



## **Wire Manager Help Guide**

## How to Instructions

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### Wire Manager

#### Overview

Wire Manager provides you many options to help you control and manage outgoing wire funds transfers. Each section below will provide you step-by-step instructions on how to perform the tasks.

#### General Customer Service:

Monday – Thursday: 8 AM to 5 PM PT

Friday: 8 AM to 6 PM PST

(530) 894-1000

Wire Transfer Cut-off Time 12 AM PT

#### Get Started

1. Log into your **Golden Valley Business Online Banking**
2. Click on Management Tools
3. Click on Wire Manager
4. This will bring up the Wire Transfer Criteria Screen

The screenshot shows a web interface titled "Select Wire Transfer Criteria". On the left, there is a list of radio button options: "Inquire Wire Transfer" (selected), "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", and "Review Wire Transfer Template". On the right, there are several input fields: "Transfer Type" with a dropdown menu set to "Outgoing", "Transfer Description:" with a text box, "Date Range:" with a date range selector showing "00/01/2016" and "To", "Amount Range:" with a text box, "Client Name:" with a text box, "Reference Number:" with a text box, and "Wire Number:" with a text box. At the bottom center, there is a "Submit" button.

Select Wire Criteria on the Transfer Screen. Below, are the most common choices for a wire transfer:

**Inquire Wire Transfer** – this shows you information on wires in your list.

**Change Wire Transfer** – this allows you to make changes on your wire list.

**New Wire Transfer** – this allows you to create a new wire with new information.

**New Wire Using Existing Transfer** – this allows you to use a wire you have already established to send funds again. You can make any changes for your new wire.

**Delete Wire Transfer** – this allows you to delete a wire from your list.

**Review Wire Transfer** – this allows the review of wire transfers if you are using dual control.

## Creating a New Domestic Wire:

Select Wire Transfer Criteria

Wire Type: Domestic

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

1. Select **New Wire Transfer**
2. Select **Wire Type** option you wish to initiate from the drop down box
  - o **Domestic** – this goes directly to the receiving financial institution
3. Click **Submit**
4. This will bring up the Wire Transfer Screen

New Domestic Wire Transfer - EB2

\* Transfer Description: [ ] Recurring Frequency: None

\* Transfer Start Date: [ ]

\* Amount: [ ] \* From Account: Ban Control 1

Tax Identification Number: Golden Valley Ba [00X-XX-8098]

**Beneficiary**

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

\* Identification Number: [ ]

\* Name: [ ]

\* Address: [ ]

\* [ ] Beneficiary Reference: [ ]

**Beneficiary Institution**

\* Identification Type: Fed Routing Number Name: [ ]

\* Identification Number: [ ] Address: [ ]

**Receiving Institution**

\* Routing/Transit number: [ ]

Institution Name: [ ]

(\* Indicates Required Fields)

Save Process Cancel

*You must complete all of the wire information— anything with an \* indicates a required field.*

- **Transfer Description** allows a title of the wire transfer for reference
- **Transfer Start Date** is the day the wire is to be processed
- **Amount** is the amount of the wire transfer
- If you select **Recurring**, the wire will automatically process at the selected interval.
- **From Account** allows the selection of the account from which the wire will be charged. There may be a drop-down with options on accounts if more than one account was requested in set-up and allowed through online banking
- **Beneficiary Section** includes information on the business/individual receiving the funds:
  - o **Identification Type** is “DDA Account Number” – this is a **checking** account number
  - o **Identification Number** is the account number receiving the funds

- **Name and Address** is the information for the Business/Individual receiving the funds—physical address is required
- **Message to Beneficiary** is the purpose of the wire – if funds are being credited to a loan or a savings account, that information should also be noted here
- **Beneficiary Institution** includes information of the financial institution on the business/individual receiving the funds:
  - **Identification Type** is hard coded as “Fed Routing Number”
  - **Identification Number** is receiving financial institution’s routing number
  - **Name** is the name of receiving institution
  - **Address** is the physical address of receiving institution
- **Receiving Institution** section is the information of the Financial Institution receiving the funds (the same information you just submitted in the previous section):
  - Routing/Transit Number
  - Institution Name



*The binocular icon can be used to search for the Federal Routing Number if you know the name of the Financial Institution or the Name and Address of the Financial Institution if you know the Routing Number.*

The information from the Beneficiary Institution will prefill into the Receiving Institution section.

