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1. INTRODUCTION

The Funds Transfer product is an integrated web-based interface for clients to view, enter, store, release, delete, cancel and/or amend funds transfer instructions on-line. Clients may enter random or repetitive instructions. Users may also view any repetitive transfer templates that have been established for their account(s).

Funds Transfer also allows the User to enter advices of incoming funds for multiple currencies. The User may enter random or repetitive instructions and may also view any repetitive transfer templates that have been established for account(s).

The purpose of this User Guide is to familiarize users with the Funds Transfer product navigation, functionality, to explain its special features and highlight the new data fields.

Note: Systems Maintenance is performed nightly from 7:00 PM – 11:00 PM US EST. Therefore, it is possible to experience a time lapse from the time in which the transfer instruction was released to the time it takes to display in the Transfer product.

BBH WorldView® Support

For specific product support for all BBH WorldView® web-based applications: contact your BBH Relationship Manager, or contact Brown Brothers Harriman Client Support at one of the following numbers, or via E-mail at Client.Support.Center@bbh.com.

China, Belgium, France, Germany, Ireland, Luxembourg, Switzerland, United Kingdom clients
Global Support Line: 00 + 800 - 4 - BBH - 1818 (00 + 800 + 4 - 224 - 1818)

Hong Kong clients
Global Support Line: 001 + 800 - 4 - BBH - 1818 (001 + 800 - 4 - 224 - 1818)

Japan clients
Global Support Line: 010 + 800 - 4 - BBH - 1818 (010 + 800 - 4 - 224 - 1818)

United States clients
Global Support Line: 1-800-285-5093

All others please contact your relationship manager.

For access or content questions, please contact your BBH Client Service Representative or BBH Relationship Manager.

Note: Systems Maintenance is performed nightly from 7:00 PM – 11:00 PM US EST. Therefore, it is possible to experience a time lapse from the time in which the transfer instruction was released to the time it takes to display in the Funds Transfer product.
2. GETTING STARTED

Funds Transfer is accessible from BBH’s Internet Homepage. Please follow these step by step instructions.

Click on the browser icon: Microsoft Internet Explorer is the preferred browser to access Funds Transfer.

Note: Netscape Navigator is not compatible with WorldView® Instructional products.

Access the BBH Internet Homepage at www.bbh.com.

From the Homepage, click Client Login.

Enter User ID and Password in the Client Authentication screen and click Agreed.

BBH WorldView® Main Menu will launch.
From the **BBH WorldView** tab, **Funds Transfer** is located under **Instruction**.

### Funds Transfer Homepage

To familiarize yourself with the Homepage, please note some of the following features:

**Global Navigation:**

- **BBH WORLDVIEW** – This link will bring a user to the **BBH WorldView® Homepage**
- **SITE HELP** – This link provides a pop-up window with help options as well as Client Support numbers
- **LOGOUT** – Logs your web User ID off of **BBH WorldView®**
- **PRODUCT MENU** – Provides a list of all products to which the current User has access

**Funds Transfer:**

Within the Funds Transfer product, there are four features available to Users of all access levels:

- **USER GUIDE** – Provides a direct link to the **Funds Transfer User Guide**
- **PRODUCT HELP** – Provides the User with an online description of the current product screen
- **FIELD HELP** – Provides the User with an online description of the current product fields
- **CREATE INQUIRY** – Selecting this button creates a pop-up window to the **Inquiry Manager** product. Users will need to have access to Inquiry Manager in order to use the product.
Funds Transfer Product Access – View

The access levels within the Funds Transfer product are outlined below:

A View Only user has access to view transfer instructions and advices. View Only users cannot act on any transfer instructions or advices. Instructions and advices are viewable within the Funds Transfer product for the following timeframes:

<table>
<thead>
<tr>
<th>Instructions/Advices</th>
<th>Value Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Released</td>
<td>Value Date + 60 Calendar Days. This includes original instructions and those that have been amended/cancelled by a user.</td>
<td></td>
</tr>
<tr>
<td>Stored</td>
<td>Value Date. This includes original instructions and those that have been amended/cancelled by a user.</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Value Date. This includes original instructions and those that have been amended/cancelled by a user.</td>
<td></td>
</tr>
<tr>
<td>Deleted</td>
<td>Value Date. These are instructions that have been cancelled by the custodian’s Funds Transfer Dept.</td>
<td></td>
</tr>
</tbody>
</table>

Funds Transfer Product Access – Wire Instructions

One Step User Process

One Step Users can enter and release wire instructions. One Step Users can also Cancel and/or Amend instructions that have been previously released to the custodian. One Step Users can view transfer instructions.

Two Step User Process

The Two-Step User process requires one user to enter transfer instructions and a second user to release transfer instructions. There are three access levels within the Two Step User process:

- **Two Step Enter** – A Two Step Enter user has access to enter transfer instructions (A Two Step Release user is then required to release the transfer). Two Step Enter users can also Cancel and/or Amend instructions that have been previously released. Two Step Enter users can also view transfer instructions.

- **Two Step Release** – A Two Step Release user has access to release, or delete stored transfer instructions, including those that have been cancelled or amended; a Two Step Enter user is required to enter the transfer. Two Step Release users can also view transfer instructions.

- **Two Step Dual Enter/Release** – A Two Step Dual Enter/Release user has access to enter, release, and delete wire instructions. A user under this access cannot release, or delete an instruction that they have entered. This would require another Two Step Dual Enter/Release user. Two Step Dual Enter/Release users also have the ability to enter and/or release amend/cancel instructions for previously released wire instructions. Two Step Dual Enter/Release users can also view wire instructions.
Three Step User Process

The Three Step User process requires one user to enter wire instructions, a second user to approve, and a third user to release. There are three access levels within the Three Step User process:

- **Three Step Enter** – A Three Step Enter user has access to enter wire instructions. A Three Step Approve user must then approve the instruction and a Three Step Release user must release the instruction. Three Step Enter users are also able to cancel and/or amend previously released wire instructions. Three Step Enter users can also view wire instructions.

- **Three Step Dual Approve/Release** – A Three Step Dual Approve/Release user has access to approve, release, or delete trade instructions; a Three Step Enter user is required to enter the trade. Three Step Dual Approve/Release users can also approve, release, or delete amend/cancel instructions for previously released wire instructions. Three Step Dual Approve/Release users can also view trade instructions.

