
[Can't scan the image?](#)



Enter the numbers and click Complete Challenge.

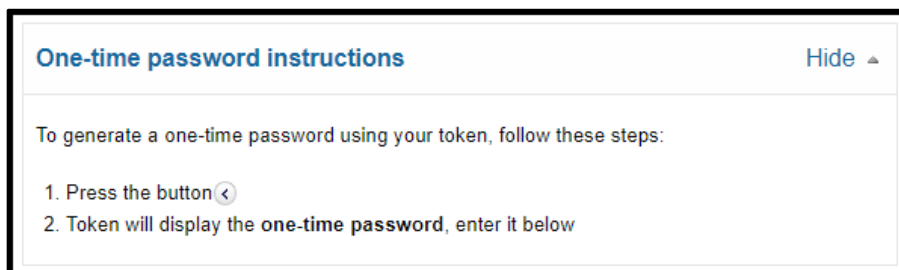
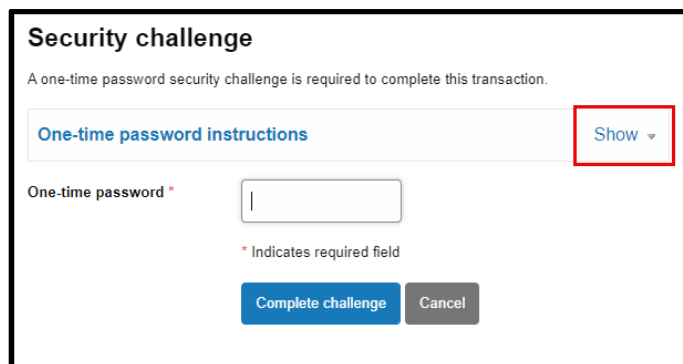
Select Can't Scan The mage, if the user is unable to use the QR code.

Use the DIGIPASS app or hard token to complete the one-time password.



For hard token users, press the gray button to generate a one-time password.

Note: Click the Show button to view one-time password instructions.





Enter the password from the soft or hard token and click Complete Challenge.

Security challenge

A one-time password security challenge is required to complete this transaction.

[One-time password instructions](#) Show ▾

One-time password *

* Indicates required field

The following screen appears – wires require dual control.

Wire

The following warning(s) occurred:
Vendor Payment -1 is pending client review.

User Limit Exceptions
This transfer requires approval because all wires have been configured for review
For the Wire transfer to continue processing, 1 approval is required.

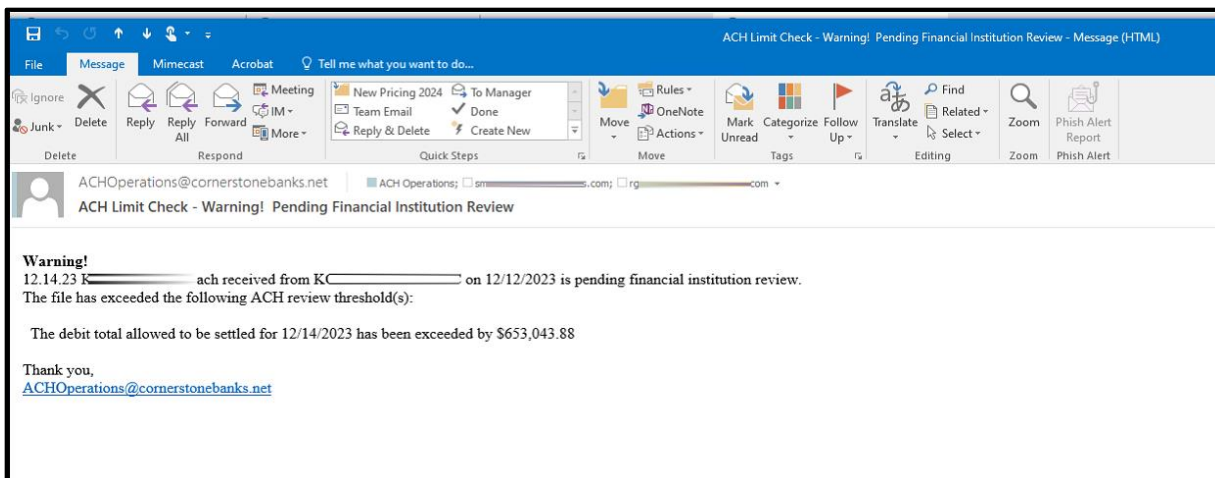
Client Limit Exceptions
This transfer requires approval because all wires have been configured for review
For the Wire transfer to continue processing, 1 approval is required.