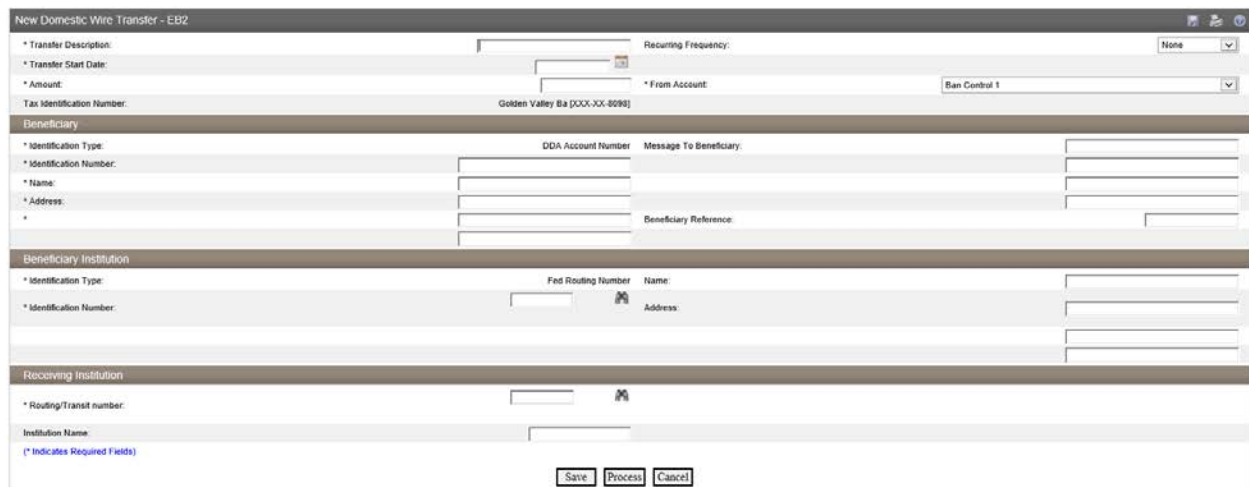
5. Click **Save** or **Process**
  - **Saving** the information will not allow the wire to be processed. It will simply allow that template to be a working template with information for you.
  - You must **Process** the wire when you are ready to send it.
6. You will receive a confirmation screen with the details of the wire including:
  - The Reference Number
  - The Wire Number
  - Results of the following tests:
    - Verify File Format
    - Storing File
    - Checking for Duplicates
    - Applying a Limit Check
    - Verifying Funds
  - File Successfully Processed
7. Click **Done**

**To submit a New Wire using Existing Transfer:**

1. Select **New Wire Using Existing Transfer** from the Select Wire Transfer Criteria
2. Click **Submit**



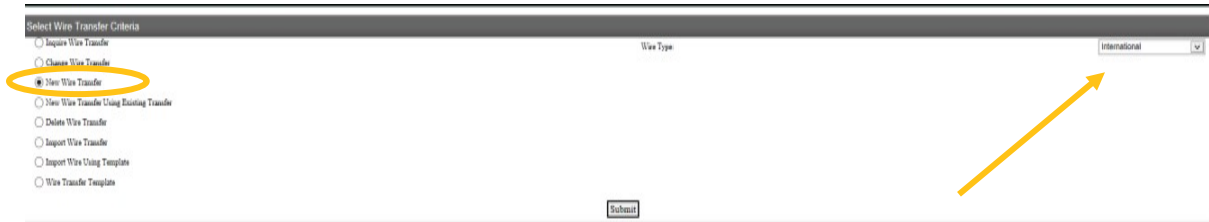
3. The Wire List will appear
4. Select the **Wire Transfer Description** you wish to use
5. The Transfer Template will appear
  - o Make the appropriate changes



6. Click **Save** or **Process**
  - o **Saving** the information will not allow the wire to be processed. It will simply allow that template to be a working template with information for you.
  - o You must **Process** the wire when you are ready to send it.
7. You will receive a confirmation screen with the details of the wire including:
  - o The Reference Number
  - o The Wire Number
  - o Results of the following tests:
    - Verify File Format

- Storing File
  - Checking for Duplicates
  - Applying a Limit Check
  - Verifying Funds
  - File Successfully Processed
8. Click **Done**