**Funds Transfer Product Access Chart – Wire Instructions**

<table>
<thead>
<tr>
<th>Access Level</th>
<th>View</th>
<th>Enter</th>
<th>Approve</th>
<th>Release</th>
<th>Amend/Cancel</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Only</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>One Step</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Two Step Enter</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Two Step Dual Enter/Release</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Three Step Enter</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Three Step Dual Approve/Release</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Note:** Two Step Release and Three Step Release users can also release instructions that have been amended or cancelled.

**Note:** Three-Step Dual Approve/Release users can also approve instructions that have been amended or cancelled.

**Note:** Three-Step Dual Approve/Release users can approve or release an instruction; however, they cannot approve and release the same instruction.
Funds Transfer Product Access – Advices

One Step User Process

One Step User can enter and release advices. One Step users can also Cancel and/or Amend advices that have been previously released. One Step users can view advices.

Two Step User Process

The Two-Step User process requires one user to enter advices and a second user to release. There are two access levels within the Two Step User process:

- **Two Step Enter** – A Two Step Enter user has access to enter advices (a Two Step Release user is then required to release the advice). Two Step Enter users are also able to cancel and/or amend previously released advices. Two Step Enter users can also view advices.

- **Two Step Release** – A Two Step Release user has access to release, or delete stored advices. A Two Step Enter user is required to enter the advice. Two Step Release users can also release or delete amend/cancel instructions for previously released advices. Two Step Release users can also view advices.

Funds Transfer Product Access Chart - Advices

<table>
<thead>
<tr>
<th>Access Level</th>
<th>View</th>
<th>Enter</th>
<th>Release</th>
<th>Amend/Cancel</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Only</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>One Step</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Two Step Enter</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Two Step Release</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Note:** Two Step Release users can also release instructions that have been amended or cancelled.
Enter Selection Criteria Screen

The upper half of the Enter Selection Criteria screen presents the user with options for processing wire transfer instructions. There are several options that can be displayed based upon a user’s access:

- Enter Transfer Instructions (One-Step, Two-Step, and Three-Step Enter users)
- Enter Amend/Cancel Instructions (One-Step, Two-step, and Three-step Enter users)
- Review/Approve Transfer Instructions (Three-Step Approve users)
- Review/Approve Amend/Cancel Instructions (Three-Step Approve users)
- Review/Release Transfer Instructions (Two-Step, and Three-Step Release users)
- Review/Release Amend/Cancel Instructions (Two-Step Release users)
- View/Print Transfer Instructions (All users)
- View/Print Amended/Canceled Instructions (All users)
- View Transfer Instruction Templates (All users)

The lower half of the Selection Criteria presents the user with options for processing Advice of Incoming Funds. There are several options that can be displayed based upon a user’s access:

- Enter Advice of Incoming Funds (One-Step and Two-Step users)
- Enter Amend/Cancel Advice of Incoming Funds (One-Step and Two-Step users)
- Review/Release Advice of Incoming Funds (Two-Step users)
- Review/Release Amend/Cancel Advice of Incoming Funds (Two-Step users)
- View Advice of Incoming Funds (All users)
- View Amend/Cancel Advice of Incoming Funds (All users)
- View Advice of Incoming Funds Templates (All users)
3. ENTER TRANSFER INSTRUCTIONS

The *Funds Transfer Instruction Entry Screen* is used to enter transfer instructions. This screen can be accessed by the One-Step, Two-Step, and Three-Step Enter users. The user has the option of entering Random (one time) or Repetitive (templates) instructions. When a user selects *Enter Transfer Instructions* from the Selection Criteria page they are brought to the *Funds Transfer Instruction Entry* screen shown below.

### Entering Transfer Instructions

#### Repetitive Instructions

To enter a repetitive instruction, type the *Repetitive ID* for the template you wish to use and click **Verify**. This populates all of the default fields with information from the template.

Other required fields include:
- Payment Amount
- Type of Funds
- Value Date

**Note:** The *Client Reference* and *Reference for Beneficiary* fields are optional.

**Note:** Repetitive instruction templates are established by the custodian. Templates are unique to each client. To have templates added to the Funds Transfer product, please contact your client service representative.
Random Instructions

For Random Instructions, the following fields are required:

- Debit Account
- Payment Amount
- Beneficiary ID Type
- Beneficiary's ID/Name
- Is Beneficiary a Bank (Y/N)?
- Charge Option Borne By (If the “Is Beneficiary a Bank” indicator is No)

**Note:** The Client Reference and Reference for Beneficiary fields are optional.

Entering Additional Information

To include additional information for the custodian, the Beneficiary Bank, or the Intermediary Bank, as well as any By Order of Information, click Additional Info on the Funds Transfer entry screen.

![Additional Info Screen](image)

To store information, click Enter.

To return to the Transfer Entry screen, click Return.

Once all required information is entered, click Release/Store; depending on your user access. Once the trade is Released or Stored, a confirmation appears:

One Step Users

TRANSACTION SUCCESSFULLY COMPLETED - RELEASED

Two Step and Three Step Users

TRANSACTION SUCCESSFULLY COMPLETED - STORED

**Please Note:** Wire Transfer Instructions can be future valued up to 60 business days after Value Date.
4. APPROVE TRANSFER INSTRUCTIONS

To approve a transfer instruction, select the **Approve Transfer Instructions** option from the *Funds Transfer Selection* menu.

The *Approve Transfer Selection* screen appears as shown below.

From this screen, select report criteria and click **Enter** to access the *Funds Transfer Instruction Summary* screen.
Funds Transfer Instruction Summary Screen

The *Funds Transfer Instruction Summary* screen provides users with a list of wire transfer instructions based upon previously selected report criteria. Instructions can be viewed in *Stored, Approved, Released, Deleted,* or *Cancelled* status.

Instructions with a status of *Released* appear in this report for up to 60 calendar days after *Value Date.*

Instructions with a status of *Stored* or *Approved* will remain in the *Funds Transfer* product until *Value Date,* after which time they will be systemically deleted unless released to the custodian.

To view details of a wire transfer, select the radio button next to the wire transfer and click *Detail.* This will display the *Funds Transfer Instruction Inquiry* screen.
Funds Transfer Instruction Inquiry Screen

The *Funds Transfer Instruction Summary* screen provides users with wire transfer instructions details of the instruction selected from the Summary screen. Instruction details can be viewed in *Stored, Approved, Released, Deleted,* or *Cancelled* status.

### Approve a Single Instruction

To release an instruction, return to the *Funds Transfer Instruction Summary* screen.

Only instructions with a *Stored* status can be approved. On the summary report, click the radio button next to the instruction you wish to release and click **Approve**.