Wire Transfer Summary

Transfer Description:	Vendor Payment -1
Effective Date:	12/12/2023
Amount:	\$1.00
Reference Number:	7a04acebf4
Wire Number:	Not Available

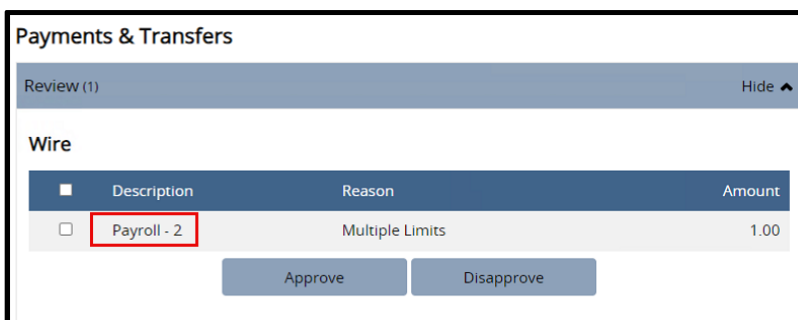
ACH Operations sends the email to ACH Limit Check – Warning! Pending Financial Institution Review to the BOB users.

Note: The user can request access to these emails through Cash Management.

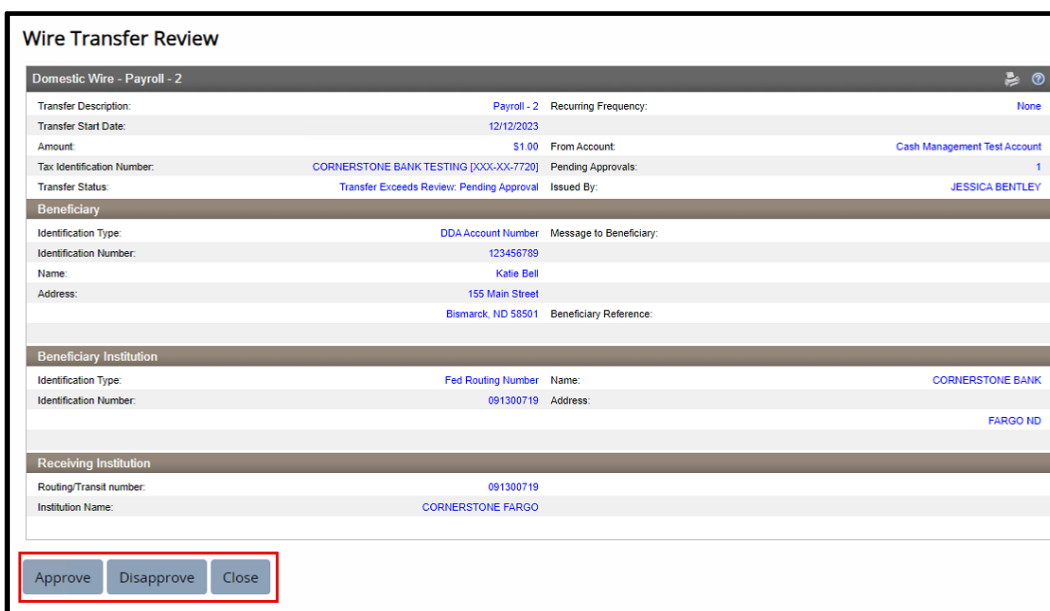


Note: For Dual Control – if one user initiates, that same user cannot approve the wire.

