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Create Digital and Configure Digital

Wire Activity

June 2025

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# Wire Activity

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## Purpose

This learning guide provides detailed instructions on how to manage pending wire transfers in the Wire Activity view.

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# Wire Activity

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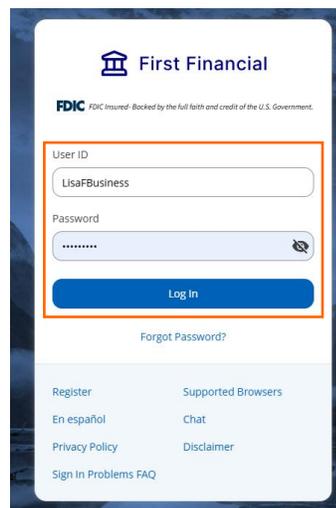
## Wire Activity

A wire transfer is an electronic transfer of funds via a network that is administered by financial institutions. Wire transfers are sent by one institution and received by another. Once a wire transfer is created in Configure Digital, it is visible in the Wire Activity view.

## Accessing Wire Activity

Follow the steps below to access *Wire Activity*:

1. Log in to the Business portal: Enter your *User ID* and *Password*, then select the *Log In* button.



2. Select the *Wires* tab, then select *Wire Activity* from the menu.



# Wire Activity

The wire activity homepage displays.

Ref #	Payee	Amount	Currency	Amount in \$	Status	Wire Date	Initiated By	Comment
40076	Payee: Taska Smith Funding Account: #8869 - Payroll - #8869 Ref #: 40076	2000.00	US Dollars	\$2,000.00	Pending Approval	01/23/2025	Theresa Cruz	
50104	Payee: Layken Funding Account: #8869 - Payroll - #8869 Ref #: 50104	125.00	US Dollars	\$125.00	Pending Approval	03/20/2025	Lisa Franklin	
40087	Payee: Leighyn Funding Account: #8869 - Payroll - #8869 Ref #: 40087	5000.00	US Dollars	\$5,000.00	Pending Approval	02/13/2025	Theresa Cruz	

This view has visibility to the following information:

Pending Wires - Immediate and future-dated wire transfers awaiting approval.

Ref #	Payee	Amount	Currency	Amount in \$	Status	Wire Date	Initiated By	Comment
40076	Payee: Taska Smith Funding Account: #8869 - Payroll - #8869 Ref #: 40076	2000.00	US Dollars	\$2,000.00	Pending Approval	01/23/2025	Theresa Cruz	
50104	Payee: Layken Funding Account: #8869 - Payroll - #8869 Ref #: 50104	125.00	US Dollars	\$125.00	Pending Approval	03/20/2025	Lisa Franklin	
40087	Payee: Leighyn Funding Account: #8869 - Payroll - #8869 Ref #: 40087	5000.00	US Dollars	\$5,000.00	Pending Approval	02/13/2025	Theresa Cruz	

Scheduled Wires - Transfers that have been initiated, but they recur automatically on a designated frequency. After the initial approval, they generate automatically. If the wire transfer is modified, it will need to go through the approval process again.

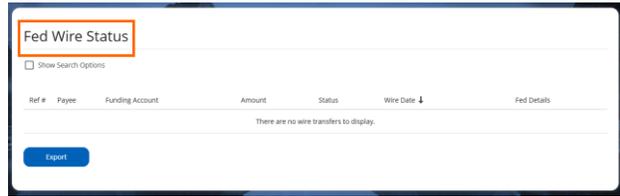
Ref #	Payee	Notify Payee	Schedule	Amount	Next Wire Date	
20006	Leighyn	✓	Every week, starting on 01/22/2025 and ending after 4 occurrences	\$500.00	01/29/2025	
20010	Layken	✓	Every week, starting on 01/22/2025 and ending after 4 occurrences	\$500.00	01/29/2025	
20015	Leighyn	✓	Every week, starting on 01/23/2025 and ending after 4 occurrences	\$500.00	01/30/2025	
20007	Leighyn	✓	Every week, starting on 02/05/2025 and ending after 4 occurrences	\$500.00	02/12/2025	
20014	Leighyn	✓	Every week, starting on 02/05/2025 and ending after 4 occurrences	\$500.00	02/12/2025	
20009	Layken	✓	Every month, starting on 01/22/2025	\$500.00	02/24/2025	
20011	Leighyn	✓	Every month, starting on 01/23/2025	\$500.00	02/24/2025	
20012	Layken	✓	Every month, starting on 01/23/2025	\$500.00	02/24/2025	
20013	Leighyn	✓	Every month, starting on 01/23/2025	\$500.00	02/24/2025	
20008	Layken	✓	Every month, starting on 02/05/2025 and ending after 4 occurrences	\$500.00	03/05/2025	

Wire Activity - A history of all wire transfers.

Ref #	Payee	Funding Account	Amount	Currency	Amount in \$	Status	Wire Date
There are no wire transfers to display.							

# Wire Activity

Fed Wire Status - Specific to institutions using Payment Exchange. If an institution uses Payments Exchange, processed wires will be visible in this section.