### Repetitive Instructions

If the instruction is a repetitive instruction, you are prompted to click **Approve** again to confirm the release. The status of the instruction is changed to **Approved**.
Random Instruction

If the instruction is a random instruction with a test key, the detail report is displayed.

Review the details and click **Approve** to approve. After releasing the instruction you are returned to the summary report.
Delete an Instruction

On the summary report, place the cursor next to the instruction you wish to delete and click **Delete**. A message will appear confirming the deletion.

Click **Delete** to confirm the deletion.

The status of the instruction is changed to **Deleted**.

*Note:* For Three-Step Approve users, only wire transfer instructions in a *Stored* status can be deleted.
5. REVIEW/RELEASE TRANSFER INSTRUCTIONS

To release a transfer instruction, select the Review/Release Transfer Instructions option from the Funds Transfer Selection menu.

The Review/Release Transfer Selection screen appears as shown.

From this screen, select report criteria and click Enter to access the Funds Transfer Instruction Summary screen.
Funds Transfer Instruction Summary Screen

The *Funds Transfer Instruction Summary* screen provides users with a list of wire transfer instructions based upon previously selected report criteria. Instructions can be viewed in *Stored, Released, Deleted*, or *Cancelled* status.

Instructions with a status of *Released* appear in this report for up to 60 calendar days after *Value Date*.

Instructions with a status of *Stored* or *Approved* will remain in the *Funds Transfer* product until *Value Date*, after which time they will be systemically deleted unless released to the custodian.

To view details of a wire transfer, select the radio button next to the wire transfer and click *Detail*. This will display the *Funds Transfer Instruction Inquiry* screen.
Funds Transfer Instruction Inquiry Screen

The Funds Transfer Instruction Summary screen provides users with wire transfer instructions details of the instruction selected from the Summary screen. Instruction details can be viewed in Stored, Approved, Released, Deleted, or Cancelled status.

To Release a Single Instruction

To release an instruction, return to the Funds Transfer Instruction Summary screen.

Only Instructions with a Stored or Approved status can be released. On the summary report, click the radio button next to the instruction you wish to release and click Release.

Repetitive Instructions

If the instruction is a repetitive instruction, you are prompted to click Release again to confirm the release. The status of the instruction is changed to Released.

Random Instruction
If the instruction is a random instruction with a test key, the detail report is displayed.

Review the details and click **Release** to release. After releasing the instruction you are returned to the summary report.

**Release a Page of Instructions**

Only instructions with a status of *Stored* or *Approved* can be released. All instructions on a single page can be released simultaneously.

**Repetitive Instructions**

If all of the instructions are repetitive, click **Release Page** to release them. The instructions are released immediately; the status of all instructions selected will change to *Released*.
Random Instructions

If any of the instructions are random, the first detail screen is displayed after selecting **Release Page**.

Click **Release** to release the instruction. Detail screens are displayed until all of the random instructions on the current page of the summary screen have been released; the status of all instructions selected will change to **Released**.

To Delete an Instruction

On the summary report, place the cursor next to the instruction you wish to delete and click **Delete**. A message will appear confirming the deletion. Click **Delete** to confirm the deletion. The status of the instruction is changed to **Deleted**.

<table>
<thead>
<tr>
<th>Inst#</th>
<th>Client Reference</th>
<th>Beneficiary's ID/Name</th>
<th>Beneficiary's Bank ID/Name</th>
<th>Status</th>
<th>Payment Amount</th>
<th>Curr</th>
<th>Intermediary's Bank ID/Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0006</td>
<td>T016</td>
<td>BOLTMBR</td>
<td>BOLTMBR</td>
<td>REL</td>
<td>206,678.02</td>
<td>EUR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>T015</td>
<td>GOLNBS</td>
<td>GOLNBS</td>
<td>SEL</td>
<td>66,787.00</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>T002-51</td>
<td>HELUSSBC</td>
<td>HELUSSBC</td>
<td>REL</td>
<td>198,980.00</td>
<td>CAD</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Only wire transfer instructions in a **Stored** or **Approved** status can be deleted.
6. **ENTER AMEND/CANCEL FOR RELEASED INSTRUCTIONS**

To amend, cancel, or return a released instruction select **Enter Amend/Cancel/Return for Released Instructions** from the **Funds Transfer** menu.

---

**Funds Transfer Selection Report**

From this screen, select report options and click **Enter** to access the **Funds Transfer Instruction Summary** screen.
Funds Transfer Instruction Summary Report

The *Funds Transfer Instruction Summary* screen provides users with a list of wire transfer instructions based upon previously selected report criteria. Instructions can be viewed in *Stored, Approved, Released, Deleted, or Cancelled* status. Only instructions that have been previously released can be *Amended* or *Cancelled*.

Instructions are listed by *Instruction Date* and are sorted in descending order by instruction number within each date.

To *Cancel* or *Amend* an instruction, select an instruction and click *Detail*. 
Funds Transfer Instruction Detail Report

To view the details of an instruction click the radio button next to the desired instruction and click **Detail**. An inquiry screen is then shown as displayed below.

From this screen you may select either to **Amend** or **Cancel** the wire transfer.

**Note:** Only one option may be selected. If you are amending the transfer, you must provide details on the **Additional Info** screen.

Once selections have been verified, click **Store/Release** to store or release the updated instruction; depending on user level. Once confirmed, you will then be brought back to the **Funds Transfer Instruction Summary** screen and a message confirming that your instruction has been stored or released will be displayed at the top of the window.
### Amended Instruction – One Step User

<table>
<thead>
<tr>
<th>Inst#</th>
<th>Client Reference</th>
<th>Beneficiary's ID/Name</th>
<th>Beneficiary’s Bank ID/Name</th>
<th>Status</th>
<th>Payment Detail</th>
<th>Curr</th>
<th>Payment Amount</th>
<th>Intermediary's Bank ID/Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0057</td>
<td>1109071509830010</td>
<td>GUY CARPENTER COMPANY LLC A</td>
<td>0</td>
<td>4,066.49 USD</td>
<td>KEL</td>
<td>0210000089</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0056</td>
<td>1112071507530011</td>
<td>GUY COMPANY LLC 0012653</td>
<td>0</td>
<td>0.11 USD</td>
<td></td>
<td>0210000089</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0055</td>
<td>1109071500170012</td>
<td>/3752177644 SOFTWARE SPECTRUM INC</td>
<td>11,397.45 USD</td>
<td>1110000012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BD34M8 - Funds Transfer Instruction Summary**