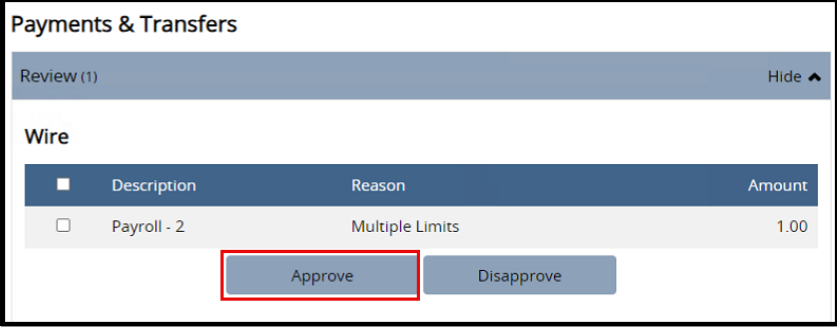
The approver views the wire under Payments & Transfers > Review. Click on the wire to view the details.



The approver may approve, disapprove or close the wire transfer review.



To **approve** the wire, click on the check box and click Approve.



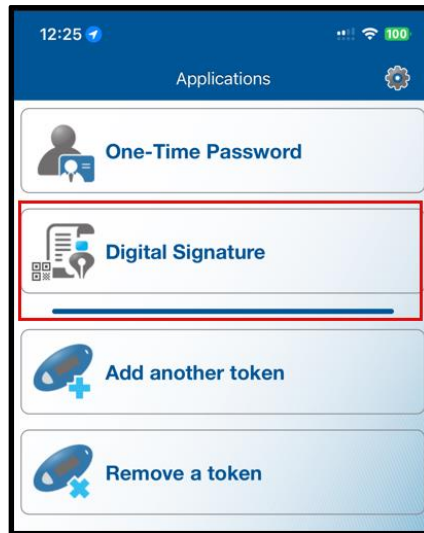
Payments & Transfers

Review (1) Hide ▲

Wire

<input type="checkbox"/>	Description	Reason	Amount
<input type="checkbox"/>	Payroll - 2	Multiple Limits	1.00

Scan the QR code using the Digital Signature in the DIGIPASS app.

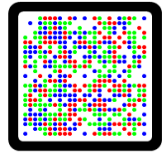


Security Challenge

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

Digital Signature Instructions Show ▼

Device nickname: Katie Phone



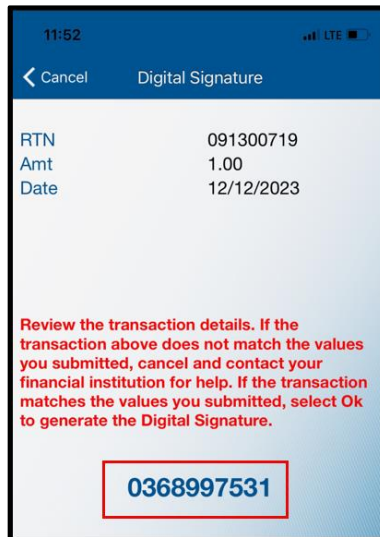
Routing transit: 091300719

Amount: 1.00

Date: 12/12/2023

Digital signature * SHOW

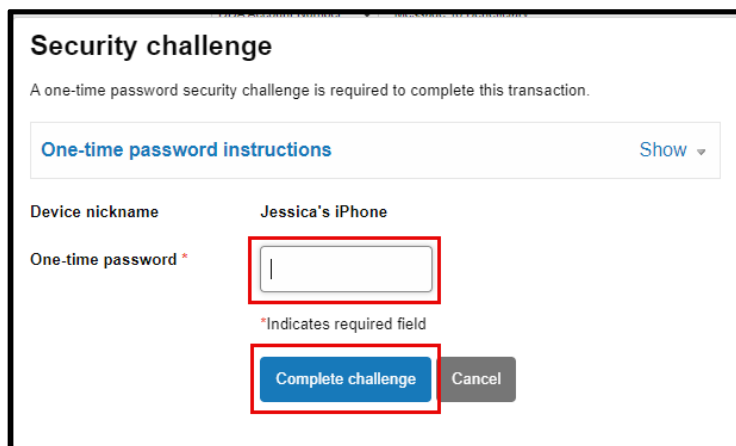
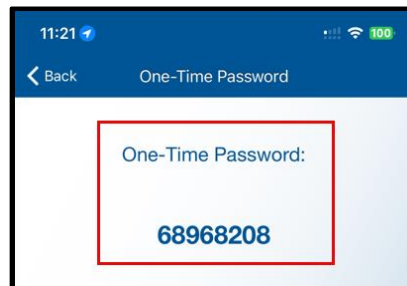
* Indicates required field



Enter the numbers and click Complete Challenge.