3. Refer to the *Status* column to see the status of a wire transfer.

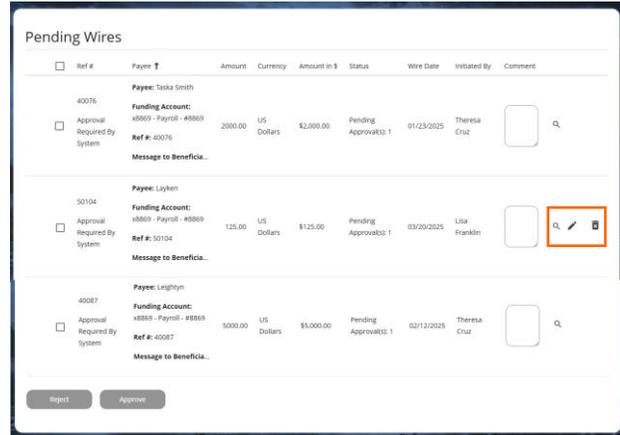
Available statuses:

- Pending Approval - Waiting for a designated approver to review and approve the wire transfer.
- Approved - Reviewed and approved by a designated approver.
- Rejected - Reviewed and rejected by a designated approver due to discrepancies.
- Canceled - Transaction was canceled by the user before completion.
- Canceled by System - Wire transfer was withdrawn by action of an FI Admin.
- Processed - Successfully submitted by the user and sent in a wire file.
- Rejected by Federal Reserve - Valid when Payments Exchange is implemented and an error is returned and displayed via payment exchange.
- Downloaded - Downloaded to the user's computer. This is not valid when Payment Exchange is the processor.
- Completed - Payment Exchange is implemented and the wire transfer has gone through the process and was accepted by the Fed.

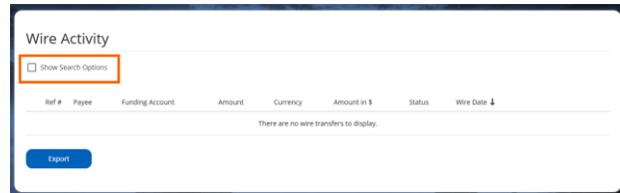
Ref #	Payee	Funding Account	Amount	Currency	Amount in \$	Status	Wire Date	Initiated By	Comment
40076	Taska Smith	48869 - Payroll - #8869	2000.00	US Dollars	\$2,000.00	Pending Approval(s) 1	01/23/2025	Theresa Cruz	
50104	Layken	48869 - Payroll - #8869	125.00	US Dollars	\$125.00	Pending Approval(s) 1	03/20/2025	Lisa Franklin	
40087	Layken	48869 - Payroll - #8869	5000.00	US Dollars	\$5,000.00	Pending Approval(s) 1	02/12/2025	Theresa Cruz	

# Wire Activity

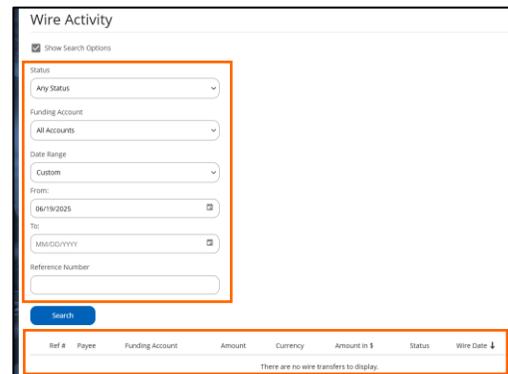
4. The following actions can be taken in the *Wire Activity* view.
- Select the *View* (magnifying glass) icon to view wire transfer details.
  - Select the *Edit* (pencil) icon to make changes to a wire transfer.
  - Select the *Delete* (trashcan) icon to delete a wire transfer. The *Cancel Transfer* view displays. Enter an *Optional Comment*, then select *Save*. You will receive a confirmation advising the wire transfer was canceled, and the canceled transfer is now visible in the Wire History section.



Search for a wire transfer by selecting the *Show Search Options* checkbox.

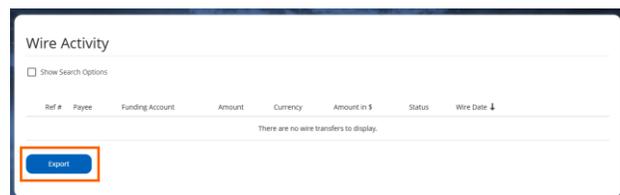


There are several search criteria available to perform a search. Search by Status, Funding Account, Date Range, and Reference Number, to name a few.



Search results display in the bottom section of the view.

Deselect the checkbox to close the *Show Search Options* view.



The *Export* feature allows you to export wire transfer information into an XML file.

# Wire Activity

Designated approvers have access to an *Approve* and *Reject* button in the category for which they have approval rights.

Approved and rejected wire transfers are visible in the *Wire Activity*.

A checkbox displays next to the wire transfers that can be approved or rejected. Users cannot approve their own transfers.

Approvers receive a notification in real time through Notifi when approval activity is required.

To approve a wire transfer:

- Review the transfer details for accuracy.
- Select the checkbox for the desired wire transfer, then select the *Approve* button.

A confirmation displays advising the selected wire transfers were successfully approved and the submitter is also notified when the wire is approved or rejected.

To reject a wire transfer:

- Review the transfer details for accuracy.
- Select the checkbox for the desired wire transfer, then select the *Reject* button.

A confirmation displays advising the selected wire transfers were successfully rejected.