### Amended Instruction – Two Step or Three Step User

<table>
<thead>
<tr>
<th>Inst#</th>
<th>Client Reference</th>
<th>Beneficiary's ID/Name</th>
<th>Beneficiary’s Bank ID/Name</th>
<th>Status</th>
<th>Payment Detail</th>
<th>Curr</th>
<th>Payment Amount</th>
<th>Intermediary's Bank ID/Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0057</td>
<td>1109071509830010</td>
<td>GUY CARPENTER COMPANY LLC A</td>
<td>0</td>
<td>4,066.49 USD</td>
<td>STOR</td>
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<td></td>
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<td>0056</td>
<td>1112071507530011</td>
<td>GUY COMPANY LLC 0012653</td>
<td>0</td>
<td>0.11 USD</td>
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<td>1109071500170012</td>
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<td>11,397.45 USD</td>
<td>1110000012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BD34M8 - Funds Transfer Instruction Summary**
## Cancelled Instruction – One Step Users

- **Inst# Client Reference**
- **Beneficiary’s ID/Name**
- **Currency**
- **Intermediary’s Bank ID/Name**

<table>
<thead>
<tr>
<th>Inst#</th>
<th>Client Reference</th>
<th>Beneficiary’s ID/Name</th>
<th>Currency</th>
<th>Intermediary’s Bank ID/Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0087</td>
<td>11090715091300020</td>
<td>GUY CARPENTER COMPANY LLC A 0</td>
<td>0,066.09 USD</td>
<td>021000089</td>
</tr>
<tr>
<td></td>
<td>STORED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0086</td>
<td>11120715075300011</td>
<td>GUY COMPANY LLC 00126383</td>
<td>0.11 USD</td>
<td>021000089</td>
</tr>
<tr>
<td></td>
<td>STORED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0085</td>
<td>11090715034700012</td>
<td>/575317764# SOFTWARE SPECTRUM INC</td>
<td>11,597.45 USD</td>
<td>111000012</td>
</tr>
</tbody>
</table>

**BD344MB - Funds Transfer Instruction Summary**

## Cancelled Instruction – Two Step and Three Step Users

- **Inst# Client Reference**
- **Beneficiary’s ID/Name**
- **Currency**
- **Intermediary’s Bank ID/Name**

<table>
<thead>
<tr>
<th>Inst#</th>
<th>Client Reference</th>
<th>Beneficiary’s ID/Name</th>
<th>Currency</th>
<th>Intermediary’s Bank ID/Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0087</td>
<td>11080715091300010</td>
<td>GUY CARPENTER COMPANY LLC A 0</td>
<td>4,066.56 USD</td>
<td>021000089</td>
</tr>
<tr>
<td></td>
<td>STORED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0086</td>
<td>11120715075300011</td>
<td>GUY COMPANY LLC 00126383</td>
<td>0.11 USD</td>
<td>021000089</td>
</tr>
<tr>
<td></td>
<td>STORED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0085</td>
<td>11090715034700012</td>
<td>/575317764# SOFTWARE SPECTRUM INC</td>
<td>11,597.45 USD</td>
<td>111000012</td>
</tr>
</tbody>
</table>

**BD344MB - Funds Transfer Instruction Summary**
7. **REVIEW/RELEASE AMEND/CANCEL INSTRUCTIONS**

To release a transfer instruction, select the **Review/Release Transfer Instructions** option from the **Funds Transfer Selection** menu.

![Review/Release Transfer Selection screen](image)

From this screen, select **Report Options** and click **Enter** to access the **Funds Transfer Instruction Summary** screen.
Funds Transfer Instruction Summary Screen

The *Funds Transfer Instruction Summary* screen provides users with a list of wire transfer instructions based upon previously selected report criteria. Instructions can be viewed in *Stored, Approved, Released, Deleted*, or *Cancelled* status.

Instructions with a status of released appear in this report for up to 60 calendar days after *Value Date*.

Instructions with a status of stored or approved will remain in the *Funds Transfer* product until *Value Date*, after which time they will be systemically deleted unless released to the custodian.

To view details of a wire transfer, select the radio button next to the wire transfer and click **Detail**. This will display the *Funds Transfer Instruction Inquiry* screen.
Funds Transfer Instruction Inquiry Screen

The *Funds Transfer Instruction Inquiry* screen provides users with wire transfer instructions details of the instruction selected from the Summary screen. Instruction details can be viewed in *Stored, Approved, Released, Deleted,* or *Cancelled* status.

To *Release an Instruction*, return to the *Funds Transfer Instruction Summary* screen.

**To release a Single Instruction**

Only Instructions with a *Stored or Approved* status can be released. On the *Summary Report*, click the radio button next to the instruction you wish to release and click *Release*. 
Repetitive Instructions

If the instruction is a repetitive instruction, you are prompted to click **Release** again to confirm the release. The status of the instruction is changed to **Released**.

![Image of Instruction Summary](image)

Random Instruction

If the instruction is a random instruction with a test key, the detail report is displayed.

![Image of Instruction Inquiry](image)
Review the details and click **Release** to release. After releasing the instruction you are returned to the **Summary Report**.

**To Release a Page of Instructions**

Only Instructions with a status of *Stored* can be released. All instructions on a single page can be released simultaneously.

The first detail screen is displayed after selecting **Release Page**.

Click **Release** to release the instruction.

Detail screens are displayed until all of the random instructions on the current page of the summary screen have been released; the status of all instructions selected will change to *Released*.
To Delete an Instruction

On the Summary Report, place the cursor next to the instruction you wish to delete and click **Delete**. A message will appear confirming the deletion.

Click **Delete** to confirm the deletion. The status of the instruction is changed to **Deleted**.

---

**Note:** Only wire transfer instructions in a *Stored or Approved* status can be deleted.
8. View/Print Transfer Instructions

If you choose View/Print Transfer Instructions from the Funds Transfer menu, the Funds Transfer Selection screen is launched.

Note: In the Instruction Status, the Canceled option provides users with any instructions that have been cancelled by the custodian.

To select Funds Transfer report criteria

Enter your selection criteria on the Funds Transfer Selection screen.

Select the desired reporting option, and then click Enter to process your request.

If you select Screen, refer to the Funds Transfer Instruction Summary Report section below.

PC Disk Option

If you select PC Disk, you must select either Summary or Detail.

If you select Summary, the downloaded file is named FNDTRSUM.XXX.

If you select Detail, the file is named FNDTRDET.XXX (Where XXX is the number from 001 to 999.).

The file is placed in the Downloads menu item from the BBH WorldView® portal.
Data File Option

If you select Data, the Funds Transfer File Data Selection screen is displayed as shown below.