Select Can't Scan The Image, if the user is unable to use the QR code.

Use the DIGIPASS app or hard token to complete the one-time password.



For hard token users, press the gray button to generate a one-time password.

Note: Click the Show button to view one-time password instructions.

Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions Show ▾


One-time password *

* Indicates required field

Complete challenge Cancel

One-time password instructions Hide ▲

To generate a one-time password using your token, follow these steps:

1. Press the button 
2. Token will display the **one-time password**, enter it below



Enter the password from the soft or hard token and click Complete Challenge.

Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions Show ▾

One-time password *

* Indicates required field

Complete challenge Cancel

The following screen appears – wire approved.



Payments & Transfers

Review (0) Hide ▲

Wire

✔ Your wire transfer has been approved: ✕

- Payroll - 2

	Description	Reason	Amount
There are no transfers requiring review.			

From: noreply@cornerstonebanks.net <noreply@cornerstonebanks.net>
Sent: Tuesday, December 12, 2023 11:51 AM
To: Wires <Wires@cornerstonebanks.net>
Subject: Wire Limit Check - Warning!

Warning!
 Payroll - 2 (Reference Number: ee440e784b) received from C_____ on 12/12/2023 is pending Client Review.

For the Wire transfer to continue processing, 1 approval is required.

Thank you,
noreply@cornerstonebanks.net

The approver views the wire under Payments & Transfers > Review. Click on the wire to view the details.

Payments & Transfers

Review (1) Hide ▲

Wire

	Description	Reason	Amount
<input type="checkbox"/>	Vendor Payment -1	Multiple Limits	1.00

Approve
Disapprove

The approver may approve, disapprove or close the wire transfer review.

Wire Transfer Review

Domestic Wire - Vendor Payment -1

Transfer Description: Vendor Payment -1 Recurring Frequency: None

Transfer Start Date: 12/12/2023

Amount: \$1.00 From Account: Cash Management Test Account

Tax Identification Number: CORNERSTONE BANK TESTING [XXXX-XX-7720] Pending Approvals: 1

Transfer Status: Transfer Exceeds Review: Pending Approval Issued By: JESSICA BENTLEY

Beneficiary

Identification Type: DDA Account Number Message to Beneficiary:

Identification Number: 123456789

Name: Jessica Bentley

Address: 123 Main St
Minot ND 58701

Beneficiary Reference:

Beneficiary Institution

Identification Type: Fed Routing Number Name: CORNERSTONE BANK

Identification Number: 091300719 Address: FARGO ND

Receiving Institution

Routing/Transit number: 091300719

Institution Name: CORNERSTONE FARGO

Approve Disapprove Close

To **disapprove** the wire, click on the check box and click Disapprove.

Payments & Transfers

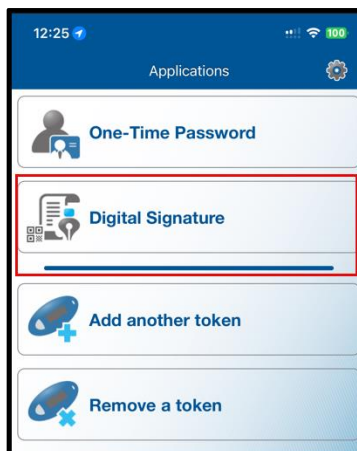
Review (1) Hide

Wire

<input type="checkbox"/>	Description	Reason	Amount
<input type="checkbox"/>	Vendor Payment -1	Multiple Limits	1.00

Approve Disapprove

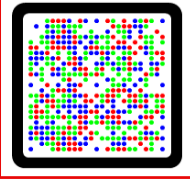
Scan the QR code using the Digital Signature in the DIGIPASS app.



