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.
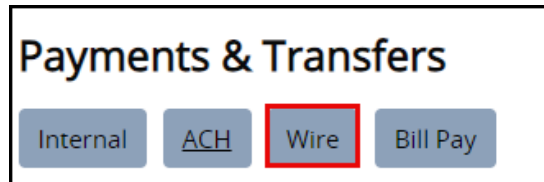
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Wire Transfer

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

Exceptions and confirmations for outgoing wires.

Change Wire Transfer

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

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

The Wire List appears. Select the wire.

Make the appropriate changes and click save or process.

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

- Wire Type

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

The following screen appears.

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

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

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

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

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.

The following screen appears – wires require dual control.

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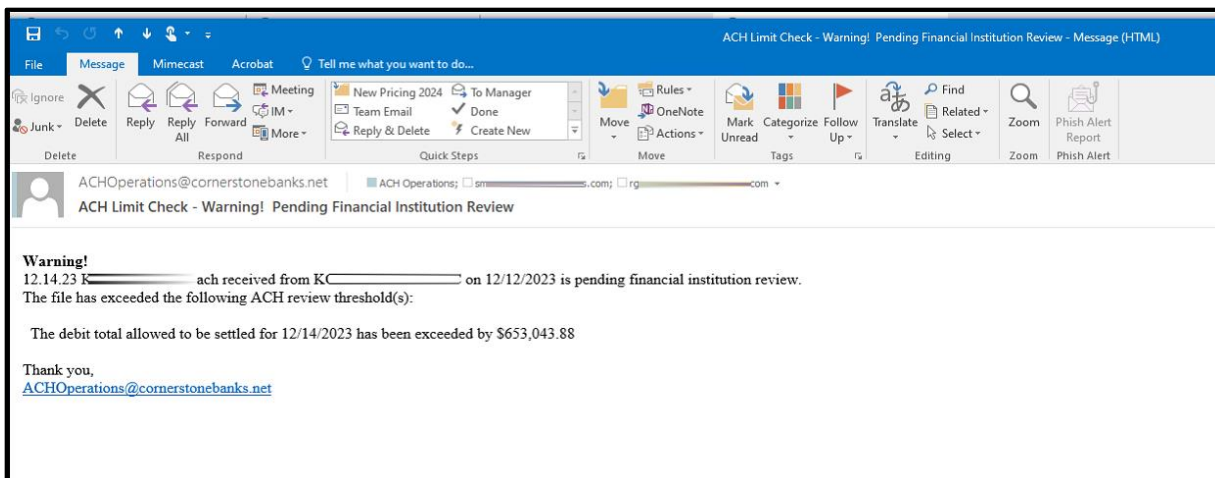
Note: For Dual Control – if one user initiates, that same user cannot approve the wire.

The approver views the wire under Payments & Transfers > Review. Click on the wire to view the details.
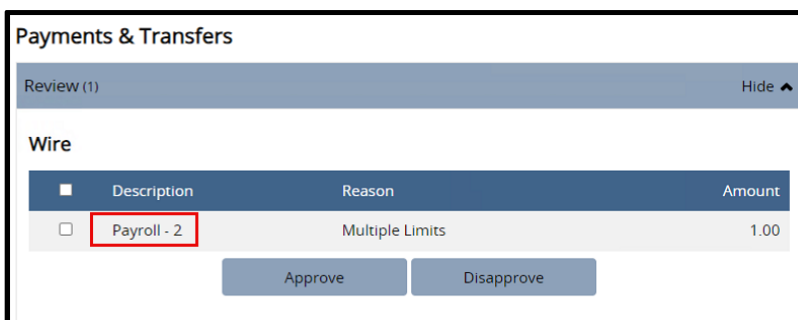
The approver may approve, disapprove or close the wire transfer review.