To select data fields and create a download file

Specify whether you want the file to be delimited or non-delimited.

In a delimited file, the fields are separated by commas and alphanumeric fields are enclosed in quotes. In a non-delimited file, no field separators are used.

Select each field you wish to include in the download, or click All Fields to select all available data fields. All of the fields on this screen are defined in the Appendix.

Note: If the data field selections were saved during a previous session those fields will still be selected.

To save your selections for future use, select Save. The next time you select the Data Reporting option in this product; these fields will be automatically selected.

Click Enter to create the download file. The file is called FNDTRDAT.TXT.
Funds Transfer Instruction Summary Report

Instructions with a status of Released appear in this report for up to 60 calendar days after Value Date.

Instructions with a status of Stored or Approved will remain in the Funds Transfer product until Value Date, after which time they will be systemically deleted unless released to the custodian.

To view details of a wire transfer, select the radio button next to the wire transfer and click Detail. This will display the Funds Transfer Instruction Inquiry screen.
Funds Transfer Instruction Inquiry Screen

To view the details of an instruction click the radio button next to the desired instruction and click **Detail**. An inquiry screen is then shown as displayed below.

![Funds Transfer Instruction Inquiry Screen](image)

To view any additional bank instructions click **Additional Info**. An example of the **Additional Information** screen is shown below.

![Additional Information Screen](image)

The date and time the instruction was stored and/or released are displayed at the bottom of the screen.
Summary Report Totals

If you click **Totals** from the *Funds Transfer Instruction Summary* screen, the *Summary Report Totals* screen is displayed; sample shown.

![Summary Report Totals](image)

**Note:** The totals are displayed for the first currency code in the summary report. To view the totals for the next currency code click **Next Page** and **Previous Page**.
9. **VIEW/PRINT AMEND/CANCEL INSTRUCTIONS**

If you choose View/Print Amend/Cancel Instructions from the Funds Transfer menu, the Amend/Cancel/Instruction Selection screen is launched.
Funds Transfer Instruction Summary Report

After you have made your selections on the Amend/Cancel/ Return Instructions Selection screen, click Enter. The Funds Transfer Instruction Summary report is displayed as shown below.

Instructions with a status of Released appear in this report for up to 60 calendar days after Value Date.

Instructions with a status of Stored or Approved will remain in the Funds Transfer product until Value Date, after which time they will be systemically deleted unless released to the custodian.
View Amend/Cancel Instruction Detail Report

To view the details of an instruction click the radio button next to the desired instruction and click **Detail**. An inquiry screen is then shown as displayed.

From this screen you can see whether the *Transfer* has been amended, cancelled, or released. You may select **Additional Info** to see any instructions that have been entered.
10. VIEW TRANSFER INSTRUCTIONS TEMPLATES

If you chose View Transfer Instructions Templates from the Funds Transfer Selection Menu, the Funds Transfer Instruction Template Inquiry screen is launched.

Repetitive Template Inquiry Screen

To see additional pages of templates click Next Page and Previous Page. To view template details, click on the Detail button.

Repetitive Template Detail Screen

For additional information, such as Instructions for Bank, click the Additional Info button.
## Repetitive Template Detail Screen – Additional Info

<table>
<thead>
<tr>
<th>Repetitive ID: 09600901</th>
<th>Instruction Number:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Account: 1234567</td>
<td>Currency: USD</td>
<td>Type of Funds: W</td>
</tr>
<tr>
<td>Payment Amount:</td>
<td>Instruction Date: / /</td>
<td></td>
</tr>
<tr>
<td>Value Date: / /</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions for Bank:**

**By Order Of ID/Name:**

**ID Type:**

---

SD3421MB - Funds Transfer Repetitive Template Inquiry
11. **Enter Advice of Incoming Funds**

If you choose *Enter Advice of Incoming Funds* from the Funds Transfer Selection Menu, the Advice of Incoming Funds Entry screen is launched.

To enter a Repetitive Advice

Enter the repetitive ID number and click **Verify**.

Additional required fields include: *Credit Amount*, *Currency*, and *Value Date*.

Make sure all of the information was entered correctly, and then press **Release** to process advice.

To enter another advice, press the **Refresh** key to refresh the screen.

If finished entering advices, press **Return** to return to the Selection Menu.

To Enter a Random Advice

For *Random Instructions*, the following fields are required:

- Credit Account
- Credit Amount
- Paying Bank ID Type
- Paying Bank ID/Name

Make sure all of the information was entered correctly, and then press **Release** to process advice.

To enter another advice, press the **Refresh** key to refresh the screen.

If finished entering advices, press **Return** to return to the Selection Menu.
12. **RELEASE ADVICE OF INCOMING FUNDS**

To release an advice, select the **Review/Release Transfer Instructions** option from the *Funds Transfer Selection* menu.

From this screen, select **Report Options** and click **Enter** to access the *Advice of Incoming Funds Summary* screen.
Advice of Incoming Funds Summary Screen

The Advice of Incoming Funds Summary screen provides users with a list of advices based upon previously selected report criteria. Advices can be viewed in Stored, Released, Deleted, or Cancelled status.

Advices with a status of released appear in this report for up to 60 calendar days after Value Date.

Advices with a status of stored will remain in the Funds Transfer product until Value Date, after which they will be systematically deleted unless released to the custodian.

To release an Advice

Only Advices with a Stored status can be released. On the Summary Report, click the radio button next to the instruction you wish to release and click Release.
13. **ENTER AMEND/CANCEL ADVICE OF INCOMING FUNDS**

If you choose **Enter Amend/Cancel Advice of Incoming Funds** from the *Funds Transfer Selection Menu*, the *Advice of Incoming Funds Selection* screen appears.

From this screen you may sort *Incoming Funds Advices* by account number, instruction number and/or report date. You may also check any or all **All** boxes to see all of the advices. Click **Enter** to see the *Advice of Incoming Funds Summary*, shown below.

---

**Amend/Cancel Advice of Incoming Funds Summary Report**

The *Advice of Incoming Funds Summary* screen shows incoming advices and allows the user to select more detail by clicking the appropriate radio button then click **Detail**. This will open up the *Advice of Incoming Funds Inquiry* screen shown below.
Amend/Cancel Advice of Incoming Funds Detail Report

On the Advice of Incoming Funds Detail report allows the user to either Amend or Cancel an advice on incoming funds. If amending the advice the user must enter Amend/Cancel Instructions.