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

Digital Signature Instructions Show ▾

Device nickname: Katie Phone



Routing transit: 091300719
Amount: 1.00
Date: 12/12/2023

Digital signature * SHOW

* Indicates required field

Complete Challenge Cancel

Can't Scan The Image?

11:52 LTE

Cancel Digital Signature

RTN: 091300719
Amt: 1.00
Date: 12/12/2023

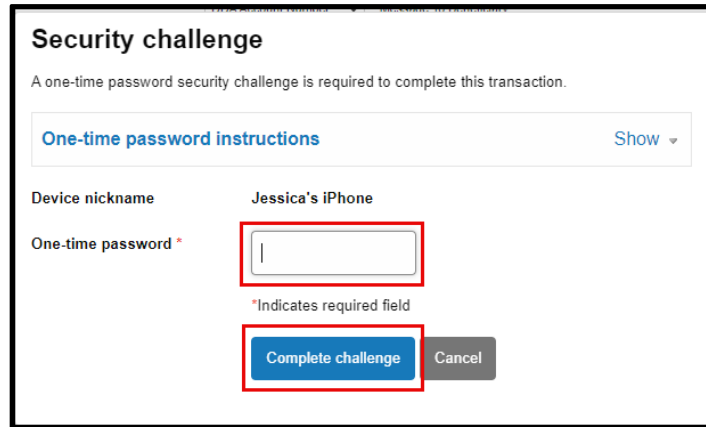
Review the transaction details. If the transaction above does not match the values you submitted, cancel and contact your financial institution for help. If the transaction matches the values you submitted, select Ok to generate the Digital Signature.

0368997531

Enter the numbers and click Complete Challenge.

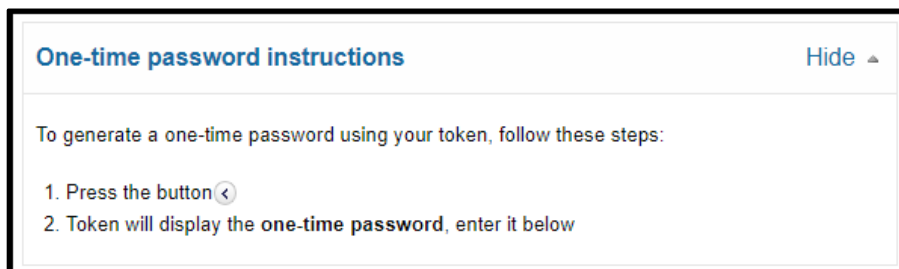
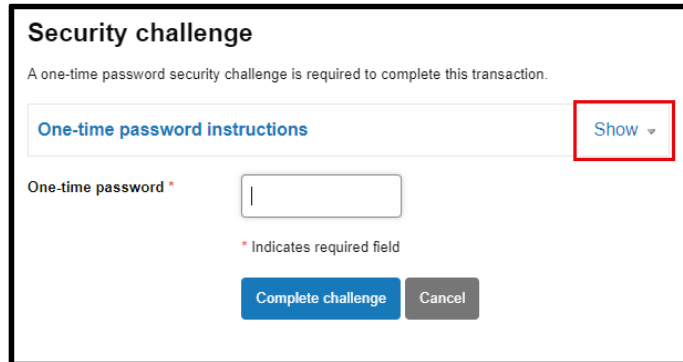
Select Can't Scan The Image, if the user is unable to use the QR code.

Use the DIGIPASS app or hard token to complete the one-time password.



For hard token users, press the gray button to generate a one-time password.

Note: Click the Show button to view one-time password instructions.





Enter the password from the soft or hard token and click Complete Challenge.

Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions Show ▾

One-time password *

* Indicates required field

The following screen appears – wire disapproved.

Payments & Transfers

Review (0) Hide ▲

Wire

✔ Your wire transfer has been disapproved: ×

- Vendor Payment -1

Description	Reason	Amount
There are no transfers requiring review.		

From: noreply@cornerstonebanks.net <noreply@cornerstonebanks.net>
Sent: Tuesday, December 12, 2023 11:49 AM
To: Wires <Wires@cornerstonebanks.net>
Subject: Wire Transfer Disapproved

Vendor Payment -1 received from C [REDACTED] on 12/12/2023 has been disapproved and will not be originated.
Reviewer: Katie Bell

Thank you,
noreply@cornerstonebanks.net

New Wire Transfer Using Existing Transfer

Enter any of the criteria below to create a new wire transfer using an existing transfer.