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

Payments & Transfers

Review (1)			Hide ▲
Wire			
■	Description	Reason	Amount
☐	Payroll - 2	Multiple Limits	1.00
		Approve	Disapprove

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

12:25 ⟩   ⋅⋅⋅ 🔋 100

Applications ⚙

One-Time Password

Digital Signature
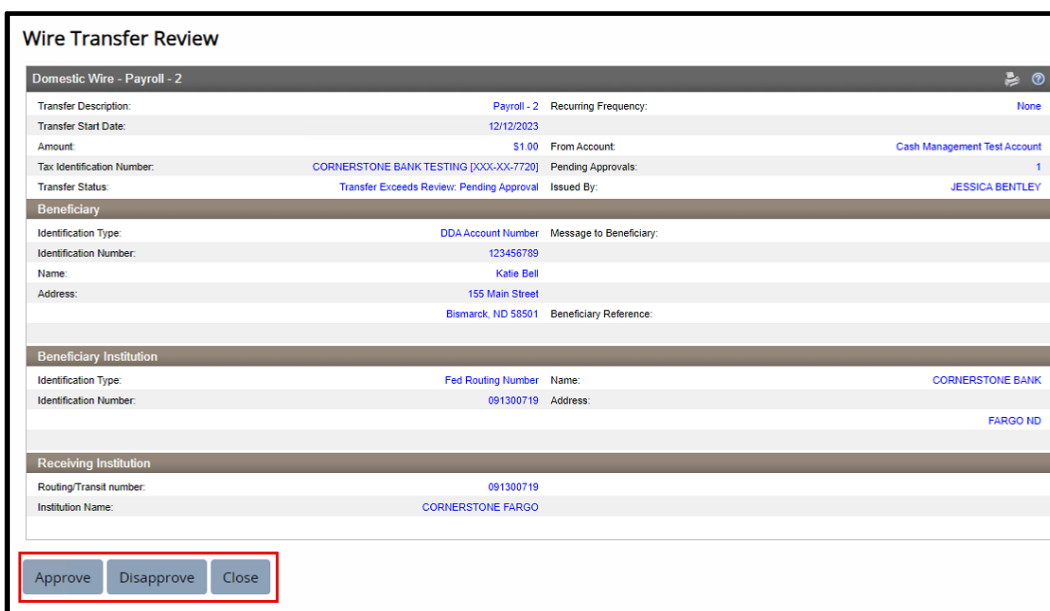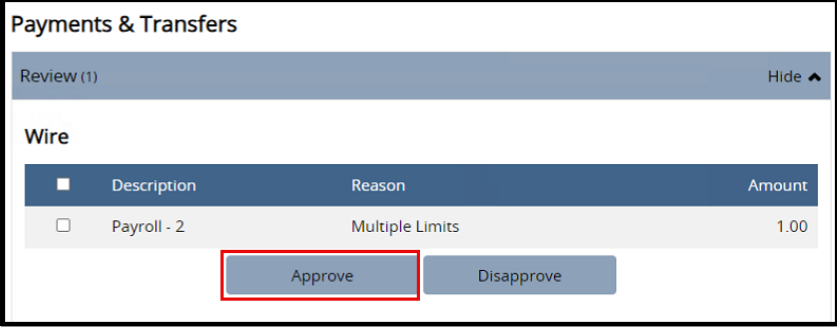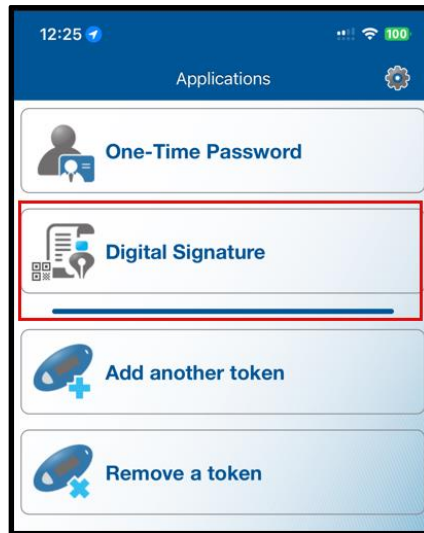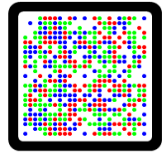
Add another token