Once Amend or Cancel is selected click Verify to verify the instruction then click Release. You will be taken back to the Advice of Incoming Funds Summary screen.
14. **RELEASE AMEND/CANCEL ADVICE OF INCOMING FUNDS**

To release an advice, select the **Review/Release Amend/Cancel Advice of Incoming Funds** option from the Funds Transfer Selection menu.

From this screen, select **Report Options** and click **Enter** to access the Amend/Cancel Advice of Incoming Funds Selection screen.
Advice of Incoming Funds Summary Screen

The Advice of Incoming Funds Summary screen provides users with a list of advices based upon previously selected report criteria. Advices can be viewed in Stored, Released, Deleted, or Cancelled status.

Advices with a status of Released appear in this report for up to 60 calendar days after Value Date.

Advices with a status of Stored will remain in the Funds Transfer product until Value Date, after which time they will be systematically deleted unless released to the custodian.

To release an Advice

Only Advices with a Stored status can be released. On the Summary Report, click the radio button next to the instruction you wish to release and click Release.
Select **Store Release** to confirm the request. Once released, the user returns back to the *Amend/Cancel Advice of Incoming Funds Summary* screen.

<table>
<thead>
<tr>
<th>Instr#</th>
<th>Val Dte</th>
<th>Account</th>
<th>Client Ref</th>
<th>Paying Bank Id/Name</th>
<th>Rep Id</th>
<th>Instr Dte</th>
<th>Funds Amount/Curr</th>
<th>Ordering Party</th>
<th>Status</th>
<th>Instr Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0064</td>
<td>07/30/07</td>
<td>122469</td>
<td>1029071654350001</td>
<td>BARCLAYS BANK DUBLIN</td>
<td>07/30/07</td>
<td>12,876.92 EUR</td>
<td>INVESTMENT MANAGEMENT (IR)</td>
<td>AMEND</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

80377MO - Amend/Cancel Advice of Incoming Funds Summary
15. **VIEW ADVICE OF INCOMING FUNDS**

If you choose **View Advice of Incoming Funds** from the **Funds Transfer Selection Menu**, the **Advice of Incoming Funds Selection** screen is launched.

### Advice of Incoming Funds Summary Report

Once you have made your selections, the **Advice of Incoming Funds Summary** report is displayed. A sample is shown.
Advice of Incoming Funds Detail Report

To see additional details about a particular advice, click the radio button next to the desired advice and click **Detail**. The *Advice of Incoming Funds Inquiry* detail screen is displayed as shown below.
16. **VIEW AMEND/CANCEL ADVICE OF INCOMING FUNDS**

If you chose **View Amend/Cancel Advice of Incoming Funds** from the *Funds Transfer Selection Menu*, the Amend/Cancel Advice of Incoming Funds Selection screen is launched.

---

**Amend/Cancel Advice ofIncoming Funds Summary View**

After you have made your selections on the *Funds Transfer* screen, click **Enter**. The *Funds Transfer Instruction Summary* report is displayed as shown below.
Amend/Cancel Advice of Incoming Funds Detail View

To see additional details about a particular advice, click the radio button next to the desired advice and click **Detail**. The *Amend/Cancel Advice of Incoming Funds Inquiry* detail screen is displayed as shown.
17. **View Advice of Incoming Funds Templates**

If you chose **View Advice of Incoming Funds Templates** from the *Funds Transfer Selection Menu*, the *Advice of Incoming Funds Repetitive Template Inquiry* screen is launched.

Advice of Incoming Funds Templates Inquiry Screen

To see additional pages of templates click **Next Page** and **Previous Page**. To view template details, select one of the templates and click on the **Details** button.

Advice of Incoming Funds Templates Inquiry Detail Screen
## 18. APPENDIX

<table>
<thead>
<tr>
<th>ID Type</th>
<th>Mapping and Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The ‘A’ ID Type is only validated for custodian book transfers. To enter a book transfer, enter an ‘A’ in the Beneficiary ID Type field and valid custodian account in the ID/Name field. The system will validate the account as a custodian account number and display the corresponding account name. The ‘A’ type can also be used for DDA account numbers. If data is entered in the Beneficiary Bank or Intermediary Bank fields, the entered account will be treated as an O type and not validated by the system.</td>
</tr>
<tr>
<td>B</td>
<td>The ‘B’ ID Type is used to indicate a SWIFT Bank Identifier Code. When entered, the system will check to make sure that BIC is valid and no data has been entered in the remaining 3 lines of the ID/Name field. The system will display the associated bank name and address to confirm that the entered BIC is what the user intended to enter. This ID Type is not valid when the user selects N for the Is the Beneficiary a Bank? field. If a user wants to enter an 11 character BIC Code to include the Extension code they will have to enter it as the first 8 characters, an X, and the last 3 characters.</td>
</tr>
<tr>
<td>F</td>
<td>The ‘F’ ID Type is used to indicate a Fed Routing ABA Number. When entered, the system will check to make sure the ABA is valid and no data has been entered in the remaining 3 lines of the ID/Name field. The system will display the associated bank name and address to confirm that the entered ABA is what the user intended to enter. This ID Type is not valid when the user selects N for the Is the Beneficiary a Bank? field.</td>
</tr>
<tr>
<td>U</td>
<td>The ‘U’ ID Type is used to indicate a CHIPS UID Identifier. When entered, the system will check to make sure the UID is valid and no data has been entered in the remaining 3 lines of the ID/Name field. The system will display the associated bank name and address to confirm that the entered UID is what the user intended to enter.</td>
</tr>
</tbody>
</table>
| O       | O is the free form text entry field. Users are able to input any information on all 4 lines of the related ID/Name if they select O as an ID Type. If a user wishes to enter a code beside a BIC, ABA, DDA, or Custodian Account Number they would have to use the O ID Type and format the code according to SWIFT standards in line one of the ID/Name field. It is recommended that they also provide description information on lines 2-4 of the same ID/Name field. For Example:  
//SCXXXXXXXX Sample Bank One  
59 Sample Street New York, NY |
## 19. GLOSSARY