### Create a New International Wire:



1. Select **New Wire Transfer**
2. Select **Wire Type** option you wish to initiate from the drop down box
  - **International** – this goes to the Foreign Beneficiary Institution after passing through a domestic Receiving Institution.
3. Click **Submit**
  - This will bring up the Wire Transfer Screen

New International Wire Transfer - EB2

\* Transfer Description:  Recurring Frequency:

\* Transfer Start Date:

\* Amount:  \* From Account:

Tax Identification Number: Golden Valley Ba [XXX-XX-8008]

**Beneficiary**

\* Identification Type:  Message To Beneficiary:

\* Identification Number:

\* Name:

\* Address:

\*  Beneficiary Reference:

Country:

**Beneficiary Institution**

\* Identification Type:  \* Name:

\* Identification Number:  Address:

\* Country:

**Intermediary Institution**

Identification Type:  Name:

Address:

**Receiving Institution**

Routing/Transit number:

Institution Name:

(\* Indicates Required Fields)

**Financial Institution to Financial Institution Message**

Save Process Cancel

*You must complete all of the wire information— anything with an \* indicates a required field.*

- **Transfer Description** allows a title of the wire transfer for reference
- **Transfer Start Date** is the day the wire is to be processed
- **Amount** is the amount of the wire transfer
- If you select **Recurring**, the wire will automatically process at the selected interval.
- **From Account** allows the selection of the account from which the wire will be charged. There may be a drop-down with options on accounts if more than one account was requested in set-up and allowed through online banking
- **Beneficiary Section** includes information on the business/individual receiving the funds:
  - **Identification Type** is "DDA Account Number" – this is a **checking** account number, an IBAN number may be used here
  - **Identification Number** is the account number receiving the funds
  - **Name and Address** is the information for the Business/Individual receiving the funds—physical address is required

- **Message to Beneficiary** is the purpose of the wire – if funds are being credited to a loan or a savings account, that information should also be noted here
- **Beneficiary Institution** includes information of the financial institution on the business/individual receiving the funds:
  - **Identification Type** is prefilled as “Swift Bank Code”
  - **Identification Number** is receiving financial institution’s Swift code
  - **Name** is the name of receiving institution
  - **Address** is the physical address of receiving institution
- **Receiving Institution** include the information of a U.S. correspondent bank in this section:
  - **Routing/Transit Number**: Enter the correspondent bank’s routing number in this field. Golden Valley Bank may be able to obtain the information if the Beneficiary did not provide the information with the wire instructions
  - **Institution Name**: The correspondent bank’s name should prefill in this section when the routing number is entered.
- 4. Click **Save** or **Process**
  - **Saving** the information will not allow the wire to be processed. It will simply allow that template to be a working template with information for you.
  - You must **Process** the wire when you are ready to send it.
- 5. You will receive a confirmation screen with the details of the wire including:
  - The Reference Number
  - The Wire Number
  - Results of the following tests:
    - Verify File Format
    - Storing File
    - Checking for Duplicates
    - Applying a Limit Check
    - Verifying Funds
  - File Successfully Processed
- 6. Click **Done**

### Submit a Wire Transfer from a Saved Wire:

1. Select **Inquire Wire Transfer**
2. Click **Submit**
  - Transfer history including saved, processed, and deleted transfers will be listed here
3. Click the **Wire Number** listed on the right of the **Transfer Description**
  - This will bring up the transfer
4. Click **Change** in the top left corner



- Make the appropriate changes
- 5. Click **Process**
  - You must **Process** the wire when you are ready to send it.
- 6. You will receive a confirmation screen with the details of the wire including:
  - The Reference Number
  - The Wire Number
  - Results of the following tests:
    - Verify File Format
    - Storing File
    - Checking for Duplicates
    - Applying a Limit Check
    - Verifying Funds
  - File Successfully Processed
- 7. Click **Done**