Remove a token
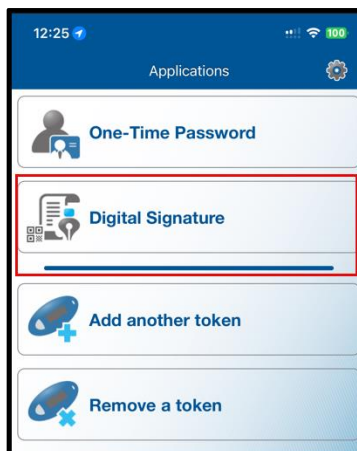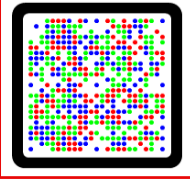
Security Challenge

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

Digital Signature Instructions	Show ⌄

Device nickname   Katie Phone
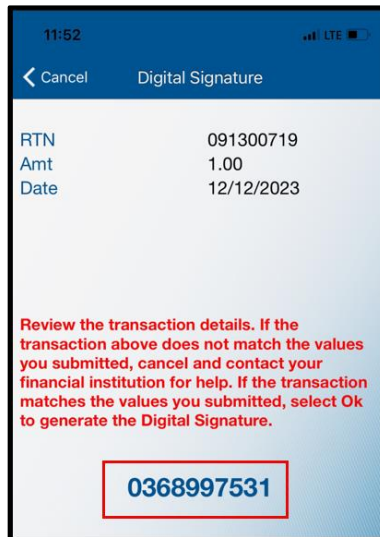
Routing transit   091300719

Amount   1.00

Date   12/12/2023
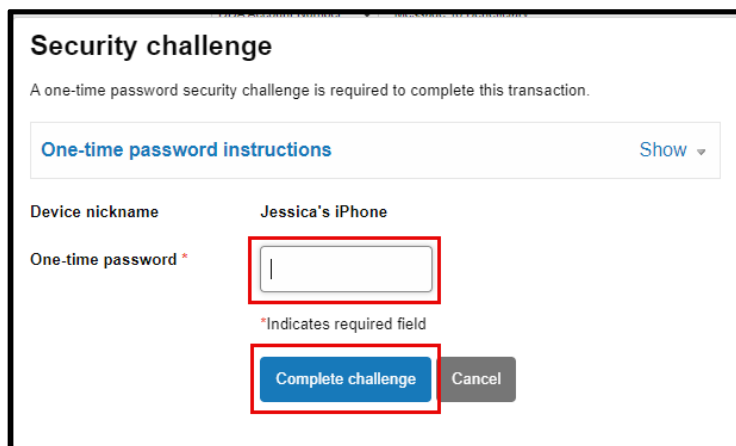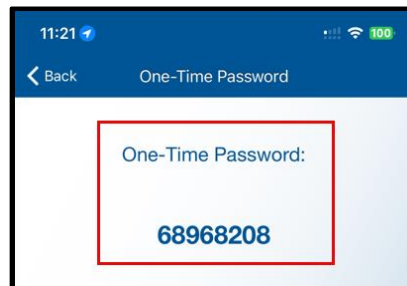
Digital signature *   [SHOW]

* Indicates required field

Complete Challenge   Cancel

Can't Scan The Image?

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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.

The following screen appears – wire approved.

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

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

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.

The following screen appears – wire disapproved.