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Party Transfer ID</td>
<td>Choose this field when a 4th party is involved with a wire instruction. A BIC address is required for this field. <strong>Note:</strong> This field is only eligibility when <strong>Is Beneficiary a Bank</strong> field is checked &quot;No&quot;.</td>
</tr>
<tr>
<td>Account</td>
<td>The 7-digit Custodian account number to be credited or debited for the payment amount.</td>
</tr>
<tr>
<td>Account Number(s)</td>
<td>Enter up to eight individual Custodian account number or select All to view advices for all of your accounts.</td>
</tr>
<tr>
<td>Credit Account</td>
<td>The 7-digit custodian account number that will be credited on the payment advice.</td>
</tr>
<tr>
<td>All Fields</td>
<td>Choose this field to include all available fields in the data file.</td>
</tr>
<tr>
<td>Credit Amount</td>
<td>The money amount expected on the payment advice.</td>
</tr>
<tr>
<td>Bank Instructions</td>
<td>Any additional information entered with the instruction for the custodian, the Beneficiary Bank, or the Intermediary Bank.</td>
</tr>
<tr>
<td>Custodian Account Name</td>
<td>The name of the custodian account to be credited.</td>
</tr>
<tr>
<td>Beneficiary ID Type</td>
<td>The 1-character code that indicates which type of ID is displayed in the Beneficiary’s ID/Name field.</td>
</tr>
<tr>
<td>Beneficiary’s Bank ID Type</td>
<td>Enter a 1-character code to indicate which type of ID will be input into the Beneficiary’s Bank ID/Name field.</td>
</tr>
<tr>
<td>Beneficiary’s Bank ID/Name</td>
<td>The ID or Name and Address of the bank of the ultimate Beneficiary that corresponds to the ID Type displayed in the Beneficiary’s Bank ID Type field.</td>
</tr>
<tr>
<td>Beneficiary’s ID Type</td>
<td>Enter a 1-character code to indicate which type of ID will be input into the Beneficiary’s ID/Name field. <strong>Note:</strong> When a user selects N, the only valid ID Types are “A”, “O”, and U.</td>
</tr>
<tr>
<td>Beneficiary’s ID/Name</td>
<td>The ID or Name and Address of the ultimate Beneficiary that corresponds to the ID Type displayed in the Beneficiary’s ID Type field.</td>
</tr>
<tr>
<td>Beneficiary’s Bank ID Type</td>
<td>The 1-character code that indicates which type of ID is displayed in the Beneficiary’s Bank ID/Name field.</td>
</tr>
<tr>
<td>Beneficiary’s Bank ID/Name</td>
<td>The ID or Name and Address of the ultimate Beneficiary Bank that corresponds to the ID Type displayed in the Beneficiary’s Bank ID Type field.</td>
</tr>
<tr>
<td>Beneficiary’s Bank Name/ID</td>
<td>The name or id of the ultimate beneficiary’s bank.</td>
</tr>
<tr>
<td>Beneficiary’s ID Type</td>
<td>The 1-character code that indicates which type of ID is displayed in the Beneficiary’s ID/Name field.</td>
</tr>
<tr>
<td>Beneficiary’s ID/Name</td>
<td>The name or id of the person or company who is the ultimate beneficiary of the payment.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>By</td>
<td>This field is populated after you store the advice. It displays your User ID.</td>
</tr>
<tr>
<td>By Order of ID Type</td>
<td>The 1-character code that indicates which type of ID is displayed in the By Order of ID/Name field.</td>
</tr>
<tr>
<td>By Order of ID/Name</td>
<td>Enter the appropriate ID or Name and Address of the By Order of Party.</td>
</tr>
<tr>
<td></td>
<td>When inputting a BIC code with an extension a user should enter the first 8 characters of the BIC, an X, and then the 3-character extension.</td>
</tr>
<tr>
<td></td>
<td>To input a CHIPS Branch sort code select an ID Type of O and input //SC and then the sort code. When using a CHIPS Code it is recommended that the user enter additional descriptive data the remaining 3 lines of the ID/Name field.</td>
</tr>
<tr>
<td>By Order of Type</td>
<td>Enter a 1-character code to indicate which type of ID will be input into the Beneficiary’s Bank ID/Name field.</td>
</tr>
<tr>
<td>Cancelled Instructions</td>
<td>The number of instructions canceled by the system, followed by the current payment total of canceled instructions associated with the account for the above currency code.</td>
</tr>
<tr>
<td>Charge Option Borne By</td>
<td>This option is used to designate the charge option when the beneficiary is not a bank. Options are:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Shared (Both Beneficiary &amp; Sender)</strong> - Transaction charges on the Sender’s side are to be borne by the ordering customer. Transaction charges on the Receiver’s side are to be borne by the beneficiary customer. The Shared option is the default setting for this field.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Sender</strong> - All transaction charges are to be borne by the ordering customer.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Beneficiary</strong> – All transaction charges are to be borne by the beneficiary customer.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Not Applicable</strong> – This option must be used when the beneficiary is a bank.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The “<strong>Is Beneficiary a Bank (Y/N)?</strong>” indicator must be <strong>N</strong> in order to designate a charge option.</td>
</tr>
<tr>
<td>Client Reference</td>
<td>Your own reference number for the advice, up to 16 characters. This field is optional.</td>
</tr>
<tr>
<td>Credit Account</td>
<td>The 7-digit custodian account number to be credited for the payment amount.</td>
</tr>
<tr>
<td>Curr</td>
<td>The 3-character ISO currency code for the currency of the payment amount.</td>
</tr>
<tr>
<td>Currency</td>
<td>Choose the currency of the payment from the drop-down list. The default is USD.</td>
</tr>
<tr>
<td>Currency Code</td>
<td>The 3-character ISO currency code used to issue the payment.</td>
</tr>
<tr>
<td>Daily Credit Limit</td>
<td>The maximum total of funds that may be transferred for each Instruction Date using this template.</td>
</tr>
<tr>
<td>Debit Account</td>
<td>The 7-digit custodian account number to be debited for the payment amount.</td>
</tr>
<tr>
<td>Deleted Instructions</td>
<td>The number of instructions deleted by the client, followed by the current payment total of deleted instructions associated with the account for the above currency code.</td>
</tr>
<tr>
<td>Delimited</td>
<td>Choose this field if you want to place commas between each field and quotes around alphanumeric fields.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>From Report Date</td>
<td>The first date in the range for which the download file is created.</td>
</tr>
<tr>
<td>Funds Amount</td>
<td>The money amount to be credited to the account, followed by the payment currency code.</td>
</tr>
<tr>
<td>Instr Date</td>
<td>The date the advice was entered into custodian’s system.</td>
</tr>
<tr>
<td>Instr Num</td>
<td>A unique 4-digit number assigned by the system to identify the instruction or advice.</td>
</tr>
<tr>
<td>Instruction Date</td>
<td>This field is populated with today's date when the advice is stored.</td>
</tr>
<tr>
<td>Instruction Number</td>
<td>This number is assigned and displayed when the advice is stored.</td>
</tr>
<tr>
<td>Instruction Number/To</td>
<td>Enter a 4-digit instruction number, a range of numbers or choose All instruction numbers.</td>
</tr>
<tr>
<td></td>
<td>To select a single instruction, enter that instruction number in the first field.</td>
</tr>
<tr>
<td></td>
<td>To select a range, enter a beginning and an ending instruction number.</td>
</tr>
<tr>
<td></td>
<td>To choose all instruction numbers, type an X next to All.</td>
</tr>
<tr>
<td>Instruction Status</td>
<td>Select one or more of the following:</td>
</tr>
<tr>
<td></td>
<td>ƒ Stored</td>
</tr>
<tr>
<td></td>
<td>ƒ Released</td>
</tr>
<tr>
<td></td>
<td>ƒ Deleted (by client)</td>
</tr>
<tr>
<td></td>
<td>ƒ Canceled (by system)</td>
</tr>
<tr>
<td></td>
<td>Or select All to include every status.</td>
</tr>
<tr>
<td>Instruction Type</td>
<td>Select either Repetitive or Random, or select All to work with both types of instructions.</td>
</tr>
<tr>
<td>Instructions of custodian or Bank</td>
<td>Any additional information entered with the instruction for the custodian, the Beneficiary Bank, or the Intermediary Bank.</td>
</tr>
<tr>