### Wire Templates:

*Create a Wire Template*


*Submit a Wire Transfer using a Wire Template*

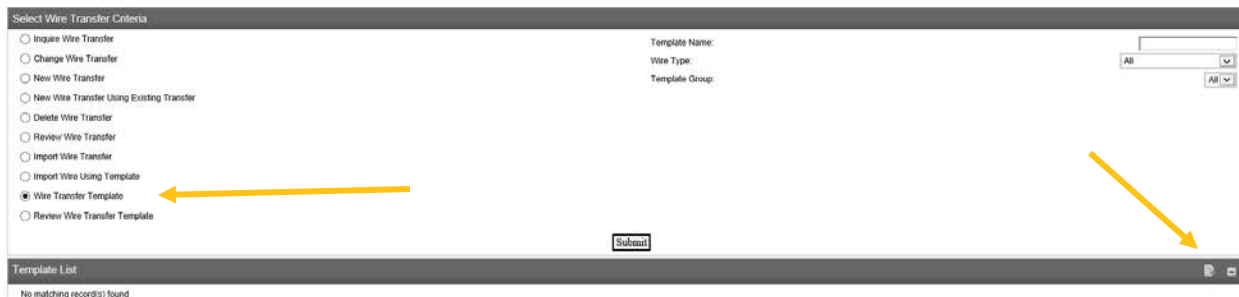
*Edit a Wire Template*

*Delete a Wire Template*

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### Create a Wire Template


1. Select **Wire Transfer Template**
2. Click **Submit**
  - This will bring up all of the Wire Templates that have been created
    - If no templates have been made then the search will be blank
  - Click the  in the same row as the description *Template List*



3. The Transfer Template will appear
  - o Make the appropriate changes

4. Click **Save** or **Process**
  - o **Saving** the information will not allow the wire to be processed. It will simply allow that template to be a working template with information for you.
  - o You must **Process** the wire when you are ready to send it.
5. You will receive a confirmation screen with the details of the wire including:
  - o The Reference Number
  - o The Wire Number
  - o Results of the following tests:
    - Verify File Format
    - Storing File
    - Checking for Duplicates
    - Applying a Limit Check
    - Verifying Funds
  - o File Successfully Processed
6. Click **Done**

**Submit a Wire Transfer using a Wire Template:**

1. Select **Wire Transfer Template**
2. Click **Submit**
  - o This will bring up all of the Wire Templates that have been created
3. Click on the **New Transfer** option 

Test	Beneficiary	From Account	Wire Type	Status	New Transfer	Edit Template	Delete Template
Template Name	Test Template		Domestic	Approved			

4. The Transfer Template will appear
  - o Make the appropriate changes

5. Click **Save** or **Process**
  - o **Saving** the information will not allow the wire to be processed. It will simply allow that template to be a working template with information for you.
  - o You must **Process** the wire when you are ready to send it.
6. You will receive a confirmation screen with the details of the wire including:
  - o The Reference Number
  - o The Wire Number
  - o Results of the following tests:
    - Verify File Format
    - Storing File
    - Checking for Duplicates
    - Applying a Limit Check
    - Verifying Funds
  - o File Successfully Processed
7. Click **Done**

**Edit a Wire Template:**

1. Select **Wire Transfer Template**
2. Click **Submit**
  - o This will bring up all of the Wire Templates that have been created
3. Click on **Edit Template**

Test	Template Name	Beneficiary	From Account	Wire Type	Status	New Transfer	Edit Template	Delete Template
Template	Test Template			Domestic	Approved			

4. The Transfer Template will appear
  - o Make the appropriate changes

5. Click **Save**
  - o **Saving** the information will not allow the wire to be processed. It will simply allow that template to be a working template with information for you.
6. Click **Done**

**Delete a Wire Template:**

1. Select **Wire Transfer Template**
2. Click **Submit**
  - o This will bring up all of the Wire Templates that have been created
3. Click on **Delete Template**

Test	Template Name	Beneficiary	From Account	Wire Type	Status	New Transfer	Edit Template	Delete Template
	Test Template			Domestic	Approved			X

4. Click **Delete** at the bottom of the template
5. Click **Ok** to finish deleting the template

**Wire Fees:**

*Fees will apply for outgoing and incoming wire transfers. Please speak with a bank representative for additional information or refer to the current Fees and Charges.*

**Deadlines:**

*Domestic wires initiated by visiting a branch or through other means by 1:00 PM PT, or online by 12:00 PM PT, will be processed that day. Wire transfers initiated after that time (the “cut-off”) or during weekends or Federal holidays will be effective the following business day.*

**Connect With Us**

For more information about  
Business Online Banking, contact us at:

Phone: (530) 894-1000

Email: [ach@goldenvalley.bank](mailto:ach@goldenvalley.bank)

Website: [www.goldenvalley.bank](http://www.goldenvalley.bank)