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New Wire Transfer Using Existing Transfer

Enter any of the criteria below to create a new wire transfer using an existing transfer.
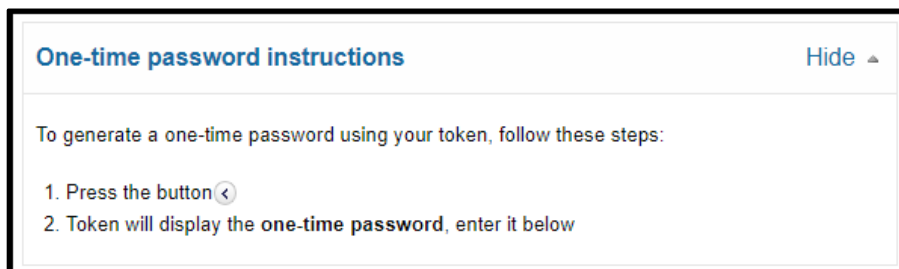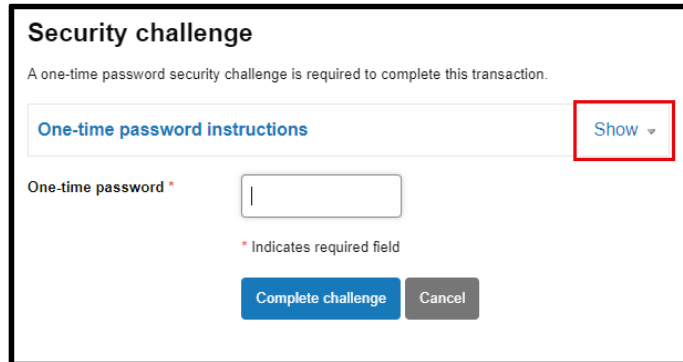
- Transfer Description
- Wire Type
  - o Domestic
  - o International
  - o International FX
- Reference Number
- Date Range
- Amount Range
- From Account Number

The Wire List appears. Click on the wire.

Make the appropriate changes and click save or process.

Delete Wire Transfer

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

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

The Wire List appears. Click on the wire.

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

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

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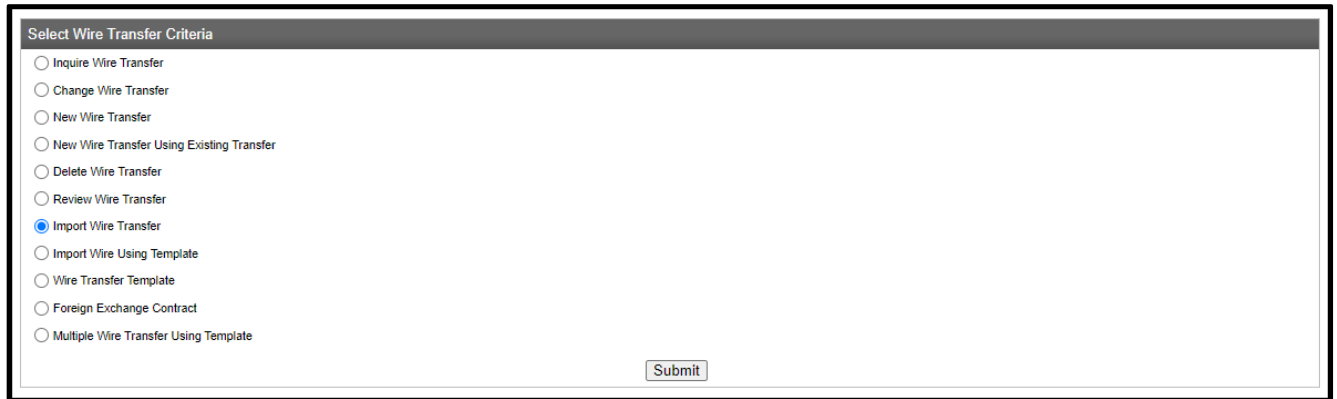
Import Wire Transfer

Click Submit to import a wire transfer.

Choose the file and click Next.

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

Submit

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	Template Name:
○ Change Wire Transfer	Wire Type: All
○ New Wire Transfer	Template Group: All
○ 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

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

The Foreign Exchange Contract List appears.

Multiple Wire Transfer Using Template

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

- Wire Type
  - All
  - Domestic
  - International

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