<td>Intermediary's Bank ID Type</td>
<td>Enter a 1-character code to indicate which type of ID will be input into the Intermediary’s Bank ID/Name field.</td>
</tr>
<tr>
<td>Intermediary's Bank ID/Name</td>
<td>Enter the appropriate ID or Name and Address of the Intermediary Bank.</td>
</tr>
<tr>
<td></td>
<td>When inputting a BIC code with an extension a user should enter the first 8 characters of the BIC, an X, and then the 3-character extension.</td>
</tr>
<tr>
<td></td>
<td>To input a CHIPS Branch sort code select an ID Type of O and input //SC and then the sort code. When using a CHIPS Code it is recommended that the user enter additional descriptive data the remaining 3 lines of the ID/Name field.</td>
</tr>
<tr>
<td>Last Updates By</td>
<td>The sub user ID of the last person to update the transaction.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Method of Advice    | The code that indicates how the beneficiary’s bank should notify the beneficiary of the payment. The valid codes are:  
                      M – Mail  
                      P – Phone  
                      T – Telex  
                      M is the default. Cashier’s checks and drafts are mailed to the beneficiary unless otherwise specified on the Bank Instructions screen, discussed below.                                                                                                                       |
| Non-Delimited       | Choose this field if you do not want to use any field separators.                                                                                                                                                                                                                                                                                   |
| Ordering Party      | The name and address of the ordering party, populated only if this is not you.                                                                                                                                                                                                                                                                      |
| Origin              | The 1 character identifier of the party that created the template.                                                                                                                                                                                                                                                                                   |
| Paying Bank ID Type | Enter a 1-character code to indicate which type of ID will be input into the Paying Bank ID/Name field.  
                      To input a CHIPS Branch sort code select an ID Type of O and input //SC and then the sort code. When using a CHIPS Code it is recommended that the user enter additional descriptive data on lines 2, 3 and 4.                                                                 |
| Paying Bank ID/Name | The id or name and address of the bank paying the incoming funds to the custodian that corresponds to the ID Type displayed in the Paying Bank ID Type field.                                                                                                                                      |
| Payment Amount      | The amount to be paid to the ultimate beneficiary.                                                                                                                                                                                                                                                                                                   |
| Payment Details     | Enter any payment reference information for the ultimate beneficiary. When the final beneficiary is a bank, you will not be able to enter data in this field and process an instruction.                                                                                                                                                                         |
| Payment Details     | The payment reference information for the ultimate beneficiary.                                                                                                                                                                                                                                                                                     |
| Release Date        | The date the transfer instruction was released.                                                                                                                                                                                                                                                                                                      |
| Release Time        | The time the transfer instruction was released.                                                                                                                                                                                                                                                                                                      |
| Released Instructions| The number of released instructions, followed by the current payment total of released instructions associated with the account for the above currency code.                                                                                                                                                                |
| Rep ID              | If this is a repetitive instruction, this field displays the 7-digit ID number for the repetitive transfer instruction template. If this is a random instruction the field is blank.  
                      Note: If the instruction is a repetitive instruction, the literal 'REP ID' and the 5-digit repetitive template number will be displayed under the 'Instr Num' and 'Status' fields.                                                                                                     |
<p>| Repetitive ID       | If you want to enter repetitive instructions, up to 7-digit ID number for the repetitive template you wish to use. If you want to enter random instructions, leave this field blank.                                                                                                                   |</p>
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date For/To</td>
<td>Specify the dates for which you want to review or release instructions. To select just one date, place the date in the first field. To select a range of dates, enter a beginning and an ending date. To choose all dates, select All.</td>
</tr>
<tr>
<td>Select By</td>
<td>Select Instruction Date to select advices by the date they were entered into the system. Select Value Date to select advices by the date payment is to be received.</td>
</tr>
<tr>
<td>Status</td>
<td>This field is displayed after the instruction has been stored. The status will be STORED until it has been released. Stored This field is populated after you store the advice. It displays the date and time the advice was stored. Stored Date The date the instruction was stored on the custodian’s system.</td>
</tr>
<tr>
<td>Stored Instructions</td>
<td>The number of instructions stored by the client, followed by the current payment total of stored instructions associated with the account for the above currency code. Stored Time The time the instruction was stored on the custodian’s system.</td>
</tr>
<tr>
<td>Test Key</td>
<td>A confidential algorithmic code used to verify transmissions of instructions.</td>
</tr>
<tr>
<td>To Report Date</td>
<td>The last date in the range for which the download file is created.</td>
</tr>
<tr>
<td>Total</td>
<td>The total number of funds transfer instructions entered for the account within the displayed currency code.</td>
</tr>
<tr>
<td>Type</td>
<td>The 1-character code to indicate which type of ID is displayed in the Paying Bank ID/Name field.</td>
</tr>
<tr>
<td>Type of Funds</td>
<td>The code used to indicate the type of funds transfer to be performed by the custodian. The available codes are: W - Wire Transfer</td>
</tr>
<tr>
<td>Value Date</td>
<td>Enter the date the transfer is to be valued. For instructions in all currencies, you may enter the Instruction Date or one of the next 60 business days.</td>
</tr>
</tbody>
</table>