

POST MEMBER WIRE TRANSFERS
UPDATED MAY 2022

POST MEMBER WIRE – INCOMING

RUN AN “OFAC” CHECK ON THE ORIGINATOR AND SENDING INSTITUTION.
IN THE CU*A MENU, PRESS THE “ESC” KEY.

SELECT “OFAC SCAN”

ENTER YOUR PASSWORD AND THE ACCOUNT BASE NUMBER RECEIVING THE WIRE.
TYPE IN FIRST AND LAST NAME OF ORIGINATOR (IF FROM A COMPANY, CLICK ON
“ORGANIZATION ACCOUNT” IN THE BOTTOM LEFT CORNER AND THEN TYPE CO. NAME).
REPEAT FOR THE SENDING INSTITUTION USING THE “ORGANIZATION ACCOUNT
BUTTON.

NOTE: THIS PROCESS LEAVES A TRACKER SHOWING OFAC’S WERE PERFORMED.

TOOL #73 POST WIRE TRANSFER TO MBR ACCT

ACCOUNT#: XXXXXX XXX AA

AMOUNT: _____

TYPE: **INCOMING**

POST CODE: **WIN**

PRESS ENTER

VERIFY INFORMATION AND CLICK THE “POST” BUTTON.

EXIT

PRINTOUT PAGE 1 OF THE “DOMESTIC WIRE DETAILS” FROM ALLOYA AND FILE IN THE
“ALLOYA W/T” NOTEBOOK LOCATED IN THE ACCOUNTING OVERHEAD STORAGE UNIT.

POST MEMBER WIRE – OUTGOING

TOOL #73 POST WIRE TRANSFER TO MBR ACCT

ACCOUNT#: XXXXXX XXX AA

AMOUNT: _____

TYPE: **OUT**

POST CODE: **WOT**

PRESS ENTER

IF THE MEMBER IS NOT WIRING THE MONEY TO THEMSELVES, YOU HAVE TO
PERFORM A SEPARATE OFAC CHECK ON THE MEMBER.

PRESS ESCAPE – THIS WILL BRING UP A CU*BASE TIME-OUT OPTION SCREEN.

CLICK ON “OFAC SCAN”

ENTER: ACCOUNT NUMBER AND FIRST & LAST NAME

PRESS ENTER THEN CONTINUE BUTTON. IF NO HITS EXIT TIME-OUT SCREEN.

FILL IN RECIPIENT'S NAME, ADDRESS, AND ANY INSTRUCTIONS.

FILL IN RECIPIENT'S FINANCIAL INSTITUTION NAME, ADDRESS, ABA/R&T, AND
ANY INSTRUCTIONS.

PRESS ENTER – THE SYSTEM WILL RUN AN OFAC ON RECIPIENT.

PRESS ENTER – THE SYSTEM WILL RUN AN OFAC ON FINANCIAL INSTITUTION.

IF YOU GET A HIT ON EITHER RECIPIENT'S NAME AND/OR FINANCIAL INSTITUTION,
DETERMINE WHETHER TO CONTINUE OR CANCEL.

VERIFY AMOUNT AND FEE AMOUNT (\$0 OR \$20) AND PRESS POST.

PRINT AND SAVE RECEIPT AND STAPLE TO WIRE REQUEST.

EXIT

ENTER INITIALS AND DATE IN THE “OFAC CHECK...” LINE.

PRINTOUT PAGE 1 OF THE “DOMESTIC WIRE DETAILS” FROM ALLOYA AND STAPLE TO
THE BACK OF THE “WIRE TRANSFER REQUEST” FORM AND FILE IN THE “ALLOYA W/T”
NOTEBOOK LOCATED IN THE ACCOUNTING OVERHEAD STORAGE UNIT.