- Transfer Description
- Wire Type
 - Domestic
 - International
 - International FX
- Reference Number
- Date Range
- Amount Range
- From Account Number

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

Foreign Exchange Contract

Multiple Wire Transfer Using Template

Transfer Description:

Wire Type: ▼

Reference Number:

Date Range: To

Amount Range: To

From Account Number:

The Wire List appears. Click on the wire.

Wire List - JESSICA BENTLEY						
Transfer Description	Effective Date	Beneficiary	Amount	Status	Details	
Vendor Payment	12/15/2023	Jessica Bentley	\$1,500.00	Saved	Wire Type: Domestic Issued By: JESSICA BENTLEY From Account: Cash Management Test Account Reference Number: 5be4132beb Placement Date: 12/11/2023 03:43:20 PM	
Payroll - 2	12/12/2023	Katie Bell	\$2.00	File not originated: Exceeded Limit	Wire Type: Domestic Issued By: JESSICA BENTLEY From Account: Cash Management Test Account Reference Number: a44238992 Placement Date: 12/12/2023 11:46:40 AM	
Payroll - 2	12/12/2023	Katie Bell	\$1.00	Processed	Wire Type: Domestic Issued By: JESSICA BENTLEY From Account: Cash Management Test Account Reference Number: ee440e784b Placement Date: 12/12/2023 11:52:19 AM	

Make the appropriate changes and click save or process.

Wire

New Domestic Wire Using - Vendor Payment

* Transfer Description: Vendor Payment Recurring Frequency: None

* Transfer Start Date: [] * Amount: 1,500.00 * From Account: Cash Management Test Account

Tax Identification Number: CORNERSTONE BANK TESTING [XXX-XX-7720]

Beneficiary

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

* Identification Number: 123456789

* Name: Jessica Bentley

* Address: 123 Main St
Minot, ND
58703

Beneficiary Reference: []

Beneficiary Institution

* Identification Type: Fed Routing Number Name: CORNERSTONE BANK

* Identification Number: 091300719 Address: []

[]

Receiving Institution

* Routing/Transit number: 091300719

Institution Name: CORNERSTONE FARGO

(* Indicates Required Fields)

[Save] [Process] [Cancel]

Delete Wire Transfer

Enter any of the criteria below to delete a wire transfer.

- Transfer Description
- Date Range
- Amount Range
- Client Name
- Reference Number

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
 Foreign Exchange Contract
 Multiple Wire Transfer Using Template

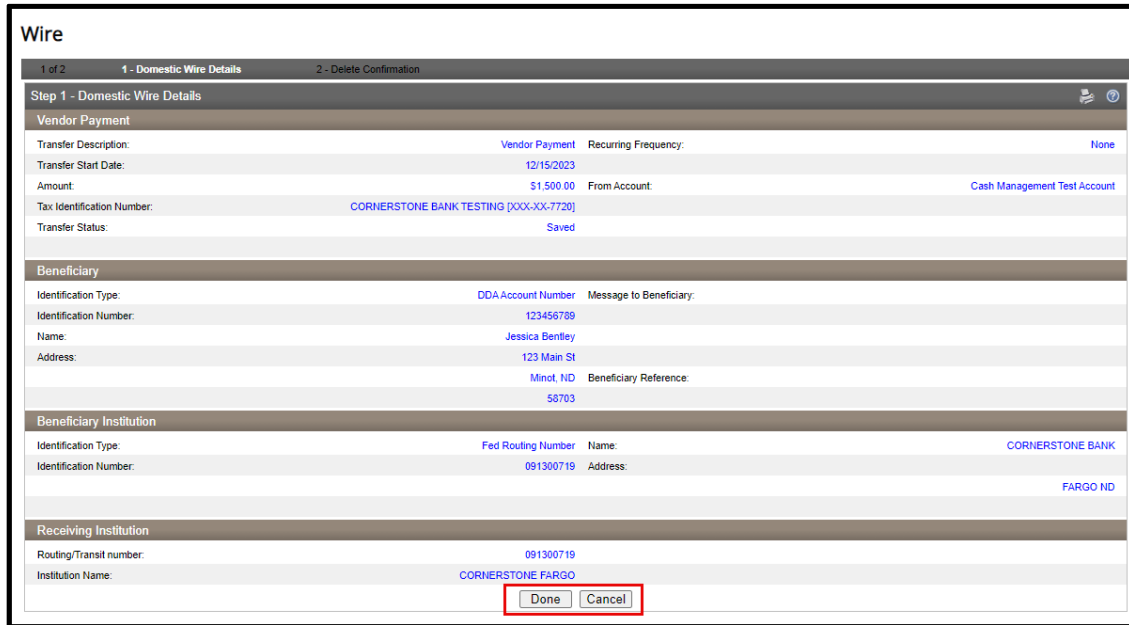
Transfer Description: []
 Date Range: [] To []
 Amount Range: [] To []
 Client Name: []
 Reference Number: []

[Submit]

The Wire List appears. Click on the wire.

Transfer Description	Effective Date	Beneficiary	Amount	Status	Details
Vendor Payment	12/15/2023	Jessica Bentley	\$1,500.00	Saved	Wire Type: Domestic Issued By: JESSICA BENTLEY From Account: Cash Management Test Account Reference Number: 5be4132beb Placement Date: 12/11/2023 03:43:20 PM

Click Done to delete the wire or cancel to go back to the Select Wire Transfer Criteria.



Wire

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

Step 1 - Domestic Wire Details

Vendor Payment

Transfer Description: Vendor Payment Recurring Frequency: None

Transfer Start Date: 12/15/2023

Amount: \$1,500.00 From Account: Cash Management Test Account

Tax Identification Number: CORNERSTONE BANK TESTING [XXX-XX-7720]

Transfer Status: Saved

Beneficiary

Identification Type: DDA Account Number Message to Beneficiary:

Identification Number: 123456789

Name: Jessica Bentley

Address: 123 Main St

Minot, ND Beneficiary Reference: 58703

Beneficiary Institution

Identification Type: Fed Routing Number Name: CORNERSTONE BANK

Identification Number: 091300719 Address: FARGO ND

Receiving Institution

Routing/Transit number: 091300719

Institution Name: CORNERSTONE FARGO

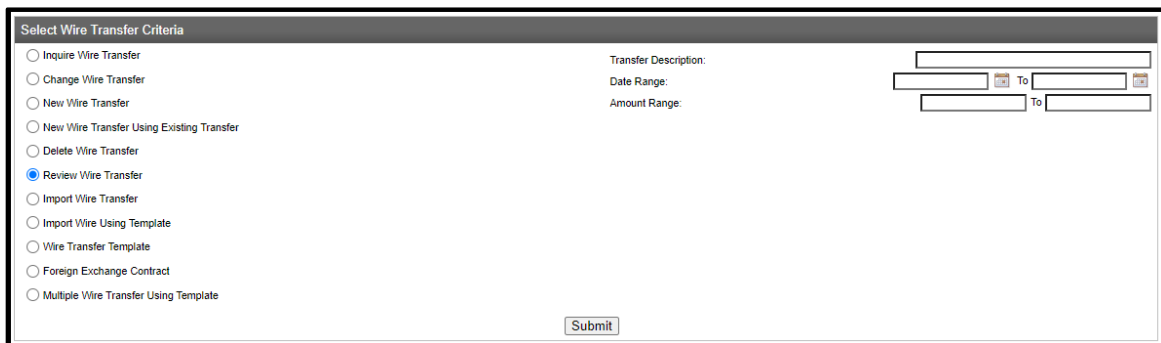
Done | Cancel

Note: Once the originated wire has received the second approval in dual control on the business level, the user cannot delete the wire – contact your Cash Management Sales Officer.

Review Wire Transfer

Enter any of the criteria below to review a wire transfer.

- Transfer Description
- Date Range
- Amount Range



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
 Foreign Exchange Contract
 Multiple Wire Transfer Using Template

Transfer Description:

Date Range: To

Amount Range: To

Submit

Wires for review appear in the following screen. Click Cancel to go back to the Select Wire Transfer Criteria.



Wire

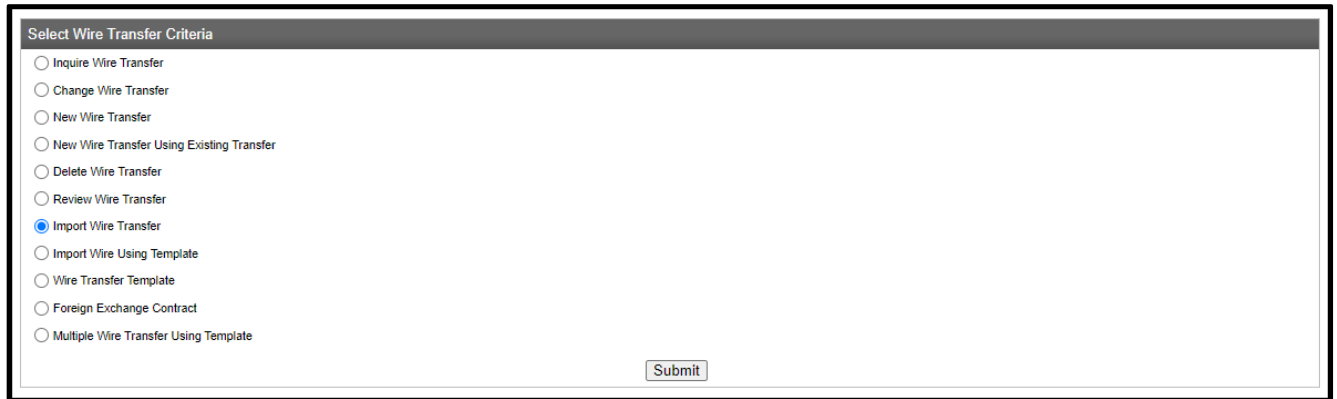
Review Wire Transfers

No matching record(s) found

Cancel

Import Wire Transfer

Click Submit to import a 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
- Foreign Exchange Contract
- Multiple Wire Transfer Using Template

Submit

Choose the file and click Next.



1 of 2 1 - File Selection 2 - Import Confirmation

Step 1 - File Selection

Tax Identification C Number:

File Location

Choose File | No file chosen

Next Cancel

The Import Confirmation screen appears.

Import Wire Using Template

Enter any of the criteria below to import a wire using a template.

- Existing Template
- New Template
- Delete Template

Note: Electronic Operations creates templates for wire customers. The customer sends the request to Cash Management.



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
- Foreign Exchange Contract
- Multiple Wire Transfer Using Template

Wire Transfer Template

Enter any of the criteria below to review a wire template.

- Template Name
- Wire Type
 - Domestic
 - International
 - International FX
- Template Group

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
- Foreign Exchange Contract
- Multiple Wire Transfer Using Template

Template Name:

Wire Type: ▾

Template Group: ▾

Foreign Exchange Contract

Enter any of the criteria below to review a foreign exchange contract.

- Client Name
- Contract Number
- FX Status
 - All
 - Available
 - Processed
 - Cancelled
 - Expired
 - Saved

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
 Foreign Exchange Contract
 Multiple Wire Transfer Using Template

Client Name:
 Contract Number:
 FX Status:

The Foreign Exchange Contract List appears.

Foreign Exchange Contract List - C

Description	Currency	Beneficiary Delivery Date	USD Amount	Status	New Transfer
BOB FX TESTING	BAM	Aug 31, 2023	\$2.00	Cancelled	
BOB TESTING.FX	CAD	Aug 30, 2023	\$2.00	Processed	

Multiple Wire Transfer Using Template

Enter any of the criteria below to review multiple wire transfers using a template.

- Wire Type
 - All
 - Domestic
 - International

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
 Foreign Exchange Contract
 Multiple Wire Transfer Using Template

Wire Type:

If you have any questions or need assistance with Business Online Banking, contact our Cash Management team at 888-297-2100 or online at <https://www.cornerstone.bank/contact/>.

Cornerstone Bank Cash Management Team